



Underage Admission Exception Procedures

Leech Lake Tribal College does not desire to replace or duplicate the functions of the local public schools. As a policy, Leech Lake Tribal College does not admit students under the age of 16. Under some circumstances (or for the purpose of admission to a special program), special consideration may be given to students who petition for an underage admissions exception.

Admission exceptions for students under the age of 16 must be approved by the Special Admissions Committee (SAC).

The student making a request for an admission exception must:

1. Complete a Leech Lake Tribal College Admissions Form (recommend no later than 30 days prior to start of quarter).
2. Complete the Accuplacer assessment and score at a level indicating a high probability of success at the college level (or special program if applicable).
3. Submit the High School Release form (high school, junior high, or home school).
4. Send (or hand carry in a sealed envelope) an official school transcript to Leech Lake Tribal College.
5. Submit a completed and signed Parent/Guardian Acknowledgment Form.
6. Submit a Letter of Interest, written by the student, explaining request for exception.

All documentation must be submitted to the Admissions Office in one complete packet. Exception requests will only be considered when all documentation has been received.

The Special Admissions Committee (SAC) consists of the Director of Enrollment Services and the Student Success Coordinator, Admissions Coordinator and Dean of Students. The Committee reviews requests on an individual basis. Approval for an admission exception must be by unanimous agreement of the SAC. Students will be notified of the Committee's decision. Criteria considered for granting an admission exception are:

1. The individual is competent at an appropriate academic level and/or artistic/technical level to be successful.
2. The individual is judged to have the ability and maturity to participate in an adult learning environment.

Individuals who are granted an admissions exception may be restricted to the following:

- a) Can register for no more than five credits (course as approved by the SAC).
- b) Cannot change courses during the semester.
- c) Must petition for continued admissions/enrollment each semester.

The admission exception shall terminate if the individual does not complete their course(s) with a passing grade (2.0, P) or higher.

Questions about the underage admission exception procedures should be directed to the Registrar's Office at 218-335-4222.

Revised by, Stacey Lundberg 1/16/2019



Leech Lake Tribal College

**UNDER AGE 16 ADMISSION EXCEPTION
Parent/Guardian Acknowledgement Form**

Parental/Guardian Acknowledgement:

I acknowledge that **Leech Lake Tribal College** is a public college in the state's higher education system. By enrolling my minor child at **Leech Lake Tribal College**, I acknowledge that my child is a student in a college environment. I further acknowledge that he/she will be held to the standards of academic performance and behavior expected of a college student. I understand and acknowledge that course content at **Leech Lake Tribal College** is at the college level, directed primarily to students who are adults. Neither **Leech Lake Tribal College** nor its instructors will modify methods of instruction or content of a class solely because a minor child enrolls.

Therefore, I agree to provide appropriate supervision, as required, for my minor child while he/she is on the **Leech Lake Tribal College** campus, outside of class hours. Such supervision may include, but is not limited to, accompanying the student to the classroom, picking up the student at the end of class, and/or accompanying the student on class related trips or to the college library. I further agree to attend my child's class when requested by the instructor and to provide additional on campus supervision for my child as requested by **Leech Lake Tribal College**.

Student Name _____

Date of Birth _____ **Social Security Number*** _____

Semester/Year Applied for: Fall ____ Spring ____ Summer ____ Year ____

High School Name or Home School District _____

Current Grade Level _____

Parent/Guardian Name (printed) and Signature **Date**

Leech Lake Tribal College Registrar or designee Signature **Date**

Approved ____ **Disapproved** ____ **Comments** _____

Revised by, Stacey Lundberg 1/16/2019