

## Chapter 5 - Student Services

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

#### References:

Education Code Sections 11300 (a), 48800, 48800.5, 48802, 52620, 76001, 76002, and 76004; BP 5030, BP 3255, BP 5010, and AP 5055

#### Concurrent Enrollment

The College may allow the admission of K-12 grade level students, **noncredit students, or K-12** without high school diplomas, who can benefit from instruction offered by the College through its Special Admission (Special Admit) **Concurrent Enrollment** program. **Allowing a greater and more varied segment of high school pupils to take community college courses provides numerous benefits such as reducing the number of high school dropouts, increasing the number of community college students who transfer and complete a degree, shortening the time to completion of educational goals, and improving the level of preparation of students to successfully complete for-credit, college-level courses.** All such students shall be referred to as **Concurrent Enrollment** Special Admit students regardless of whether those courses are taught on the College's campus, a high school campus, or elsewhere.

#### A. ~~Special Admit Program~~

~~The Special Admit Program consists of four methods by which a K-12 student may enroll in college courses:~~

- ~~• As a student attending class(es) at the College for which s/he qualifies;~~
- ~~• As a 10-12 grade student attending College class(es) at his/her high school;~~
- ~~• As a high gifted K-9 student attending class(es) at the College for which s/he qualifies;~~  
~~or~~
- ~~• As a 10-12 grade student attending class(es) at his/her high school as part of College and Career Advancement Pathways (CCAP).~~

All courses will be taken for ~~€~~college credit. The responsibility to make the determination of the student's preparation to undertake college coursework belongs to both the school district in which the student is enrolled and the College. The student's ~~K-12~~ school of attendance maintains the right to either award or deny high school credit for the college course completed in the Special Admit **Concurrent Enrollment** program ~~course credit~~.

#### **Concurrent enrollment students must complete the College's admission application.**

The authority to restrict the admission or enrollment of a Special Admit **Concurrent Enrollment** student in any session **is** based on **one or more of the following factors**: age, grade-level completion, current school performance or assessment and placement procedures in conformance with matriculation regulations and other course or program prerequisites, including disapproved courses for under age (minor) children, remains the prerogative of the

College. **Under no circumstance will a credit concurrent enrollment student be able to enroll in more units than permitted by AB 30 (no more 4 courses or 15 units) .**

Special Admit **Concurrent Enrollment** students shall be restricted from enrolling in any class deemed educationally inappropriate for ~~under-age (minor) children~~ **minors**. A list of courses so restricted shall be approved by each department.

Students with a verifiable disability (verification to be provided by school of origin) may apply to ~~Disabled Student Programs and Services~~ **Accessibility Resource Centers for Students (ACCESS)** for appropriate accommodations.

Mt. San Antonio College may admit **approve eligible** high school sophomores, juniors, and seniors, **and noncredit or K-12 adult school** students for **concurrent** enrollment to the College ~~who are eligible to participate based on the criteria established below~~. Students in ~~lower grades~~ **below 10th grade** may be approved to attend class(es) **through the Special Admit program** if identified as ~~highly gifted~~ **promising high school pupils in accordance with Ed Code 11300 (a)** in the particular instructional area(s).

The attendance of a pupil at the College as a Special Admit **K-12 concurrent enrollment** student, pursuant to this Administrative Procedure, is an authorized attendance for which the College shall be credited or reimbursed pursuant to Education Code Sections 48802 and 76002.

Class rosters will denote that the student is a minor child.

The College may admit high school sophomores, juniors, and seniors, **and noncredit or K-12 adult school students** who meet the following conditions:

**For all courses attempted in which the College has established specific pre- or co-requisite(s), students must complete the College assessment process or meet other eligibility requirements for the stated pre-requisite and/or co-requisite for the desired course.**

**Concurrent Enrollment students are given low enrollment priority in accordance with Education Code 76001(e). Dual Enrollment courses as that are part of a CCAP partnership agreement are restricted.**

**Below are the Concurrent Enrollment programs offered by the College in the following order: Credit Special Admission (Special Admit) program, Noncredit and Adult Education Special Admission (Special Admit) program, Dual Enrollment program, Early College Academy. Each program will list their requirements for participation in the following order: Academic Eligibility, Admissions Process, Eligible Terms, and Unit and Other Limitations.**

### **1. Credit Special Admission (Special Admit) Program**

**A Special Admit student is a student currently in the K-12 system or home school program who plans to enroll in a Mt. SAC college credit course:**

- **As a student attending class(es) at the College for which the student qualifies;**
- **As a highly gifted K-9 student attending class(es) at the College for which the student qualifies.**

- As a Talented Elementary and Secondary Students through the 9th Grade.

The College may admit highly gifted elementary and secondary students through the 9th grade level for enrollment to the College if they are deemed eligible to participate. In addition to providing specific talents and giftedness for enrolling in a specialized course, the student must meet all of the same criteria required of 10th – 12th grade Special Admit Program students as specified in this procedure.

- Minors Not Enrolled in a Public School

The College may admit students not enrolled in a public school into the Special Admit program. Students who are eligible to participate must meet the Academic Eligibility criteria below and submit the appropriate College forms for approval.

If the College denies a request for a Special Admit for a pupil who is identified as highly gifted, or minor not enrolled in a public school, the College 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 to the student within 30 days after the request has been submitted.

#### 1. ~~Academic Eligibility~~

- ~~Students wishing to enroll in degree-appropriate courses must have a cumulative high school grade point average of 3.0 or better, as reflected on their most recent school transcript, to take an academic course or a 2.0 or better for a career and technical education course.~~
- ~~Students desiring to enroll younger than grade 10 as a highly gifted student must provide sufficient documentation related to the area of advanced instruction.~~
- ~~For all courses attempted in which the College has established specific pre- or co-requisite(s), students must complete the College assessment process or meet other eligibility requirements for the stated pre-requisite and/or co-requisite for the desired course.~~

#### Academic Eligibility

- 10th – 12th grade students wishing to enroll through the Special Admit program in degree-appropriate courses must have a cumulative high school grade point average of 3.0 or better, as reflected on their most recent school transcript, to take an academic course or a 2.0 or better for a career education course.
- K – 9th grade students wishing to enroll as a highly gifted student must provide sufficient documentation related to the area of advanced instruction.

#### Admissions Process

- Special Admit K-12 students attending classes at the College must submit the appropriate College forms for approval by the Mt. San Antonio College Dean of Counseling or designee that verifies the following:
  - The grade level of the student;
  - The student's academic progress to date;
  - Verifiable demonstration of the student's ability to benefit from advanced scholastic or vocational work; and
  - A statement indicating the exact college-level class(es) in which the student is requesting enrollment at Mt. San Antonio College

### Eligible Terms

- Enrollment may occur during fall, spring, and summer terms only.

### Unit and Other Limitations

- Special Admit Program students will be able to enroll in a maximum of 6 units per term. Students requesting more than 6 units will need special approval.
- Full-time enrollment of K-12 grade level students who have not graduated or have not been released is not permitted without program special approval.
- Students may not enroll in a college course to alleviate a high school deficiency unless approved by the local high school.
- Special Admit registration dates will be assigned as referenced in AP 5055 - Enrollment Priorities.
- Special Admit students will be charged all applicable fees paid by regular and provisionally admitted students, except for enrollment, health, and student activities fees, as referenced in BP 5030 – Fees.
- Enrollment may be limited in a particular course for Special Admit and other minor students, including those from a particular high school, if enrollment exceeds the maximum allowable per State Education Code.

## 2. Noncredit and Adult Education Special Admission (Special Admit) Program

A noncredit or K-12 Special Admit student is enrolled in and attending either a community college noncredit program or K-12 Adult School and pursuing a high school diploma or a California High School Equivalency Certificate and who intends to concurrently enroll in a Mt. SAC credit course.

### Academic Eligibility

- Noncredit or K-12 Adult School students wishing to enroll as a Special Admit student must be pursuing a high school diploma or California High School Equivalency Certificate.

### Admissions Process

- Complete the Adult Education Special Admit program (AESA) application packet.
- Complete an orientation with a School of Continuing Education (SCE) counselor.

### Eligible Terms

- For noncredit special admit, enrollment may occur during fall, winter, spring, and summer terms.

### Unit and Other Limitations

- Noncredit or K-12 Adult School Special Admit students will be able to enroll in up to a maximum of 11 units per term.

## 3. Dual Enrollment Program

A Dual Enrollment student is a high school student who enrolls in College and Career Access Pathways (CCAP) and Non-CCAP college credit courses in partnership with high school district and offered on or through their high school campus.

### Academic Eligibility

- A student must be currently enrolled in 10th, 11th, or 12th grade.
- A 10th grade high school student is a student who has completed the 9th grade.
- Approval of high school administrator or designee.

#### Admissions Process

- Complete the Dual Enrollment packet.
- Complete Assessment Questionnaire (AQ) for Math and English courses and courses with Math and English pre-requisites.

#### Eligible Terms

- Enrollment may occur during fall, winter, spring, and summer terms.

#### Unit and Other Limitations

- Dual Enrollment will be able to enroll in up to a maximum of 12 units or four courses per term through Dual Enrollment and Special Admit combined. Students requesting to take more than 12 units will need special approval.
- Students may not enroll in a college course to alleviate a high school deficiency unless approved by the local high school.

#### 4. Early College Academy

The Early College Academies are comprehensive high schools that have been established through a partnership between Mt. San Antonio College and a partner school district. 9th to 12th grade students shall be considered for admission to an Early College Academy through an admissions process, including review by Mt SAC and high school personnel. Mt. SAC college credit courses shall be offered to students in the 10th, 11th, and 12th grade.

#### Academic Eligibility

- Student participating in a dual enrollment course at an Early College Academy must maintain a minimum 3.0 GPA. Exceptions are considered case by case with approval by the principal.
- Approval for an Early College Academy student to take a college credit course will come from the principal.

#### Admission Process

- Complete the Dual Enrollment packet.
- Complete Assessment Questionnaire (AQ) for Math and English courses and courses with Math and English pre-requisites.

#### Eligible Terms

- Enrollment may occur during fall, winter, spring, and summer terms.

#### Unit and Other Limitations

- Early College Academy students will be able to enroll in up to a maximum of 12 units or four courses per term through Dual Enrollment and Special Admit combined. Students requesting more than 12 units will need special approval.
- Students may not enroll in a college course to alleviate a high school deficiency unless approved by the local high school.

## 2. ~~Approval Process~~

~~Students who are eligible to participate must complete the College's admission application and meet the criteria established for the particular dual enrollment partnership program. Special Admit students are given low enrollment priority in accordance with Education Code 76001(e) unless enrolled in a course as part of a CCAP partnership agreement.~~

~~a. Students attending classes at the College must complete the following submit the appropriate College form for approval by the Mt. San Antonio College Dean of Counseling or designee, that verifies the following:~~

- ~~• The grade level of the student;~~
- ~~• The student's academic progress to date;~~
- ~~• Verifiable demonstration of the student's ability to benefit from advanced scholastic or vocational work; and~~
- ~~• A statement indicating the exact college level class(es) in which the student is requesting enrollment at the College.~~

~~b. Students participating in any dual enrollment effort must:~~

- ~~1. Be recommended by his/her high school principal or designee. As part of the approval process, the principal must verify that the recommended student can benefit from college instruction and that the course(s) taken at the College are not available at the high school;~~
- ~~2. A parent/guardian approval form allowing the student to participate must be submitted in addition to the College application. Parents must also acknowledge that the parent/guardian understands that the student will be expected to comply with all College policies and that topics of instruction are appropriate for adult-level students; and~~
- ~~3. The student will be required to complete a special admission orientation conducted by College employees for students attending College classes held at the high school.~~

## 3. ~~Limitations on Enrollment~~

~~a. Full-time enrollment of K-12 grade level students who have not graduated or have not been released is not permitted.~~

~~b. Enrollment may occur during Fall, Spring, and Summer terms.~~

~~c. First-time Special Admit students attending the course solely on the College campus, are limited to enrollment in one course. Returning or continuing Special Admit students may enroll in up to two courses if approval is granted by both the high school and the College.~~

~~d. Special Admit students may not enroll in pre-collegiate courses unless participating in a CCAP-approved course or students are participating in a pre-approved special program authorized by the College.~~

- e. ~~Students may not enroll in a College course to alleviate a high school deficiency unless approved by the local high school.~~
- f. ~~Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue as a Special Admit student.~~
- g. ~~Special Admit registration dates will be assigned as referenced in AP 5055—Enrollment Priorities, unless the course is being offered under CCAP.~~
- h. ~~Special Admit students will be charged all applicable fees paid by regular and provisionally admitted students, except for enrollment, health, and student activities fees, as referenced in BP 5030—Fees, unless they are exempt under dual enrollment for courses offered at the high school as either CCAP or non-CCAP.~~
- i. ~~Enrollment may be limited in a particular course for Special Admit and other minor students, including those from a particular high school, if enrollment exceeds the maximum allowable per State Education Code.~~

#### ~~B. Talented Elementary and Secondary Students through the 9<sup>th</sup> Grade~~

~~The College may admit highly gifted elementary and secondary students through the 9th grade level for enrollment to the College if they are deemed eligible to participate. In addition to providing specific talents and giftedness for enrolling in a specialized course, the student must meet all of the same criteria required of 10th — 12th grade Special Admit Program students as specified in this procedure.~~

~~If the College denies a request for a Special Admit for a pupil who is identified as highly gifted, whether through this Section or Section C., below, the College 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 to the student within 30 days after the request has been submitted.~~

#### ~~C. Minors Not Enrolled in a Public School~~

~~The College may admit students not enrolled in a public school into the Special Admit program. Students who are eligible to participate must meet the criteria established in Section A above, and:~~

1. ~~Submit the appropriate College form for approval by the Mt. San Antonio College Dean of Counseling or designee, that verifies the following:~~
  - a. ~~The grade level of the student;~~
  - b. ~~The student's academic progress to date;~~
  - c. ~~Verifiable demonstration of the student's ability to benefit from advanced scholastic or vocational work; and~~
  - d. ~~A statement indicating the exact college-level class(es) in which the student is requesting enrollment at Mt. San Antonio College.~~

~~The parent or guardian of a pupil not enrolled in a public school retains the ability to directly petition the Dean of Counseling for the pupil's special admission.~~

D.

Dual Enrollment Course Partnerships through Career Access Pathways (CCAP) or Non CCAP Agreements **(this applies to our dual enrollment program and Early College Academy).**

The College may enter into an agreement with high school districts to offer College courses to Special Admit students, as defined above, at local high schools through the establishment of Career Access Pathways (CCAP) Partnerships or similar other agreements.

Before offering of any dual enrollment course, the College shall consult with faculty from the respective department(s) and/or program(s) to select those courses that are most appropriate for such offerings. Factors that may be considered in the selection include, but are not limited to, the following: assessment results, success rates of students for the same courses taken at the College, the likelihood of success in the course by high school students, the existence of pre-requisites or co-requisites, credentials and availability of the teaching faculty assigned to a specific discipline, the ability of the course to serve as an entry point into further college studies, and any other consideration deemed reasonable by the College and faculty involved.

All courses taught at local high schools as part of any dual enrollment offering shall follow the College's official Course Outline of Record, maintain the rigor of the college-level course, adhere to the department and/or program's grading standards and shall be, in all other respects, the equivalent of the course as offered on the College's campus.

The College shall be solely responsible for determining and administering the dual enrollment partnerships and for offering and/or cancelling classes.

All persons assigned to teach a dual enrollment course shall be selected and hired solely by the College, shall be its employees, and shall be subject to its direction, control, compensation, evaluation, and discharge. Such employees shall be covered under the Faculty Association bargaining agreement.

In cases where the College chooses to enter into a CCAP Partnership Agreement with a school district partner, that agreement must be approved by the governing boards of the College and the district. As a condition of, and before adopting the agreement, the governing board of each district, at an open public meeting of that board, shall present the 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 Agreement must satisfy the following requirements:~~

- ~~1. The CCAP partnership agreement shall be approved by governing boards of the College as well as the school district and filed with the office of the Chancellor of the California Community Colleges and with the Department of Finance before the start of the CCAP partnership, and shall:~~



- a. ~~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;~~
- b. ~~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;~~
- c. ~~Identify a point of contact for the participating community college district and school district partner;~~
- d. ~~Certify that any community college instructor teaching a community college 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;~~
- e. ~~Certify that any community college instructor teaching a community college course at the partnering high school campus will not displace or result in the termination of an existing high school teacher teaching the same course on that high school campus;~~
- f. ~~Certify that a qualified high school teacher teaching a community college 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;~~
- g. ~~Include a certification by the College of the following:~~
  - I. ~~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;~~
  - II. ~~A community college course that is oversubscribed or has students on an unduplicated waiting list shall not be offered in the CCAP partnership; and~~
  - III. ~~Participating in a CCAP partnership is consistent with the core mission of the College 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;~~
- h. ~~Certify that both the school district and College comply with:~~
  - I. ~~Local collective bargaining agreements and;~~
  - II. ~~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;~~

- ~~i. Specify that the high school district will be the employer of record for purposes of assignment monitoring and reporting to the county office of education and will assume reporting responsibilities pursuant to applicable federal teacher quality mandates; and~~
  - ~~j. Certify that if any remedial course is proposed to be taught by College faculty at a partnering high school campus, that class 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. The offering of any remedial class shall involve a collaborative effort between high school and 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;~~
- ~~2. The College 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:
  - ~~a. Developing seamless pathways from high school to community college for career technical education or preparation for transfer;~~
  - ~~b. Improving high school graduation rates; or~~
  - ~~c. Helping high school pupils achieve college and career readiness;~~~~
- ~~3. The College 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;~~
- ~~4. The College may limit enrollment in a community college course solely to eligible high school students if the community college 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;~~
- ~~5. The College exempts dual enrollment students from most fees as stated in BP 5010; and~~
- ~~6. For each CCAP partnership agreement entered into pursuant to this section, the College shall report annually to the office of the Chancellor of the California Community Colleges, the Legislature, the Director of Finance, and the Superintendent of Public Instruction all of the following information:
  - ~~a. 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;~~
  - ~~b. The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants;~~
  - ~~c. The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants; and~~~~

~~d. The total number of full-time equivalent students generated by CCAP partnership community college district participants.~~

~~If the decision to offer a class on a high school campus is made after publication of the College'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 unless the course is offered under CCAP.~~

~~If the class is a physical education class, no more than 10% of the enrollment of the class may consist of Special Admit students.~~

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