

ADMISSION AND ENROLLMENT OF HIGH SCHOOL AND OTHER  
YOUNG STUDENTS

- A. To be considered for admittance as a special part-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.
- B. Attendance of 7<sup>th</sup>-12<sup>th</sup> grade students enrolled in credit courses is eligible for apportionment.

Credit for courses completed shall be determined by governing boards of the school district and the District. Concurrently enrolled special part-time K-12 students are limited to 11 units per semester. Additionally, the District shall assign low priority enrollment to special part-time or full-time students described in Education Code Section 76001(a) to ensure these students do not displace regularly admitted students. However, the assigning of low priority enrollment does not apply to 7<sup>th</sup>-12<sup>th</sup> grades concurrently enrolled students enrolling in courses that are required for the students' middle college high school requirements per EC §11300.

- C. State apportionment for 7<sup>th</sup>-12<sup>th</sup> grade students must meet all of the following criteria:
  - 1. The class is open to the general public
  - 2. The class is advertised as open to the general public in one or more of the following:
    - a. The college catalog
    - b. The regular schedule of classes
    - c. An addenda to the catalog or schedule

If the decision to offer a class on a high school campus is made after publication of the District's regular schedule of classes, and the class is only advertised to the general public through electronic media, the class must be advertised for a minimum of 30 continuous days prior to the first meeting of the class.

If the class is offered on a high school campus, the class may not be held during the time the campus is closed to the general public, as defined by the school board.

If the class is a physical education class, no more than 10 percent of the enrollment of the class may consist of special part-time students or special full-time students.

Admission is subject to seat availability.

The student must submit:

- 1. District application for admission;
- 2. Written and signed parental or guardian consent;
- 3. Written and signed approval of his or her principal or high school counselor. In

- the case of home schooled students the Dean of Student Services or Designee will sign in the place of the high school principal or counselor.
4. Demonstration that the student is capable of benefiting from instruction. The Dean of Student Services or Designee has the authority to make the final decision whether a student can benefit from instruction.

All required documents shall be sent to the Admissions and Records Office.

To be considered for admissions as a special summer session student the student must meet the eligibility standards as established in Educational Code Section 76001.

- D. High School Students: For students attending high school, the Admissions and Records Office 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 shall be final. This determination may be done by one or more of the following options:
  1. A review of the materials submitted by the student;
  2. Meeting with the student and his or her parent or guardian;
  3. Consultation with appropriate college staff;
  4. Consideration of the welfare and safety of the student and others; and/or
  5. Consideration of local, state and/or federal laws.
- E. Middle School Students: For students attending middle school, the determination shall be made by the Dean of Student Services or Designee. The school must provide transcripts and a letter signed by the principal or his or her designee indicating how in his or her opinion the student can benefit from instruction. The Dean of Student Services or Designee 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 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 done by applying one or more of the following criteria:
  1. A review of the materials submitted by the student;
  2. Meeting with the student and his or her parent or guardian;
  3. Consultation with appropriate college staff;
  4. Consideration of the welfare and safety of the student and others;
  5. Consideration of local, state and/or federal laws;
  6. Review of the content of the class in terms of sensitivity and possible effects on the minor;
  7. Requirements for supervision of the minor; and/or
  8. Times the class(es) meet and the effect on the safety of the minor. There is no provision for admitting students younger than seventh grade.

Students will not be admitted unless they have availed themselves of opportunities to enroll in equivalent courses at their schools of attendance. Courses in which high school and other young students are permitted to enroll will be open to the entire college population, and will be taught with the rigor appropriate to college-level

courses in accordance with the approved course outline.

If a request for special part-time enrollment is denied for a student 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 at least 30 days after the request for admission has been submitted.

### College and Career Access Pathways

College and Career Access Pathways (CCAP) Partnership Agreement shall be for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates or helping high school students achieve college and career readiness.

The District may claim full-time equivalent student FTES and state apportionment for courses given through AB288 CCAP Partnership Agreement in EC §76004(a).

- A. A community college district participating in a CCAP partnership may assign priority for enrollment and course registration to a student seeking to enroll in a community college course that is required for the student's CCAP partnership program that is equivalent to the priority assigned to a student attending a middle college high school as described in EC §11300 and consistent with middle college high school provisions in EC §76001(e).
- B. A community college district may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to the AB 288 CCAP Partnership Agreement EC §76004(o).
- C. A community college district may allow a special part-time student participating in the AB 288 CCAP Partnership Agreement to enroll in up to a maximum of 15 units per term if all of the following circumstances are satisfied (EC §76004(p)):
  - 1. The units constitute no more than four community college courses per term.
  - 2. The units are part of an academic program that is part of a CCAP Partnership Agreement.
  - 3. The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.

### Student Fees

The AB 288 CCAP Partnership Agreement shall make reference to the following student fee prohibitions and exemptions:

- A. High school students enrolled in courses offered through a CCAP agreement shall not be assessed or charged a fee prohibited by EC §49011, including a fee charged to a

student, or a student's parent or guardian, as a condition for course registration or for textbooks, supplies, materials and equipment needed to participate in the course (EC §49010 et seq., 76004(f)).

- B. High School students enrolled in courses offered through the AB 288 CCAP Partnership Agreement and that are properly classified as having "special part-time student" status as described by EC §76004(p) and item 8.c. above, shall be exempt from the following community college fee requirements (EC §76004(q)):
1. Student representation fee (EC §76060.5)
  2. Nonresident tuition fee (EC §76140)
  3. Transcript fee (EC §76223)
  4. Course enrollment fees (EC §76300)
  5. Apprenticeship course fees (EC §76350)

### State Apportionment

The AB 288 CCAP Partnership Agreement shall make reference to the following state apportionment eligibility provisions:

- A. A district shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment (EC §76004(r)).
- B. The attendance of a high school student at a community college as a special part-time or full-time student pursuant to a CCAP Partnership Agreement is authorized attendance for which the community college district shall be credited or reimbursed pursuant to EC §48802 or §76002, provided that no school district has received reimbursement for the same instructional activity (EC §76004(s)).

Reference: Educ. Code Sections 48800; 48800.5; 76001; 76002  
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