

ADMISSION OF HIGH SCHOOL AND OTHER K-12 STUDENTS

The District's Special Admissions Program is open to any K-12 student who can benefit from instruction.

I. Special Admissions Students

1. **Special part-time students** are K-12 students who enroll in up to 11 semester units per term at a California community college pursuant to Education Code Sections 48800 and 76001. Students attending an adult education program administered by a school district, or a noncredit program administered by a community college district, who are pursuing a high school diploma or its equivalent, are also eligible to attend as a special part-time student.
2. **Special full-time students** are K-12 students who enroll in 12 or more semester units per term at a California community college pursuant to Education Code Section 48800.5.
3. **Special summer session students** are K-12 students who enroll in a summer session at a California community college pursuant to 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 as determined by the high school principal's signature on the Special Admissions form.
4. **College and Career Access Pathways (CCAP) students** are K-12 students who participate in the CCAP partnership established between a California community college and a K-12 school district or county office of education pursuant to Education Code Section 76004. The goal of CCAP is to develop seamless pathways from high school to community college for career technical education or preparation for transfer, improve high school graduation rates, and help high school students achieve college and career readiness.

II. Admissions Guidelines and Procedures

~~Applicants who are concurrently enrolled in the K-12 system or who are approved for home study may be admitted, based on the following guidelines:~~

1. The students must submit a District application for admission and appropriate Special Admissions forms, such as a parent or guardian consent form and principal or designee's approval.
~~The Colleges of the District may accept Concurrent Enrollment/Special Admit students who the colleges deem can benefit from advanced scholastic or vocational work. Interested students shall provide written approval on a Concurrent Enrollment/Special Admit form signed by their parent and their school principal. Signed Concurrent Enrollment/Special Admit forms and a Private School Affidavit, if appropriate, must be submitted to the Admissions and Records Office each semester and must specify the recommended courses.~~
2. Home-schooled students must provide verification of an Affidavit for Home Schooling, filed with the county or state Department of Education, at the time of registration.
~~Students wishing to exceed the established unit limits must obtain approval from an instructional dean, student services dean, or designee.~~
3. Admission is subject to seat availability.
4. Students must demonstrate that they are capable of profiting from instruction. The college president or designee has the authority to make the final decision about whether a student can benefit from instruction.
5. Students may enroll in up to 11 semester units per term with free tuition. Students are

- responsible for student activity and representation fees. When a student enrolls in more than 11 semester units per term, they are responsible for paying associated tuition and fees, including any class-related fees, for all classes.
4. ~~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. To be considered for admittance as a special full time student, the student must meet the eligibility standards as established in Education Code Section 48800.5.~~
6. ~~Concurrent Enrollment/Special Admit~~ Students shall conform to all college academic policies and regulations, as well as the Student Code of Conduct. ~~expected of all students. Records of enrollment for Concurrent Enrollment/Special Admit students will be maintained for apportionment and academic purposes.~~
5. ~~Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance as determined by the high school principal's signature on the Concurrent Enrollment/Special Admit form.~~
7. 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. The District may limit enrollment in a course solely to eligible high school students if the course is offered at a high school campus, either in person or online, during the regular school day, and if the course is part of a CCAP partnership agreement.
8. The college reserves the right to exclude or limit enrollment into impacted programs and in other programs or courses where health, safety, instructional methodology, facility constraints or legal requirements are deemed inappropriate to ~~Concurrently Enrolled/Special Admit~~ **Special Admissions** students.
9. If a request for ~~Concurrent/Special Admit~~ **Special Admissions** enrollment is denied for a student, ~~who has been identified as highly gifted,~~ the Governing Board shall provide written findings and reasons for the denial within 60 **calendar** days. A recommendation regarding the request for admission, and the denial shall be submitted to the **Governing** Board at a regularly scheduled meeting that falls at least 30 **calendar** days after the request for admission has been submitted.
8. ~~All K-12 minor students must submit all forms, including the application for admission, Concurrent Enrollment/Special Admit form, and a Private School Affidavit, if needed, by the deadline to add a course.~~
10. Records of enrollment for ~~Concurrent Enrollment/Special Admit~~ **Special Admissions** students will be maintained for apportionment and academic purposes. ~~All apportionment generating courses of the District shall be open to enrollment to the general public in accordance with a priority system as reflected in the college catalogs.~~

III. College and Career Access Pathways (CCAP)

1. The District has adopted all the legal requirements of Education Code Section 76004 in order to participate in the CCAP partnership with the K-12 school districts or county office of education.
2. The District will allow an existing CCAP partnership to be amended. The District will also allow a school district or county office of education to establish a new CCAP agreement with a community college district outside of the District's service area, if the District has declined a request from the K-12 school district or county office of education, or does not respond to the request within 60 calendar days.
3. The District may allow a special part-time student participating in an established CCAP partnership agreement to enroll in up to a maximum of 15 semester units per term.
4. A high school student enrolled in a course offered through the CCAP partnership shall not be assessed any fee that is prohibited by Education Code Section 49011.

California Education Code, Sections 48800, 48800.5, 49011, 76001, 76002, 76004
California Code of Regulations, Title 5, Section 56700

Historical Annotation:

Adopted: 6/17/03

Revised: 12/7/04, 2/27/07, 5/4/11, XX/XX/XX

Related Board Policy:

Board Policy 3022

Related Procedure:

Student Services Procedure 3001