AP 5011  ADMISSION OF HIGH SCHOOL AND OTHER YOUNG STUDENTS

References:
Education Code Sections 48800, 48800.5, 76001, and 76002; Title 5 Section 55530

Students may be admitted and enroll in courses not offered at their schools of attendance. Courses in which high school 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 authorizes the admissions of “academically gifted” special part-time and full-time K-12 minor students without high school diplomas or the equivalent, who will benefit from advanced scholastic or vocational work. The responsibility to make the determination of the student’s preparation belongs to the school district in which the student is enrolled and the Marin Community College District.

The District retains the authority to restrict admission or enrollment of special part-time or full-time students in any session based on age, grade-level completion, current academic performance, or assessment and placement procedures in compliance with matriculation policies and procedures.

Once enrolled, students must meet all standards for academic performance at the college level and conform to expectations of student conduct. The school of attendance retains the right to apply course credit.

Certain restrictions apply. All classes must be open to the general public, and there may be limitations on the number of students who may enroll in a particular course. The class must be advertised as open to the general public in one or more of the following: the Catalog, the regular schedule of classes, or an addendum to the catalog or schedule of classes.

- If the decision to offer a class on a high school campus is made after publication of the 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.

I. Special Part-Time Admissions Program

Concurrent Part-Time Students (Grades 9th – 12th)
To be considered for admittance as a special part-time high school junior or senior, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.

Admission Procedures
The student must submit a completed:

- College admissions application;
- College Credit Program (CCP) Form which includes
  - Signature of the parental or guardian
  - Signature of the high school principal or counselor
  - Signature of a College of Marin counselor
- Depending on the requested courses, students may be required to complete the appropriate College matriculation process, prior to registration, which includes:
  - Math and/or the English Placement Test
  - Student Success Workshop
  - Counseling Appointment

Academic Eligibility

- Students wanting to enroll in degree appropriate courses must have a cumulative high school grade point average of 2.0 or better.
- For all courses attempted students must meet the stated pre-requisite and/or co-requisite for the desired course.
- Students with a verifiable disability (verification to be provided by the school of origin) may be referred to Disabled Student Programs and Services for accommodation.

Limitations on Enrollment

- For the first semester, students with a cumulative high school grade point average (GPA) between 2.0 and 3.0 may be allowed to enroll in one course. Students wanting to enroll in two courses must have earned a cumulative GPA of 3.0 or better.
• Students may not enroll in physical education classes.

• Students may not initially enroll in any course numbered below 100.

**Academically Talented Elementary Students (grades K - 8th)**

The District may admit highly gifted elementary students through the 8th grade level for enrollment to the College provided they are eligible to participate based on the criteria established below.

**Admissions Procedure**

• The student must be recommended by his/her school principal or designee. As part of the approval process the principal must verify that the recommended student can benefit from College instruction.

• A parent/guardian approval form allowing the student to participate must be submitted with the College admissions application. Parents/guardian must also acknowledge that the parent/guardian understands that the student will be expected to conform to all Board Policies and Administrative Procedures.

• Students must submit a completed College Credit Program (CCP) Form which includes:
  a) Signature of the parental or guardian
  b) Signature of the high school principal or counselor
  c) Signature of a College of Marin counselor
  d) Signature of the College of Marin instructor teaching the course

• Depending on the requested courses, students may be required to complete the appropriate College matriculation process, prior to registration, which includes:
  a) Math and/or the English Placement Test
  b) Student Success Workshop
  c) Counseling appointment

**Academic Eligibility**

• Students must have earned a cumulative grade point average of 2.5, or better, if applicable. If a GPA is not provided, academic eligibility will be based on the recommendation of the elementary or secondary principal, teacher and/or counselor.

• For all courses attempted students must meet the stated pre-requisite and/or co-requisite for the desired course.

• Students with a verifiable disability (verification to be provided by the school of origin) may be referred to Disabled Student Programs and Services for accommodation.
Limitations on Enrollment
- Students will be allowed to enroll in a single course each term.
- Students may not enroll in Physical Education Courses.
- Students may not initially enroll in any course numbered below 100.
- Students who have previously enrolled and who have not made satisfactory progress, will not be allowed to continue without an approved petition in the Special Admissions Program.

The decision of the Dean of Enrollment Services to admit or deny admissions will be final. Once a decision has been made, his/her parent of guardian and school principal shall be informed of the decision. This determination may be made by evaluating one or more of the following criteria:

- A review of the materials submitted by the student.
- Meeting with the student and his or her parent or guardian.
- Consultation with a counselor for matriculation.
- 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.
- Times the class(es) meet and the effect on the safety of the minor.
- Instructor’s recommendations.

II. Full Time Admission Program

Concurrent Full-Time High School Students (Grades 9th –12th)
To be considered for admission as a special full-time student, the student must meet the eligibility standards as established in Education Code Section 48800.5.

Admission Procedures
Students must submit:
- A completed a College admissions application;
- A completed College Credit Program (CCP) Form which includes
  a) Signature of the parental or guardian
  b) Signature of the high school principal or counselor. (Note: A pupil who is not enrolled in a public or private school does not need to provide written acknowledgment from his/her school principal or counselor);
c) Signature of a College of Marin counselor

- Written approval of the governing board of the school district of attendance. The Vice President of Student Learning or designee has the authority to make the final decision whether a student can benefit from instruction.

### Academic Eligibility

- Demonstration that the student is capable of benefiting from instruction.
- Official transcripts from the referring high school district.
- Student will not be allowed to register without completing the matriculation process, which includes:
  - a) Math and the English Placement Test
  - d) Student Success Workshop
  - e) Counseling appointment
- For all courses attempted students must meet the stated pre-requisite and/or co-requisite for the desired course.

### Enrollment Limitations

Students are limited to 12 units for their first semester. For additional units, students must meet with a College of Marin counselor to complete the Petition to Carry Extra Units. A counselor’s signature must be on the Petition to be accepted by the Office of Admissions and Records.

### Home Schooled Students

In addition to meeting all the requirements as established in the above described procedures, home schooled students are required to provide an affidavit from the County Board of Education indicating they are legally home schooled or chartered.

### Appeals

If a request for concurrent part-time or full-time enrollment is denied for a student 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 at least 30 days after the request for admission has been submitted.

### III. Full Time Student (Exempt from Compulsory School Attendance)

To be considered for admissions as a full-time student exempt from compulsory primary or secondary school attendance, the student must meet the eligibility standards as established in Education Code, Section 48800.5 (and Education 76001(b)).
Admissions Procedures
- Students must submit a completed admission application.
- A letter from the County Board of Education in which the student resides specifically exempting the student from compulsory school attendance.
- A letter for the parent/guardian requesting that his/her son/daughter be consider for admissions as a full-time student.

Academic Eligibility
- Official transcripts from the student’s primary/secondary school if available.
- Students must complete the matriculation process, which includes:
  (a) Math and English Placement Test.
  (b) Students Success Workshop.
  (c) Counseling appointment (development of educational plan).
- For all courses attempted students must meet the stated prerequisite and/or co-requisite for the desired course.

Enrollment Limitations
Students are limited to 12 units for their first semester. For additional units, students must meet with the College of Marin counselor to complete a Petition to Carry Extra Units. A counselor’s signature must be on the Petition to be accepted by the Office of Admissions and Records.

Appeals
If a request for full-time enrollment is denied, the Board of Trustees shall provide written findings and reasons for the denial within 60 days. A recommendation regarding the request for admissions and the denial shall be submitted to the Board of Trustees at a regular scheduled meeting that falls at least 30 days after the request for admissions has been submitted.

Location of Information
Current information regarding the procedures for application, admission, and enrollment of high school students is available on the College of Marin website at http://www.marin.edu.

- From current College of Marin Procedure 4.0003 DP.1 titled Academic Standards
  (Pages 20-21)
Admission Eligibility: Title V, 76026, 58108. Students graduating from high school shall be admitted in good standing.

1. Non-graduates of high school shall be admitted if they are 18 years of age or older and capable of profiting from college instruction or if they have successfully passed the California High School Proficiency Examination (CHSPE) or the General Education Development (G.E.D.) Test.

2. Students under 18 who have not passed these exams or graduated from high school must submit a special petition asking for admission. The petition must contain the signature of a high school or college counselor advising that the student is capable of performing college work. The petition must contain the signature of the parent as well unless the student is married. The student must also submit, at the time of registration, a completed Student Educational Plan.

3. Transfer students on probation or dismissal at their last college attended shall be admitted on a probationary status.

4. Students in high school may be admitted as part-time students upon recommendation of their high school counselor, parent, and college counselor in advanced scholastic and vocation classes. Concurrent high school enrollment is required. A College Credit Program (CCP) card with appropriate signatures must be submitted at the time of registration. Students under high school level must also obtain the signature of the college instructor on a student petition approving the enrollment. PE enrollment is limited and by an approved special petition only.

5. Students shall be admitted to one of the College's campuses but not necessarily to a particular curriculum. Certain programs require supplementary applications.

6. International Student applicants shall follow the admission procedures for regular students.

Out of District Students

The College of Marin shall furnish students from other community college districts the same advantages, equipment, supplies and services as furnished to other students in attendance in such classes. Priority for acceptance in impacted programs, however, may be given to Marin County residents.

Office of Primary Responsibility: Vice President of Student Learning

NOTE: The red type signifies legally required language (unless indicated otherwise) recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in black type is current College of Marin Procedure 4.0003 DP.1 titled Academic Standards approved on 2/8/05. The information in blue type is additional language to consider including in this procedure. The language in green ink was added by the Dean of enrollment Management. The language in purple ink
was added by ASC. The language in orange ink was added by the Academic Senate 4/8/10. Reviewed by Task Force 5/6/10 recommended revising title from “Admission and Concurrent Enrollment of High School Students” to be consistent with CCLC title and because AP refers to students younger than H.s.. Confirmed with Dean of Enrollment Services to revise title to CCLC: “Admission of High School and Other Young Students.”

Date Approved:
(Replaces part of current College of Marin Procedure 4.0003 DP.1)
Legal Citations for AP 5011 Admission and Concurrent Enrollment of High School Students

EDUCATION CODE SECTIONS 48800, 48800.5, 76001, and 76002

48800. (a) The governing board of a school district may determine which pupils would benefit from advanced scholastic or vocational work. The intent of this section is to provide educational enrichment opportunities for a limited number of eligible pupils, rather than to reduce current course requirements of elementary and secondary schools, and also to help ensure a smoother transition from high school to college for pupils by providing them with greater exposure to the collegiate atmosphere. The governing board may authorize those pupils, upon recommendation of the principal of the pupil's school of attendance, and with parental consent, to attend a community college during any session or term as special part-time or full-time students and to undertake one or more courses of instruction offered at the community college level.

(b) If the governing board denies a request for a special part-time or full-time enrollment at a community college for any session or term for a pupil who is identified as highly gifted, the board shall issue its written recommendation and the reasons for the denial within 60 days. The written recommendation and denial shall be issued at the next regularly scheduled board meeting that falls at least 30 days after the request has been submitted.

(c) The students shall receive credit for community college courses that they complete at the level determined appropriate by the school district and community college district governing boards.

(d) (1) The principal of a school may recommend a pupil for community college summer session only if that pupil meets all of the following criteria:

(A) Demonstrates adequate preparation in the discipline to be studied.

(B) Exhaupts all opportunities to enroll in an equivalent course, if any, at his or her school of attendance.

(2) For any particular grade level, a principal may not recommend for community college summer session attendance more than 5 percent of the total number of pupils who completed that grade immediately prior to the time of recommendation.

(3) A pupil recommended by his or her principal for enrollment in a college-level advanced scholastic summer session course or in a vocational community college summer session course shall not be included in determining the 5 percent of pupils recommended if all of the following criteria are met:

(A) The course is offered by a middle college high school or an early college high school, as defined by paragraph (4).

(B) The high school principal who makes the recommendation provides data to the Chancellor of the California Community Colleges at the request of that office for purposes of preparing the annual report pursuant to paragraph (5).

(C) The course meets one of the following criteria:

(i) It is a for credit, lower division, college-level course that is designated as part of the Intersegmental General Education Transfer Curriculum or applies toward the general education breadth requirements of the California State University.

(ii) The course is a for credit, college-level, occupational course assigned a Priority code of "A," "B," or "C," pursuant to the Student Accountability Model, as defined by the Chancellor of the California Community Colleges and reported in the management information system, and the course is part of a sequence of vocational or career technical education.
courses leading to a degree or certificate in the subject area covered by the sequence.

(4) For purposes of this section, a "middle college high school" or an "early college high school" means a high school that meets all of the following criteria:

(A) The school has an enrollment of 400 or fewer pupils, and is recognized by the department and by the Chancellor of the California Community Colleges as a district school that has been assigned a County-District-School code by the department.

(B) The school's program is sponsored by a legally binding memorandum of understanding or similar formal agreement between a sponsoring local educational agency and a community college district that establishes cogovernance and resource allocation policies and procedures for the cosponsored school.

(C) The school serves cohorts of pupils in a coherent high school and community college program of study that includes, as a clearly identified outcome for each pupil, a high school diploma and achievement of, or preparation for, completion of an associate degree, eligibility for transfer to a four-year college or university, or completion of a community college certificate program in a vocational, technical, or business occupation.

(5) On or before January 1, 2007, and on or before January 1 of each year thereafter, the Chancellor of the California Community Colleges shall report to the Department of Finance the number of pupils recommended pursuant to paragraph (3) who enroll in community college summer session courses.

(6) The Board of Governors of the California Community Colleges may not include enrollment growth attributable to paragraph (3) as part of its annual budget request for the California Community Colleges.

(7) Notwithstanding Article 3 (commencing with Section 33050) of Chapter 1 of Part 20, compliance with this subdivision may not be waived.

(e) Paragraphs (3), (4), (5), and (6) of subdivision (d) shall become inoperative on January 1, 2011.

48800.5. (a) A parent or guardian of a pupil, regardless of the pupil's age or class level, may petition the governing board of the school district in which the pupil is enrolled to authorize the attendance of the pupil at a community college as a special full-time student on the ground that the pupil would benefit from advanced scholastic or vocational work that would thereby be available. If the governing board denies the petition, the pupil's parent or guardian may file an appeal with the county board of education, which shall render a final decision on the petition in writing within 30 days.

(b) A pupil who attends a community college as a special full-time student pursuant to this section is exempt from compulsory school attendance under Chapter 2 (commencing with Section 46100) of Part 26.

(c) A parent or guardian of a pupil who is not enrolled in a public school may directly petition the president of any community college to authorize the attendance of the pupil at the community college as a special part-time or full-time student on the ground that the pupil would benefit from advanced scholastic or vocational work that would thereby be available.

(d) Any pupil authorized to attend a community college as a special full-time student shall, nevertheless, be required to undertake courses of instruction of a scope and duration sufficient to satisfy the requirements of law.

(e) For purposes of allowances and apportionments from the State School Fund, a community college shall be credited with additional units of average daily attendance attributable to the attendance of special full-time students at the community college.
76001. (a) The governing board of a community college district may admit to any community college under its jurisdiction as a special part-time or full-time student in any session or term any student who is eligible to attend community college pursuant to Section 48800 or 48800.5.

(b) If the governing board denies a request for a special part-time or full-time enrollment at a community college for a pupil who is identified as highly gifted, the board shall record its findings and the reasons for denial of the request in writing within 60 days. The written recommendation and denial shall be issued at the next regularly scheduled board meeting that falls at least 30 days after the request has been submitted.

(c) The attendance of a 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 Sections 48802 and 76002. Credit for courses completed shall be at the level determined to be appropriate by the school district and community college district governing boards.

(d) For purposes of this section, a special part-time student may enroll in up to, and including, 11 units per semester, or the equivalent thereof, at the community college.

(e) The governing board of a community college district shall assign a low enrollment priority to special part-time or full-time students described in subdivision (a) in order to ensure that these students do not displace regularly admitted students.

76002. (a) For the purposes of receiving state apportionments, a community college district may include high school 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) (A) The class is advertised as open to the general public in one or more of the following:

(i) The college catalog.

(ii) The regular schedule of classes.

(iii) An addenda 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.

(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 governing board of the school district during a regularly scheduled board meeting.

(4) If the class is a physical education class, no more than 10 percent of its enrollment 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.

(b) The governing board of a community college district 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:
(1) Age.
(2) Completion of a specified grade level.
(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.
(c) The Chancellor of the California Community Colleges shall prepare and submit to the Department of Finance and the Legislature, on or before March 1, 2004, and March 1 of each year thereafter, a report on the amount of FTES claimed by each community college district for special part-time and special full-time students for the preceding academic year in each of the following class categories:
(1) Noncredit.
(2) Nondegree-applicable.
(3) Degree-applicable, excluding physical education.
(4) Degree-applicable physical education.
(d) The Board of Governors of the California Community Colleges shall adopt rules and regulations to implement this section.

Additional Legal Cite Added by College of Marin

5 CCR § 55530
Cal. Admin. Code tit. 5, § 55530

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 6. CURRICULUM AND INSTRUCTION
SUBCHAPTER 6. MATRICULATION PROGRAMS
ARTICLE 4. APPEALS, WAIVERS, STUDENT RIGHTS AND RESPONSIBILITIES

§ 55530. Student Rights and Responsibilities.

(a) Nothing in this subchapter shall be construed to interfere with the right of a student admitted to a community college in accord with district admission policies adopted pursuant to Education Code sections 76000, et seq. to enroll in any course for which he or she can meet necessary and appropriate prerequisites, if any, which have been established pursuant to the requirements of section 55003.

(b) Community college districts shall take steps to ensure that information is available in written form to all students during or prior to enrollment (e.g., during orientation) and is included in class schedules, catalogs or other appropriate publications, describing their rights and responsibilities under this subchapter.

(c) Districts shall also take steps to ensure that the matriculation process is efficient so that students are not discouraged from participating in college programs. Whenever possible, students should be permitted to avoid additional testing by submitting scores on recently taken tests that correlate with those used by the district.
(d) Students shall be required to express at least a broad educational intent upon admission; declare a specific educational goal within a reasonable period after admission; participate in counseling or advisement pursuant to section 55523(a)(1), (2), and (3); diligently attend class and complete assigned coursework; and complete courses and maintain progress toward an educational goal according to standards established by the district, consistent with the requirements of subchapter 1 (commencing with section 55000) of this chapter. The governing board of each community college district shall adopt clear written policies not inconsistent with law, specifically defining these responsibilities of students and the consequences of failure to fulfill such responsibilities. This policy shall define the period of time within which a student must identify a specific educational goal as required by this subdivision, provided however, that all students shall be required to declare such a goal during the term after which the student completes 15 semester units or 22 quarter units of degree-applicable credit course work, unless the district policy establishes a shorter period. Once the student has developed a specific educational goal, the district must provide the student with an opportunity to develop a student educational plan pursuant to section 55525. Student responsibilities shall also be identified in the student's educational plan developed pursuant to section 55525. If a student fails to fulfill the responsibilities listed in this subdivision, fails to cooperate with the district in the development of a student educational plan within 90 days after declaring his or her specific educational goal, or fails to abide by the terms of his or her student educational plan, the district may, subject to the requirements of this subchapter, suspend or terminate the provision of services authorized in section 55520, provided however, that nothing in this section shall be construed to permit a district to suspend or terminate any service to which a student is otherwise entitled under any other provision of law.

(e) Information obtained from the matriculation process shall be considered student records and shall be subject to the requirements of subchapter 6 (commencing with section 54600) of chapter 5.