



**Klamath Community College
Special Petition for Admission: High School Online Students**

When to use this form: For any interested high school student who wishes to enroll in any course sections with available space and meets all course prerequisites. Klamath Community College reserves the right to make all final decisions.

Student's Name: _____ Date: _____

Last Name: _____ First Name: _____ M.I.: _____

Mailing Address: _____

Date of Birth: _____ Male: _____ Female: _____

Name of High School: _____ City and State: _____

Email Address: _____

Online Course Requested: _____

Brief Description of Student's Motivation to Enroll: _____

Please Initial Below

_____ If accepted into this course, I agree to abide by all academic and behavioral expectations of any college-level class as described in the Klamath Community College Student Handbook (located online at www.klamathcc.edu), particularly the sections on "Policies and Procedures" and "Student Conduct Process," which describe attendance standards, academic honesty, and general classroom behavior. [These expectations will also appear on the course syllabus that you will receive on the first day of class]

_____ I authorize KCC to release necessary information regarding the student's enrollment and grades according to FERPA policies published in the KCC Student Handbook.

_____ **IMPORTANT: I have read the Under Age 18 Admissions Klamath Community College Procedure**

Student Signature: _____ Date: _____

Comment(s): _____



Parental Approval: Approve: _____ Not Approve: _____

Date: _____

Signature: _____

Comment(s): _____

HS Instructor/Counselor Recommendation: Recommend: _____ Not Recommend: _____

Date: _____

Signature: _____

Comment(s): _____

KCC Distance Education Director: Approve: _____ Not Approve: _____

Date: _____

Signature: _____

Comment(s): _____

KCC VP or Designee Approval: Approve: _____ Not Approve: _____

Date: _____

Signature: _____

Comment(s): _____

NOTE: Return this form to [TBD] for processing and filing.
Klamath Community College
K-12 Support Coordinator
Kelly Kline
7390 South 6th Street
Klamath Falls, OR 97603
541-880-2337
Email: KCCDualCredit@kcc.edu Fax: 541-880-2395

**Under Age 18 Notifications to Instructors
Klamath Community College
PROCEDURE**

1. PURPOSE

Provide for the safety and welfare of students under the age of 18 and comply with state law on mandatory reporting of abuse and suspected abuse of minors.

2. PROCEDURE

1. The Registrar and Director of Advising & Retention (D of A&R) are responsible for this procedure.
2. The Registrar, D of A&R, or designee will notify instructors of underage students enrolled in their courses by the end of the second week of the term.
3. The notification will include:
 - a. Information on Oregon's mandatory reporting laws of abuse of suspected abuse.
 - b. The names and Student ID (SID) numbers of underage students.
 - c. FERPA requirements to protect student confidentiality.
4. Notification may be done by e-mail or written notification.
5. Record of the notifications will be kept by the Registrar or D of A&R or designee for a period of time consistent with Oregon records retention regulations.

3. BACKGROUND

1. Reference(s): ORS 419B.005 to 419B.045; Oregon records retention rules.
2. Revision history: (Drafts began in Spring 2014 with discussion at the Student Affairs and Enrollment Management Council and President's Council; went to SAEM Council again on 2014-12-08).
3. Legal counsel review: None.

UNDER AGE 18 ADMISSIONS – PROCEDURE
Klamath Community College

1. PURPOSE

Provide for admission and enrollment of underage students other than dual credit classes.

2. PROCEDURE

1. The Vice President of External Programs (VPEP), in collaboration with the Vice President of Student Affairs (VPSA), is responsible for this procedure.
2. Definition: underage means under 18 on the first day of the term.
3. Table of categories and approvals for credit classes:

Underage Admission into Credit Classes					
Age	Admissions Type	Secondary/ Home School Approval?	Parent/ Guardian Approval?	Who Must Approve Admission	Tuition Rate
15 or younger	Special	Yes	Yes	VP EP or VP SA	H.S.
16-17 without H.S. diploma or GED	Special	Yes	Yes	Student Services	H.S.
16-17 with H.S. diploma or GED	Regular	No	Yes	Student Services	Regular
<i>Parent/guardian and student must meet with the indicated staff for approval.</i>					

4. Underage students *without* a high school diploma or GED must complete the "Secondary School Student Registration" process for *special* admission that includes:
 - a. Approval of secondary school counselor or home school equivalent.
 - b. Approval for any waiver of placement tests by secondary school or home school.
 - c. Agreement to complete coursework in postsecondary school or home school whenever possible prior to seeking College courses.
 - d. Information on whom to consult to use College credit for secondary or home school requirements, and whom to work with for College requirements.
 - e. Information on Family Educational Rights and Privacy Act (FERPA).
 - f. Approval of parent/guardian.
 - g. Information that the College is an adult learning environment, that the student will interact with others of a wide variety of ages and backgrounds, that the College must mandatorily report any suspected abuse of minors, that the student may be in classes with known or unknown sex offenders, that the College will disclose to instructors the fact of a student being under age 18, and that the student may be exposed to graphic material related to violence, sexuality, or other mature topics.

- h. Statement that course content, grades, and activities cannot be changed for age.
 - i. Agreement that the student must follow all College policies and regulations, including the Student Code of Conduct, and where to find information on the preceding.
 - j. Information on student services and resources.
5. Students 15 years or younger, in addition to 3 above, must also:
- a. Write and submit a letter explaining their request for special admission.
 - b. Submit a letter of recommendation for academic and behavioral preparedness from:
 - i. A secondary school counselor or administrator, or
 - ii. If home-schooled, from an adult other than the parent/guardian.
 - c. If home-schooled, provide documentation of successful completion of the State of Oregon 8th grade test for home-schooled students.
 - d. Meet with VPEP or VPSA along with their parent/guardian for approval of admission.
6. Students age 16-17 *with* a high school diploma or GED are exempt from 3.a. – 3.d. They must satisfy 3.e. – 3.j. Such students are *regular* admits.
7. For *subsequent* terms of enrollment of underage students:
- a. Secondary or home school approval is needed each term for *special* admits, but there is no required meeting with the parent/guardian.
 - b. No additional approvals are needed for *regular* admits.
 - c. With satisfactory behavior and progress, continued study may be granted.
8. Table of categories and approvals for Community Education (CE) classes:

Underage Admission into Community Education (CE) Classes					
Age	Admissions Type	Secondary/ Home School Approval?	Parent/ Guardian Approval?	Who Must Approve Admission	Cost
Under 18	N/A	No	Yes	Student Services	Regular
<i>Note: The parent/guardian and student must meet with Student Services staff, who will consult with the CE Coordinator prior to registration if there are any questions.</i>					

- a. CE staff will publish any age restrictions for classes.
 - b. The CE Coordinator may approve exceptions in consultation with the instructor.
 - c. Underage students must satisfy 3.f. – 3.j. above.
9. The VPEP and VPSA or designees shall work to ensure that adequate information on underage students reaches instructors and to support mandatory reporting of suspected abuse.

3. BACKGROUND

1. Reference(s):
 - a. Age Discrimination Act of 1975
 - b. Oregon Chapter 419B – Juvenile Code Dependency (mandatory reporting)
 - c. College Policy 710.0000 “Admissions” and 710.0100 “Admission of Students”
 - d. ORS 341.481
2. Revision history: Initial approval by President’s Cabinet, March 20, 2014.
 - a. Revised September 3, 2014 to update name change for Student Affairs.
 - b. Revisions and corrections 2014-12-08.
 - c. Reviewed by Student Affairs and Enrollment Management Council, 2014-12-08.
3. Legal counsel review: Internal.