

**AP 5011 ADMISSION AND CONCURRENT ENROLLMENT OF HIGH SCHOOL AND OTHER YOUNG STUDENTS**

**References:**

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

Admission criteria and procedures for younger students enrolling in the community college, pertaining to:

- Special part-time students (if applicable and as defined in Board Policy).
- Special full-time students (if applicable and as defined in Board Policy).
- Summer school students (if applicable and as defined in Board Policy).
- Agreements between school district(s) and community college district.
- Credit granted for courses.
- Limits on the number of units for which special part-time students may enroll (Education Code Section 76001 subdivision (d)).
- Procedures for denial of request for full-time enrollment, including time constraints (Education Code Section 76001 subdivision (b)).
- Procedures for recording Board findings and reasons for denial of a request for admission by a student identified as highly gifted.
- Procedures for assigning a low enrollment priority to special part-time or full-time students, except for students attending a middle college high school if the student is seeking to enroll in a course that is required for the student's middle college high school program, to ensure they do not displace regularly admitted students.
- Procedures for maintaining records of enrollment of these students for apportionment purposes.
- Procedures for ensuring that claims for State apportionment for K-12 students meet all the following criteria:
  - The class is open to the general public
  - The class is advertised as open to the general public in one or more of the following:
    - The college catalog
    - The regular schedule of classes
    - 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 district may provide opportunities for students enrolled in high school courses to enroll concurrently in courses at either college for credit. 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. To be considered for admission as a **special full-time student**, the student must meet the eligibility standards as established in Education Code Section 48800.05. The concurrent enrollment conditions and eligibility requirements for high school students are herein described.

### **1. Conditions of Enrollment**

- a. The colleges may determine which student shall be admitted. Such decisions shall be based on:
  - i. completion of course prerequisites
  - ii. appropriateness of the course(s) requested
  - iii. students who are concurrently enrolled will be accommodated on a space available basis.
- b. High school students will be held to the same academic standards as any other college student enrolled in the class.
- c. High school students will remain a member of the high school. High school students will not be permitted to enroll in more than 11 units per semester.
- d. High school students will arrange for transportation to and from the college.
- e. High school students will attend the high school for at least the minimum high school day.
- f. High school students will purchase the required books and supplies for the college course(s).
- g. High school students will provide grade reports to their high school counselor or principal.

### **2. Eligibility of Students**

To be eligible for concurrent enrollment, students must:

- a. be concurrently enrolled in high school.
- b. be authorized by the high school principal and counselor to pursue specific courses.
- c. have written parental approval secured in advance by the high school.
- d. secure approval from the affiliated local school district if the student is home schooled.

### **3. Procedures for Enrollment**

The college will inform the high schools about the process that high school students must follow for concurrent enrollment. The college will also develop with each high school district a policy related to high school students receiving credit for completed courses at either college. High school credit is determined by the student's high school district.

Admission is subject to seat availability. The student must submit:

- application for admission;
- proof of eligibility;
- demonstration that the student is capable of profiting from instruction.

The Chief Student Services Officer has the authority to make the final decision whether a student can benefit from instruction.

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

**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 of the Chief Student Services Office shall be final.

This determination may be done by (one or more of the following options):

- a review of the materials submitted by the student;
- meeting with the student and their parent or guardian;
- consultation with the Chief Student Services Officer or designee;
- consideration of the welfare and safety of the student and others; or
- consideration of local, state, or federal laws.

Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance. Courses 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 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.

To be considered for admission as a special summer session student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001. Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance.

**Middle and Lower School Students:** For students attending middle and lower schools, the determination shall be made by the Chief Student Services Officer. The

school must provide transcripts and a letter signed by the principal indicating how in their opinion the student can benefit from instruction. The Chief Student Services Officer 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 Chief Student Services Officer shall be final. Once a decision has been made, the student, their parent or guardian, and the school principal shall be informed of the decision. This determination may be done by applying the following criteria (one or more of the following options):

- a review of the materials submitted by the student;
- meeting with the student and their parent or guardian;
- consultation with the Chief Student Services Officer or designee;
- consideration of the welfare and safety of the student and others;
- consideration of local, state, 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; or
- times the class(es) meet and the effect on the safety of the minor.

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 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.

### **College and Career Access Pathways (CCAP)**

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 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 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 do both of the following:

- 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

- 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.

The CCAP partnership agreement shall be filed with the California Community Colleges Chancellor's Office and with the California Department of Education before the start of the CCAP partnership, and shall:

- outline the terms of the CCAP partnership and shall include, but not 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.
- 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.
- identify a point of contact for the participating community college district and school district or county office of education 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 plan by the participating community college district to ensure both 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;
  - 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 partner will be the employer of record for purposes of assignment monitoring and reporting to the county office of education; and
  - Which partner will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
- 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.

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 or county office of education 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 shall 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.

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.

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 in courses offered at the community college campus or the participating high school campus, if all of the following circumstances are satisfied:

- 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 governing board of the district exempts students seeking to enroll in a community college course required for the student's CCAP partnership program from the following fee requirements:

- Student representation fee (Education Code Section 76060.5)
- Nonresident tuition fee and corresponding permissible capital outlay fee 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)

The district participating in a CCAP partnership agreement shall enroll high school pupils in any course that is part of a CCAP partnership agreement offered at a community college campus. Courses offered through the CCAP program may be offered at the community college campus or the participating high school campus.

The district or county office of education 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 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, and 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 receive academic credit upon satisfactory completion of enrolled courses.

For each CCAP partnership agreement entered into pursuant to this section, the district shall report annually to the California Community Colleges Chancellor's Office, 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.
- The total number of full-time equivalent students served online generated by CCAP partnership community college district participants.

Also see BP/AP 5010 Admissions and Concurrent Enrollment, BP/AP 5012 International Students, AP 5013 Students in the Military, BP/AP 5015 Residence Determination, BP/AP 5020 Nonresident Tuition, and BP/AP 5030 Fees.

---

**Approved:** March 18, 2014

**Board Reviewed:** November 19, 2024; April 20, 2021