



# PIEDMONT TECHNICAL COLLEGE

## PROCEDURE

**POLICY NUMBER:** 3-2-1010.2

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**TITLE:** Minimum Age for Admission

### RELATED POLICY

**AND PROCEDURES:** 3-2-1010 Admissions  
3-2-1010.1 Open Admissions  
3-2-1010.3 International Admission

### DIVISION OF

**RESPONSIBILITY:** Enrollment and Communication

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February 2, 2015

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Date Approved by President	Date of Last Revision	Date of Last Revision
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As a general rule, applicants to the College must be eighteen years of age to be admitted into an associate degree, diploma, certificate program, or as a transient student.

Applicants under eighteen years of age who do not have a high school diploma or GED and who are not seeking Dual Enrollment are required to meet with the Dean of Admissions for an assessment interview to determine eligibility for admission.

### Dual Enrollment Students

High school juniors and seniors may be admitted as a dual enrollment student in a certificate program as long as permission is obtained from the parent/guardian and the high school principal/designee. In the case of an applicant from a home school, permission must be obtained from the parent/guardian and from the school district or an authorized educational agency, which has jurisdiction over the home school.

Under certain circumstances, high school students who are not juniors or seniors may be admitted as a dual enrollment student in a certificate program, as long as permission is obtained from the parent/guardian and the high school principal and with documentation provided by the school and retained in the student's college file documenting exceptional ability to undertake



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college-level coursework. In the case of an applicant from a home school, permission must be obtained from the parent/guardian and from the school district or an authorized educational agency, which has jurisdiction over the home school. In addition, the student must meet with the Director of Dual Enrollment for final approval.

#### **Seventeen or Under with High School Credential**

Under certain circumstances, applicants to the College who are seventeen years of age or under and have a high school diploma or GED may be considered for acceptance to the College. In addition, the student must meet with the Dean of Admissions, who must submit a recommendation to the Associate Vice President of Enrollment and Communications for approval.

Regardless of age, all students must meet any program specific admissions criteria and program requirements.

Any exceptions to the procedures documented herein must be approved by the PTC Associate Vice President for Enrollment and Communications.