

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students

Reference:

Education Code Sections 48800; 488005; 76001; 76002

- 1.0 **Special Part-Time Student:** To be considered for admittance as a special part-time student at the colleges, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.
- 1.1 Admission is subject to seat availability. The student must submit to Admissions & Records:
- 1.1.1 Completed and signed application for admission.
 - 1.1.2 Written and signed parental or guardian consent, on the District's Special Admit form.
 - 1.1.3 Written and signed approval of the applicant's school principal. (Note: A parent or guardian of a pupil who is not enrolled in a public or private school may petition directly to the College President or designee without the signature of a principal.)
 - 1.1.4 Demonstration that the student is capable of profiting from instruction. The Chancellor or designee has the authority to make the final decision whether a student can benefit from instruction.
 - 1.1.5 Signed parental or guardian Permission to Treat a Minor health form.
- 1.2 Admission to the School of Continuing Education as a special part-time student is subject to seat availability. The student must submit to the Provost, School of Continuing Education (SCE), or designee a Request for Admission, completed and signed by the referring high school counselor. This request specifies which SCE course(s) the student is expected to complete and, if in the High School Program, the amount of high school credits to be earned.
- 1.2.1 Upon completion of the course work, if it is for High School Program credit, the request is completed by the corresponding SCE program's staff and returned to the high school registrar.
- 2.0 **Special Full-Time Student:** To be considered for admittance as a special full-time student, the student must meet the eligibility standards as established in Education Code Section 48800.05.

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- 2.1 Admission is subject to seat availability. The student must submit to the Dean, Admissions & Records:
 - 2.1.1 Completed and signed application for admission.
 - 2.1.2 Written and signed parental or guardian consent on the District's Special Admit form.
 - 2.1.3 Written and signed approval of the applicant's school principal. (Note: A parent or guardian of a pupil who is not enrolled in a public or private school may petition directly to the College President or designee without the signature of a principal.)
 - 2.1.4 Demonstration that the student is capable of profiting from instruction. The Chancellor or designee has the authority to make the final decision whether a student can benefit from instruction.
 - 2.1.5 Signed parental or guardian Permission to Treat a Minor health form.
 - 2.1.6 Written approval of the governing board of the school district of attendance. The College President or designee has the authority to make the final decision whether a student can benefit from instruction.
- 2.2 Admission to the School of Continuing Education as a special full-time student is subject to seat availability. The student must submit to the Provost, School of Continuing Education (SCE), or designee:
 - 2.2.1 A Minor Student Transfer Application, completed and signed by the student, parent, or guardian, and high school counselor or administrator.
 - 2.2.2 A transfer application, or release letter on district letterhead, specifying the release of the minor student from the resident high school district.
 - 2.2.3 Official transcripts from the referring high school district.
- 2.3 Upon review and approval of the eligibility criteria, the minor student will follow the same procedures for admission to the SCE High School Diploma Program as an adult student.
- 3.0 **Special Summer Session Student:** To be considered for admittance as a special summer session student, the student must meet the eligibility standards as established in Education Code Section 76001.

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- 3.1 The student must submit to Admissions & Records:
 - 3.1.1 Completed and signed application for admission.
 - 3.1.2 Written and signed parental or guardian consent on the District's Special Admit form.
 - 3.1.3 Written and signed approval of the applicant's school principal that the student has availed himself or herself of all opportunities to enroll in an equivalent course at his or her school of attendance.
 - 3.1.4 Demonstration that the student has adequate preparation in the disciplines to be studied.
 - 3.1.5 Signed parental or guardian Permission to Treat a Minor health form.

- 4.0 **High School Students:** For students attending high school, the Dean, Admissions & Records, or designee will review the materials, and will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. The decision of the College President or designee shall be final. This determination may be made by evaluating the following criteria:
 - 4.1 A review of the materials submitted by the student.
 - 4.2 Meeting with the student and his or her parent or guardian.
 - 4.3 Consultation with counselor for matriculation.
 - 4.4 Consideration of the welfare and safety of the student and others.
 - 4.5 Consideration of local, state and/or federal laws.

- 5.0 **Middle and Lower School Students:** For students attending middle and lower schools, the determination for admittance shall be made by the respective instructional Dean. The school must provide student records and written verification signed by the principal indicating how the student can benefit from instruction. The college special admittance procedure will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college, and that the student's safety and that of others will not be affected. The decision of the respective instructional Dean shall be final. Once a decision has been made, the student, his or her parent or guardian and the school principal shall be informed of the decision. This determination may be made by evaluating the following criteria:

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- 5.1 A review of the materials submitted by the student.
 - 5.2 Meeting with the student and his or her parent or guardian.
 - 5.3 Consultation with a counselor for matriculation.
 - 5.4 Consideration of the welfare and safety of the student and others.
 - 5.5 Consideration of local, state and/or federal laws.
 - 5.6 Review of the content of the class in terms of sensitivity and possible effects on the minor.
 - 5.7 Requirements for supervision of the minor.
 - 5.8 Times the class(es) meet and the effect on the safety of the minor.
- 6.0 If a request for special part-time or full-time enrollment is denied for a pupil who has been identified as highly gifted, the Board shall provide written findings and reasons for the denial within 60 days. A recommendation regarding the request for admission, and the denial shall be submitted to the Board at a regularly scheduled meeting that falls within 30 days after the request for admission has been submitted.
- 6.1 The Board may restrict the admission or enrollment of a special part-time or full-time student during any session based on any of the following criteria:
 - 6.1.1 Age.
 - 6.1.2 Completion of a specified grade level.
 - 6.1.3 Demonstrated eligibility for instruction using assessment methods and procedures established pursuant to Chapter 2 (commencing with Section 78210) of Part 48 and regulations adopted by the Board of Governors of the California Community Colleges.
 - 6.1.4 Content of requested course(s) deemed to be appropriate for a minor.
- 7.0 Students enrolled under the provisions of BP5011 shall earn college credit as identified in the college catalog.
- 8.0 For the purposes of receiving state apportionments:

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- 8.1 A community college district may include K-12 pupils who attend a community college within the District pursuant to Sections 48800 and 76001 in the District's report of full-time equivalent students (FTES) only if those pupils are enrolled in community college classes that meet all of the following criteria:
 - 8.1.1 The class is open to the general public.
 - 8.1.2 The class is advertised as open to the general public in one or more of the following:
 - 8.1.2.1 The college catalog.
 - 8.1.2.2 The regular schedule of classes.
 - 8.1.2.3 An addenda to the college catalog or regular schedule of classes.
- 8.2 If a decision to offer a class on a high school campus is made after the publication of the regular schedule of classes, and the class is solely advertised to the general public through electronic media, the class shall be so advertised for a minimum of 30 continuous days prior to the first meeting of the class.
- 8.3 If the class is offered at a high school campus, the class may not be held during the time the campus is closed to the general public.
- 8.4 If the class is a physical education class, no more than 10 percent of the maximum enrollment specified for that section of the course may be comprised of special part-time or full-time students. A community college district may not receive state apportionments for special part-time and full-time students enrolled in physical education courses in excess of 5 percent of the District's total reported full-time equivalent enrollment of special part-time and full-time students.

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