



ADMINISTRATIVE **PROCEDURE**

5011

DESERT COMMUNITY COLLEGE DISTRICT

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

The College authorizes the admission of special admit students, who are highly talented and/or highly gifted minor students without high school diplomas, who can benefit from advanced scholastic or career/technical work. The responsibility to make the determination of the student's preparation belongs to the school district in which the student is enrolled.

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.

Authority to restrict the admission or enrollment of a special part-time or full-time student in any session based on age, grade-level completion, current school performance, or assessment and placement procedures in conformance with matriculation regulations remains the prerogative of the College. Admission or enrollment is based on demonstration that the student is capable of profiting from instruction. The Dean of Enrollment Services has the authority to make the final decision whether a student can benefit from instruction.

All courses will be taken for college credit. The school of attendance maintains the right to apply course credit.

The parent or guardian of a pupil not enrolled in a public school retains the ability to petition directly to the Superintendent/President or designee for the pupil's special admission on a part-time or full-time basis.

If a request for special part-time or full-time enrollment is denied for a pupil who has been identified as highly talented and/or 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.

High School Students

Admission is subject to seat availability. Students must submit the district application of admission.

The Dean of Enrollment Services will review the materials and will determine if the student has the abilities and sufficient preparation to benefit from instruction at the college. The decision of the Dean of Enrollment Services 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 his/her parent or guardian;
- consultation with appropriate college staff;
- consideration of the welfare and safety of the student and others; and/or
- consideration of local, state, and/or federal laws.

College of the Desert will admit high school students for enrollment to the College who are eligible to participate based on the criteria established below.

The student must be recommended by his/her high school principal or designee. As part of the approval process, the principal or designee must verify through consent and signature on the Special Admit Minor Form that the recommended student can benefit from college instruction. A pupil who is not enrolled in a public or private school does not need to provide written acknowledgment from his/her school principal.

A parent/guardian consent and signature on the High School Concurrent Enrollment Form, verifying parental/guardian approval of student's participation, must be submitted in addition to the College application by the established deadlines. Parents/guardians must also acknowledge on the High School Concurrent Enrollment Form that the student will be expected to conform to all College policies.

Concurrent enrollment students are enrolled in a college course. As such, the instructor works directly with the student. Under the Family Educational Rights and Privacy Act (FERPA), instructors are not required to discuss student performance or other student-related issues with parents/guardians.

College of the Desert will admit high school students who meet the following conditions:

- Students wishing to enroll in degree-applicable courses must have a cumulative high school grade point average of 3.0 or better as reflected on their most recent official high school transcript.
- For all courses attempted, students must complete the appropriate College assessment process and meet the stated prerequisite(s) and/or co-requisite(s) for the desired course.

Limitations on Enrollment

- A high school student may be permitted to enroll in up to 11 units (or up to 15 units if the student is enrolled in a College and Career Access Pathway). The Dean of Enrollment Services may make exceptions, subject to consideration and approval.
- Students may not enroll in pre-collegiate courses or physical education activity courses.
- Students may not enroll in a College course to alleviate a high school deficiency.
- Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue in the college program without approval from the Dean of Enrollment Services.

- Students will not receive priority enrollment status.
- Students will have enrollment fees waived.

Summer Enrollment of K-12 Students

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.

In addition to the above, minor students wishing to attend summer session must submit:

- written and signed parental or guardian consent;
- written and signed approval of his/her principal that the student has availed himself/herself of all opportunities to enroll in an equivalent course at his/her school of attendance; and
- demonstration that the student has adequate preparation in the disciplines to be studied.

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

Classes on High School Campuses

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. If the class is a physical education class, no more than ten percent of the enrollment of the class may consist of special part-time or full-time students.

Additional Regulations

To be considered for admission as a special part-time or full-time student, the student must meet the eligibility standards established in Education Code, Sections 48800-and 76001. Special part-time and full-time students are given low enrollment priority in accordance with AB 967.

The College catalog, which is updated annually, contains the most recent information regarding the admission and enrollment of high school and other young students. Additionally, the Schedule of Classes is published each term and provides the admission deadlines. This document is updated annually for currency and correctness.

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 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 partner that is governed by a CCAP partnership agreement approved by the governing boards of both districts. As a condition of, and before adopting, a CCAP partnership agreement, the governing board of each district, at an open public meeting of that board, shall present the dual enrollment 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 partnership agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the department before the start of the CCAP partnership, and shall:

- 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.
- 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.
- identify a point of contact for the Desert Community College District and school district 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 College of the Desert.
- include a certification by the Desert Community College District of all 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;
 - A community college course that is oversubscribed or has a waiting list shall not be offered in the CCAP partnership; and
 - 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 Desert 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 participating district will be the employer of record for purposes of assignment monitoring and reporting to the county office of education; and
 - Which participating district will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
- certify that any remedial course taught by community college faculty at a partnering high school campus 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, and shall involve a collaborative effort between high school and community 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.

The Desert Community College District, participating in a CCAP partnership, shall not provide physical education activity 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 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 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.

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 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 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 special part-time students from the following fee requirements:

- Student representation fee (Education Code Section 76060.5)
- Nonresident tuition fee and corresponding permissible capital outlay fee and/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 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 College of the Desert 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 each CCAP partnership agreement entered into pursuant to this section, the district shall report annually to the office of the Chancellor of the California Community Colleges, the Legislature, the Director of Finance, and the Superintendent/President 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.

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

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