

## **Underage Student Procedure**

Prince George's Community College may accept for special admission certain for underage students what are designated as "talented and gifted" but who are yet recipients of a high school diploma or a high school equivalency certificate. Students will be considered for such admission provided one of the below criteria have been met and document. Additionally, the student must take the college's placement exam and score with non-developmental results in all three sections.

- Identification by the student's Board of Education or private school governing board as talented and gifted.
- Completion of at least the 7<sup>th</sup> grade and a standardized test score of 1200 on the SAT (with no less than 500 in either subpart- -mathematics or verbal) or a 22 on the ACT. Designation as a PSAT/NMSQT Finalist or Semi-finalist will also suffice.
- Admission to a recognized gifted and talented program in the state of Maryland or identification by local, professionally-qualified individuals or entities as having outstanding abilities in a particular area such as art or music which qualifies them for advanced study in that area. The college reserves the right to determine whether or not it will recognize a program or professional entity as meeting this criterion prior to accepting the recommendation.
- Students who are home schooled may, in lieu of the first two criteria listed, be assessed by a psychometrist or other professional qualified to administer and interpret the results of a recognized achievement test which places the student at the 90<sup>th</sup> percentile or higher using norms for college-bound students. The college reserves the right to determine whether or not it will recognize the validity of such tests and requires that students check with the Director of Recruitment and Admissions.

Students enrolled under this category will be limited to two daytime courses per semester, with continuance at the college dependent upon satisfactory performance in all previous semesters.

Students who wish to enroll in this category must complete the following in the order below:

1. Complete "Request for Special Admission" form
2. Complete "Letter of Understanding" form
3. Schedule a meeting with the Director of Recruitment and Admissions prior to registration
4. The college's admission application
5. The college's placement exam
6. The online SOAR (Student Orientation, Advising and Registration), which will need to be completed after taking the college's placement exam.

All requested signatures must be present before the student proceeds further in the process. Failure to comply with any portion of this process will result in denial of admission. All required documents must be submitted, and all evaluation results in place, no less than two weeks prior to the start of the semester for which the student is seeking admission.

**Prince George's Community College  
Letter of Understanding for Special Admissions Students**

**Students designated as gifted and talented may be admitted to Prince George's Community College on a case-by-case basis and under the following conditions:**

\_\_\_ We understand that Prince George's Community College is a public, secular institution and courses may at times deal with adult subject matter. There will be no modification of course content or prerequisites for underage students.

\_\_\_ We understand that academic freedom prevails in the classroom and that the student will be held to standards established by the faculty member and stated in the course syllabus.

\_\_\_ We understand that the student will be in a primarily adult environment where the average age of students is 30.

\_\_\_ We understand that students under the age of 16 are ineligible for any type of federal financial aid.

\_\_\_ We understand that each semester the student must meet with a counselor and obtain his/her signature on the registration form prior to enrolling for any courses. Regular meetings with a counselor/advisor during each semester are strongly encouraged. We further understand that we must see the Director of Recruitment and Admissions or his/her designee in order to register.

\_\_\_ We understand that Prince George's Community College has the right to limit the number of courses and credits taken each semester, as well as the time within which these courses must meet.

\_\_\_ We understand that the student needs to notify the Vice President for Student Services should any problems arise while enrolled as a student at Prince George's Community College.

\_\_\_ We, the parents, are responsible for arranging for transportation. We further understand that the college does not act "in loco parentis" while the student is on campus.

\_\_\_ We, the parents, further understand that, while we are assumed to be on campus while the student attends classes, we are not allowed to sit in or observe those classes.

\_\_\_ We have reviewed this document with the Director of Recruitment and Admissions or his/her designee and understand what is required.

Signature:

|  |      |                                    |                     |
|--|------|------------------------------------|---------------------|
| Student                                | Date | Parent/Guardian                    | Date                |
| Director of Recruitment and Admissions | Date | <b>Office Use Only: Denied</b> ___ | <b>Accepted</b> ___ |
| Conditions of Enrollment:_____         |      |                                    |                     |

**Prince George's Community College  
Underage Student Request for Special Admission**

This form provided for the use of an underage applicant who wants to attend Prince George's Community College but has not yet received a high school diploma or GED. Have this request for special admission completed and signed in consultation with your high school guidance counselor or home school compliance officer and parent or guardian. Please submit all information to the Director of Recruitment and Admissions no later than two weeks before the start of the requested semester.

**Date:** \_\_\_\_\_ **Student's Social Security Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Last    First    M.    Date of Birth**

**Address:** \_\_\_\_\_

**Street Address**

\_\_\_\_\_  
**City    State    Zip Code**

**School:** \_\_\_\_\_ **Grade Level:** \_\_\_\_\_

**Grade Point Average Preceding Semester:** \_\_\_\_\_ **SAT/ACT Scores(if available):** \_\_\_\_\_

Your application to the college will be evaluated using available academic information such as grades (please provide academic transcript), standardized test scores and professional assessments. The college placement test will also be required. A student requiring developmental coursework will not be admitted.

**Course(s) requested for the first semester:**

1. \_\_\_\_\_ 2. \_\_\_\_\_

The instructional and co-curricular experience at Prince George's Community College are made available for students at a post-secondary level. An applicant must recognize the diverse nature of the collegiate experience and assume responsibility for changes in class schedule or other situations affecting normal college operations.

**Signatures:**

**Applicant:** \_\_\_\_\_

**Parent or Guardian:** \_\_\_\_\_

**Guidance Counselor or Home School Compliance Officer:** \_\_\_\_\_

*Admission to the college is at the discretion of the Director of Recruitment and Admissions and the Vice President for Student Services.*