

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

## Reference:

*Education Code Sections 48800, 48800.5, 76001, 76002, and 76004;  
Title 5 Section 56700*

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. Admission criteria and procedures for younger students enrolling in the community college:

**Special Part-Time High School Student:** To be considered for admittance as a special part-time high school student at the college, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.

1. Admission is subject to seat availability. The student must submit and meet the following requirements to the Admissions department:

### A. High School Students

- A.
  1. Completed application for admission.
  2. Special Admit form is required each semester regardless of continuous attendance, and must include:
    - A. Student signature.
    - B. Parent or guardian signature required when student first begins as special admit and will remain on file unless revoked in writing.
- B. 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 Superintendent/President or designee without the signature of a principal.) **If the student is home schooled, they must provide**

verification that the home school program is recognized and approved by the county department of education.

- C. Demonstration that the student is capable of profiting from instruction. The Director of Admissions or Vice President of Student Services has the authority to make the final decision whether a student can benefit from instruction.
- D. Students may register during open registration. Students can refer to the priority registration schedule each semester to determine the open registration time period. Registration will be processed by the Admissions Office upon receiving the Special Admit Form with all required signatures.

#### B. Middle and Lower School Students

- 1. Completed application for admission.
- 2. Special Admit form is required each semester regardless of continuous attendance, and must include:
  - A. Student signature.
  - B. Parent or guardian signature required when student first begins as special admit and will remain on file unless revoked in writing.
  - C. The school must provide transcripts and a letter signed by the principal indicating how in their opinion the student can benefit from instruction.
- 3. Limitations:
  - A. Students may not enroll in more than 11 units per fall and spring terms (maximum of 22 units); and up to 9 units in the summer term. (Education Code Section 76001.d)
  - B. Special part-time high school students will not receive priority registration status. (Education Code Section 76001.e.) In order to ensure that these students do not displace regularly admitted students.

- C. Enrollment of non-public school children at the College is not permitted as substitute for the student's K-12 educational program as required by the State of California.
  - D. Students may take college level courses that provide academic achievement and vocational development. All courses completed will be posted to students' college transcripts.
  - E. Enrollment in physical education courses have been restricted or excluded.
  - F. Special admit students are eligible for membership in groups/clubs; however, membership does not change registration priority for enrollment purposes.
4. For the purposes of receiving state apportionments:
- A. 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:
    - 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 addendum to the college catalog or regular schedule of classes.
  - B. 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.

- C. 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.
- D. K-12 students may not enroll in lab only physical education courses.

5. Enrollment Fees

- A. Special admit high school students will pay the same enrollment fee as any other regular community college student (California Education Code 76300.) Exceptions: California Public High school students are exempt from enrollment fees.

6. College and Career Access Pathways (CCAP):

- A. The governing board had adopted all the legal requirements of Education Code Section 76004 in order to participate in the College and Career Access Pathways (CCAP) partnership with the governing board of a school district or a county office of education 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, including continuation high school, to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness.
- B. The District may enter into a CCAP partnership with a school district or county office of education partner that is governed by a CCAP partnership agreement approved by the governing boards of both partners. As a condition of adopting a CCAP partnership agreement, the governing board of each partner shall:
  - a. For career technical education pathways to be provided under the partnership, consult with, and consider the input of, the appropriate local workforce development board to determine the extent to which the pathways are aligned with regional and statewide employment needs. The governing board of

- each partner shall have final decision-making authority regarding the career technical education pathways to be provided under the partnership; and
- b. Present, take comments from the public on, and approve or disapprove the dual enrollment partnership agreement at an open public meeting of the governing board of the district.
- C. The CCAP partnership agreement shall be filed with the office of the Chancellor of the California Community Colleges Chancellor's Office and with the department before the start of the CCAP partnership, and shall:
- 1) Outline the terms of the CCAP partnership and shall include, but not necessarily be limited to, the total number of high school pupils to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those pupils; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses.
  - 2) Establish protocols for information sharing, in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses. The protocols shall only require a high school pupil participating in a CCAP partnership to submit one parental consent form and principal recommendation for the duration of the pupil's participation in the CCAP partnership.
  - 3) Identify a point of contact for the participating community college district and school district or county office of education partner.
  - 4) Certify that any community college instructor teaching a course on a high school campus has not been convicted of any sex offense as defined in Education Code Section 87010 or any controlled substance offense as defined in Education Code Section 87011.
  - 5) Certify that any community college instructor teaching a course at the partnering high school campus has not

- displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.
- 6) Certify that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus.
  - 7) Include a plan by the participating community college district to ensure all both of the following:
    - a. A community college course offered for college credit at the partnering high school campus does not reduce access to the same course offered at the partnering community college campus and;
    - b. Participation in a CCAP partnership is consistent with the core mission of the community colleges pursuant to Education Code Section 66010.4, and that pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the community college.
  - 8) Certify that both the school district and community college district partners comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP partnership course offered for high school credit.
  - 9) Specify both of the following:
    - a. Which partner will be the employer of record for purposes of assignment monitoring and reporting to the county office of education; and
    - b. Which partner will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
  - 10) Certify that any pretransfer-level course taught by community college faculty at a partnering high school campus shall be offered only to high school pupils who do not meet their

grade level standard in mathematics, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering school district or county office of education, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative pretransfer course as an intervention in the pupil's junior or senior year to ensure that the pupil is prepared for college-level work upon graduation.

- D. A community college district participating in a CCAP partnership shall not provide physical education course opportunities to high school pupils or any other course opportunities that do not assist in the attainment of at least one of the following goals:
  - 1) Developing seamless pathways from high school to community college for career technical education or preparation for transfer;
  - 2) Improving high school graduation rates; or
  - 3) Helping high school pupils achieve college and career readiness.
- E. The District will allow an existing CCAP partnership to be amended, or a new CCAP agreement to be established with a school district or county office of education and a community college district outside of the primary community college district's service area, if the primary community college district has declined a request from the school district or county office of education, or has failed to take action within 60 calendar days of a request by the school district or county office of education, to either amend into the existing CCAP partnership with the requested courses, or to approved of another community college district to enter into a CCAP partnership to offer those courses.
- F. A high school pupil enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by Education Code Section 49011.
- G. The District may assign priority for enrollment and course registration to a pupil seeking to enroll in a community college course that is required for the pupil's CCAP partnership program that is equivalent to the priority assigned to a pupil attending a

middle college high school as described in Education Code Section 11300 and consistent with middle college high school provisions in Education Code Section 76001. Units completed by a pupil pursuant to a CCAP agreement may count towards determining a pupil's registration priority for enrollment and course registration at a community college.

- H. The 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, either in person or using an online platform, during the regular school day and the community college course is offered pursuant to a CCAP partnership agreement.
- I. The District may allow a special part-time student participating in a CCAP partnership agreement established pursuant to this article to enroll in up to a maximum of 15 units per term if all of the following circumstances are satisfied:
  - 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 established pursuant to this article; and
  - 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.
- J. The governing board of the District exempts special part-time students from the following fee requirements:
  - 1) Student representation fee (Education Code Section 76060.5)
  - 2) Nonresident tuition fee and corresponding permissible capital outlay fee and/or processing fee (Education Code Section 76140)
  - 3) Transcript fees (Education Code Section 76223)
  - 4) Course enrollment fees (Education Code Section 76300)
  - 5) Apprenticeship course fees (Education Code Section 76350)
  - 6) Child development center fees (Education Code Section 79121)



- K. The District or county office of education shall not receive a state allowance or apportionment for an instructional activity for which the partner has been, or shall be, paid an allowance or apportionment.
- L. The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Education Code Section 48802 or 76002, provided that no school district or county office of education has received reimbursement for the same instructional activity. For purposes of calculating classroom-based average daily attendance for classroom-based instruction apportionments, at least 80 percent (80%) of the instructional time offered by a charter school pursuant to an authorized CCAP partnership agreement shall be at the school site, the charter school shall require the attendance of a pupil for a minimum of 50 percent (50%) of the minimum instructional time required to be offered pursuant to paragraph (1) of subdivision (a) of Education Code Section 47612.5, if the pupil is also a special part-time student enrolled in a community college pursuant to this section and the pupil will received academic credit upon satisfactory completion of enrolled courses.
- M. For each CCAP partnership agreement entered into pursuant to this section, the district shall report annually to the office of the Chancellor of the California Community Colleges Chancellor's Office, the Legislature, the Director of Finance, and the Superintendent all of the following information:
  - a. The total number of high school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.
  - b. The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.

- c. The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
- d. The total number of full-time equivalent students generated by CCAP partnership community college district participants.
- e. The total number of full-time equivalent students served online generated by CCAP partnership community colleges district participants.

## 7. Denial for Highly Gifted Designation

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 at least 30 days after the request for admission has been submitted.