



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

References: Education Code Sections 48800, 48800.5, 76001, 76002, and 76004

Approved: July 18, 2018

Last Revised:

Last Reviewed:

General Provisions Applying to All K-12 Students

- The student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.
- Admission is subject to seat availability.
- The student must submit a District application for admission and a District concurrent enrollment permission form;
- Written and signed parental or guardian consent;
- Written and signed approval of principal and school counselor. (Note: a parent or guardian of a pupil who is not enrolled in a public or private school may petition directly without the signature of a principal.)
- Students will not be admitted unless they have availed themselves of all 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.
- Concurrently enrolled students will earn credits at the same rate as regularly admitted students.
- Concurrently enrolled students may enroll in a maximum of 11 units per term, except where other limiting factors may apply.
- Unless otherwise permitted by law or regulation, K-12 students seeking concurrent enrollment shall be assigned an enrollment priority that ensures they are not displacing regularly admitted students.
- Courses in which K-12 students are eligible to enroll will be open to the general public and advertised as such in the college catalog, schedule of classes, and/or 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 or full-time students.

- The Office of School Relations has the authority to determine whether a student can benefit from instruction.
- Concurrently enrolled students are exempt from pre-enrollment requirements (Orientation, Assessment, Counseling, and Educational Planning).

Fees

The governing board of the District exempts special part-time students (CCAP and Non-CCAP) from the following fee requirements:

- Student representation fee (Education Code Section 76060.5)
- Nonresident tuition fee and corresponding permissible capital outlay fee and/or processing fee (Education Code Section 76140)
- Transcript fees (Education Code Section 76223)
- Course enrollment fees (Education Code Section 76300)
- Apprenticeship course fees (Education Code Section 76350)
- Child Development Center fees (Education Code Section 79121)
- Student Activities Fee
- Health Fee
- Technology Fee
- Transportation Fee

High School Students

For students attending high school, the Office of School Relations will review the Concurrent Enrollment Permission Form and will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. This determination may be done by one or more of the following options:

- a review of the Concurrent Enrollment Permission Form submitted by the student;
- meeting with the student and their parent or guardian;
- consultation with campus departments;
- consideration of the welfare and safety of the student and others; and/or
- consideration of local, state, and/or federal laws.

Middle and Lower School Students

For students attending Middle and Lower School, the Office of School Relations will review the Concurrent Enrollment Permission Form and will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. Once a decision has been made, the student shall be informed of the decision. This determination may be done by one or more of the following options:

- a review of the Concurrent Enrollment Permission Form submitted by the student;
- meeting with the student and their parent or guardian;
- consultation with the Director for Admissions and Records or designee;
- consideration of the welfare and safety of the student and others;
- consideration of local, state and/or federal laws;
- review of the content of the class in terms of sensitivity and possible effects on the minor;
- requirements for supervision of the minor; and/or
- times the class(es) meet and the effect on the safety of the minor.

Denial of Concurrent Enrollment Permission Forms

If a Concurrent Enrollment Permission Form is denied, the student or parent/guardian may appeal the denial by submitting a written appeal to the Dean for Student Services within 30 days of written notice of denial.

The Dean of Student Services will have 30 days to respond to the appeal in writing. During the appeal, the Dean may ask that either the student, the parent/guardian, or the Office of School Relations provide additional information substantiating the rationale for denial or appeal.

In the event that the Dean upholds the original denial, the student or parent/guardian may appeal to the Vice President for Student Services. A written appeal to the Vice President must be submitted within 30 days from the date that the Dean notifies the student or parent/guardian of their final decision. The Vice President will have 10 days to respond to the appeal in writing.

In the event that the Vice President upholds the original denial and the final decision of the Dean, the student or parent/guardian may appeal to the Superintendent/President. A written appeal to the Superintendent/President must be submitted within 30 days from the date that the Vice President notifies the student or parent/guardian of their final decision. The Superintendent/Vice President will have 10 days to respond to the appeal in writing.

In the event that the Superintendent/President upholds the original denial and the final decision of the Vice President, the student or parent/guardian may appeal to the Board of Trustees. A written appeal to the Board including all documentation – request for admission and denial letters – must be submitted to the Board within 30 days from the date that the Superintendent/President notifies the student or parent/guardian of their final decision. The appeal will be presented to the Board in accordance with the Board’s regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted. In the event that the Board upholds the original denial and the final decision of the Superintendent/President, the Board shall provide written findings and reasons for the denial within 60 days of the final decision of the Superintendent/President. The decision of the Board is final.

College and Career Access Pathways (CCAP)

The governing board has 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 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 pupils achieve college and career readiness.

The District may enter into a CCAP partnership with a school district partner that is governed by a CCAP partnership agreement approved by the governing boards of both districts. As a condition of, and before adopting, a CCAP partnership agreement, the governing board of each district, at an open public meeting of that board, shall present the dual enrollment partnership agreement as an informational item. The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed agreement.

The CCAP partnership agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the department before the start of the CCAP partnership, and shall:

- Outline the terms of the CCAP partnership and shall include, but not necessarily be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; 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.
- 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.
- Identify a point of contact for the participating community college district and school district partner.
- 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.
- 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.
- 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.
- Include a certification by the participating community college district of all of the following:
 - 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;
 - A community college course that is oversubscribed or has a waiting list shall not be offered in the CCAP partnership; and
 - 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.
- 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.
- Specify both of the following:
 - Which participating district will be the employer of record for purposes of assignment monitoring and reporting to the county office of education; and
 - Which participating district will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.

- Certify that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering school district, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation.

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:

- 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 pupils achieve college and career readiness.

The District will not enter into a CCAP partnership with a school district within the service area of another community college district, except where an agreement exists, or is established, between those community college districts authorizing that CCAP partnership.

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.

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.

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 during the regular school day and the community college course is offered pursuant to a CCAP partnership agreement.

The District will 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 11 units per term. Additional limitations include:

- The units constitute no more than four community college courses per term;
- The units are part of an academic program that is part of a CCAP partnership agreement established pursuant to this article; and
- 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.

The 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.

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 has received reimbursement for the same instructional activity.

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, the Legislature, the Director of Finance, and the Superintendent all of the following information:

- 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.
- The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.
- The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
- The total number of full-time equivalent students generated by CCAP partnership community college district participants.