

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

Reference:

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

- 1.0 **Special Part-Time Student:** To be considered for admittance as a special part-time student at the colleges, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.
- 1.1 Admission is subject to seat availability. The student must submit to Admissions & Records:
- 1.1.1 Completed and signed application for admission.
 - 1.1.2 Written and signed parental or guardian consent, on the District's Special Admit form.
 - 1.1.3 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 College President or designee without the signature of a principal.)
 - 1.1.4 Demonstration that the student is capable of profiting from instruction. The Chancellor or designee has the authority to make the final decision whether a student can benefit from instruction.
 - 1.1.5 Signed parental or guardian Permission to Treat a Minor health form.
- 1.2 Admission to North Orange Continuing Education as a special part-time student is subject to seat availability. The student must submit to the President, North Orange Continuing Education (NOCE), or designee a Request for Admission, completed and signed by the referring high school counselor. This request specifies which NOCE course(s) the student is expected to complete and, if in the High School Program, the amount of high school credits to be earned.
- 1.2.1 Upon completion of the course work, if it is for High School Program credit, the request is completed by the corresponding NOCE program's staff and returned to the high school registrar.
- 2.0 **Special Full-Time Student:** 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.
- 2.1 Admission is subject to seat availability. The student must submit to the Dean, Admissions & Records:
- 2.1.1 Completed and signed application for admission.
 - 2.1.2 Written and signed parental or guardian consent on the District's Special Admit form.

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- 2.1.3 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 College President or designee without the signature of a principal.)
- 2.1.4 Demonstration that the student is capable of profiting from instruction. The Chancellor or designee has the authority to make the final decision whether a student can benefit from instruction.
- 2.1.5 Signed parental or guardian Permission to Treat a Minor health form.
- 2.1.6 Written approval of the governing board of the school district of attendance. The College President or designee has the authority to make the final decision whether a student can benefit from instruction.
- 2.2 Admission to North Orange Continuing Education as a special full-time student is subject to seat availability. The student must submit to the President, North Orange Continuing Education (NOCE), or designee:
 - 2.2.1 A Minor Student Transfer Application, completed and signed by the student, parent, or guardian, and high school counselor or administrator.
 - 2.2.2 A transfer application, or release letter on district letterhead, specifying the release of the minor student from the resident high school district.
 - 2.2.3 Official transcripts from the referring high school district.
- 2.3 Upon review and approval of the eligibility criteria, the minor student will follow the same procedures for admission to the NOCE High School Diploma Program as an adult student.
- 3.0 **Special Summer Session Student:** To be considered for admittance 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.
 - 3.1 The student must submit to Admissions & Records:
 - 3.1.1 Completed and signed application for admission.
 - 3.1.2 Written and signed parental or guardian consent on the District's Special Admit form.
 - 3.1.3 Written and signed approval of the applicant's school principal that the student has availed themselves of all opportunities to enroll in an equivalent course at their school of attendance.

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- 3.1.4 Demonstration that the student has adequate preparation in the disciplines to be studied.
 - 3.1.5 Signed parental or guardian Permission to Treat a Minor health form.
- 4.0 **High School Students:** For students attending high school, the Dean, Admissions & Records, or designee 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 College President or designee shall be final. This determination may be made by evaluating the following criteria:
- 4.1 A review of the materials submitted by the student.
 - 4.2 Meeting with the student and their parent or guardian.
 - 4.3 Consultation with counselor for matriculation.
 - 4.4 Consideration of the welfare and safety of the student and others.
 - 4.5 Consideration of local, state, or federal laws.
- 5.0 **Middle and Lower School Students:** For students attending middle and lower schools, the determination for admittance shall be made by the respective instructional Dean. The school must provide student records and written verification signed by the principal indicating how the student can benefit from instruction. The college special admittance procedure 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 respective instructional Dean 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 made by evaluating the following criteria:
- 5.1 A review of the materials submitted by the student.
 - 5.2 Meeting with the student and their parent or guardian.
 - 5.3 Consultation with a counselor for matriculation.
 - 5.4 Consideration of the welfare and safety of the student and others.
 - 5.5 Consideration of local, state, or federal laws.
 - 5.6 Review of the content of the class in terms of sensitivity and possible effects on the minor.
 - 5.7 Requirements for supervision of the minor.
 - 5.8 Times the class(es) meet and the effect on the safety of the minor.

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- 6.0 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.
- 7.0 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 of Trustees 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 of Trustees at a regularly scheduled meeting that falls within 30 days after the request for admission has been submitted.
- 7.1 The Board of Trustees may restrict the admission or enrollment of a special part-time or full-time student during any session based on any of the following criteria:
- 7.1.1 Age.
 - 7.1.2 Completion of a specified grade level.
 - 7.1.3 Demonstrated eligibility for instruction using assessment methods and procedures established pursuant to Chapter 2 (commencing with Section 78210) of Part 48 and regulations adopted by the Board of Governors of the California Community Colleges.
 - 7.1.4 Content of requested course(s) deemed to be appropriate for a minor.
- 8.0 Students enrolled under the provisions of BP 5010, Admissions and Concurrent Enrollment shall earn college credit as identified in the college catalog.
- 9.0 For the purposes of receiving state apportionments:
- 9.1 A community college district may include K-12 pupils who attend a community college within the District pursuant to Education Code 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:
- 9.1.1 The class is open to the general public.
 - 9.1.2 The class is advertised as open to the general public in one or more of the following:
 - 9.1.2.1 The college catalog.
 - 9.1.2.2 The regular schedule of classes.
 - 9.1.2.3 An addenda to the college catalog or regular schedule of classes.
- 9.2 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

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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.

- 9.3 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, as defined by the school board.
- 9.4 If the class is a physical education class, no more than 10 percent of the maximum enrollment specified for that section of the course may be comprised of special part-time or full-time students. A community college district may not receive state apportionments for special part-time and full-time students enrolled in physical education courses in excess of 5 percent of the District's total reported full-time equivalent enrollment of special part-time and full-time students.
- 10.0 **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, 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.
 - 10.1 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 adopting a CCAP partnership agreement, the governing board of each district shall do the following:
 - 10.1.1 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 district shall have final decision-making authority regarding the career technical education pathways to be provided under the partnership; and
 - 10.1.2 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.
 - 10.2 The CCAP partnership agreement shall be filed with the California Community Colleges Chancellor's Office and with the department before the start of the CCAP partnership, and shall:
 - 10.2.1 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 District for those pupils; the scope, nature, time,

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- location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses.
- 10.2.2 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.
 - 10.2.3 identify a point of contact for the District and school district partner.
 - 10.2.4 certify that any District 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.
 - 10.2.5 certify that any District 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.
 - 10.2.6 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 college campus.
 - 10.2.7 include a plan by the District to ensure all of the following:
 - 10.2.7.1 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 college campus;
 - 10.2.7.2 A community college course that is oversubscribed or has a waiting list shall not be offered in the CCAP partnership; and
 - 10.2.7.3 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.
 - 10.2.8 certify that both the District and school 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

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- school credit.
- 10.2.9 specify both of the following:
- 10.2.9.1 Which participating district will be the employer of record for purposes of assignment monitoring and reporting to the county office of education; and
 - 10.2.9.2 Which participating district will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
- 10.2.10 certify that any remedial 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 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 District faculty to deliver an innovative remediation course as an intervention in the pupil's junior or senior year to ensure the pupil is prepared for college-level work upon graduation.
- 10.3 The District 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:
- 10.3.1 developing seamless pathways from high school to community college for career technical education or preparation for transfer;
 - 10.3.2 improving high school graduation rates; or
 - 10.3.3 helping high school pupils achieve college and career readiness.
- 10.4 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.
- 10.5 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.
- 10.6 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.

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- 10.7 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.
- 10.8 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:
 - 10.8.1 The units constitute no more than four community college courses per term;
 - 10.8.2 The units are part of an academic program that is part of a CCAP partnership agreement established pursuant to this article; and
 - 10.8.3 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.
- 10.9 The Board of Trustees exempts special part-time students from the following fee requirements:
 - 10.9.1 Student representation fee (Education Code Section 76060.5)
 - 10.9.2 Nonresident tuition fee and corresponding permissible capital outlay fee or processing fee (Education Code Section 76140)
 - 10.9.3 Transcript fees (Education Code Section 76223)
 - 10.9.4 Course enrollment fees (Education Code Section 76300)
 - 10.9.5 Apprenticeship course fees (Education Code Section 76350)
 - 10.9.6 Child development center fees (Education Code Section 79121)
- 10.10 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.
- 10.11 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 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

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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.

- 10.12 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:
- 10.12.1 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.
 - 10.12.2 The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.
 - 10.12.3 The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
 - 10.12.4 The total number of full-time equivalent students generated by CCAP partnership community college district participants.
 - 10.12.5 The total number of full-time equivalent students served online generated by CCAP partnership community college district participants.

See Board Policy 5010, Admissions and Concurrent Enrollment; Administrative Procedure 5010, Admissions; Administrative Procedure 5012, International Students, Administrative Procedure 5013, Students in the Military; Board Policy 5015, Residence Determination; Administrative Procedure 5015, Residence Determination; Board Policy 5020, Non Resident Tuition; and Administrative Procedure 5020, Nonresident Tuition.

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