
Allan Hancock Joint Community College District
Administrative Procedure
Chapter 5 – Student Services

**AP 5011 ADMISSION AND CONCURRENT ENROLLMENT OF HIGH
SCHOOL AND OTHER YOUNG STUDENTS**

To be considered for admittance as a special part-time or full-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001. All special part-time and full-time students shall receive credit for the community college courses completed in the same manner as regularly enrolled community college students.

Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance. 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.

DEFINITIONS:

College Now Students

College Now Students (special part-time or full-time students) are any elementary, secondary, or homeschooled student who attends community college courses during fall or spring semesters and summer or winter sessions and meets certain eligibility standards. A College Now student is limited to 11 units per semester or session. High school students attending a college course under a CCAP agreement are a subset of College Now and many enroll in up to four courses and no more than 15 credits per semester.

High School Students

High school students enrolled in grades nine through twelve who plan on enrolling in courses on the college campus or online will have admissions and records staff review the materials and determine if the student is eligible to participate and benefit from instruction at a community college based on established program eligibility criteria.

The student must submit:

- District application for admission;
- Written and signed parental and guardian consent;
- Written and signed approval of his/her/their principal that the student has availed himself/herself/themself of all opportunities to enroll in an equivalent course at

- his/her/their high school of attendance; and
- Demonstration that the student has adequate preparation in the disciplines to be studied.

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 of Record.

If a request for a 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 at least 30 days after the request for admission has been submitted.

College and Career Access Pathways (CCAP)

The Board of Trustees shall adopt 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 Early College 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 schools, to community college for career technical education or preparation for transfer, improving high school graduation rates, and/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 adopting a CCAP partnership agreement, the governing board of each district, shall do both of the following:

- 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
- Present, take comments from the public on, and approve or disapprove the Early College partnership agreement at an open public meeting of the Board of Trustees.

The CCAP partnership agreement shall be filed with California Community Colleges Chancellor's Office 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 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, 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 faculties use, and parental consent for high school pupils to enroll in community college courses. The protocols shall only require 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;
- Identify a point of contact from the 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 87010 or any controlled substance offense as defined in Education Code Section 87011.
- 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 community college campus;
- Include a plan by the District to ensure all the following:
 - A community college course offered for college credit at the partnering high 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 pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the community college.
- Certify that both the District and the school district partners comply with local and collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP partnership course offering 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 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 to only high school pupils who do not meet their grade level standard in math, English or both on an interim assessment in grade ten or eleven, 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 pupil's junior or senior year to ensure the pupil is prepared for college-level work upon graduation.

The CCAP partnership shall not provide Physical Education course opportunities to high schools 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 or career readiness

A high school pupil enrolled in a course offering 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. 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.

The District may limit enrollment in a community college courses 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.

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 Board of Trustees 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 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);
- Student Health fees (Education Code Section 76300); and
- Student Center fees (Education Code Section 76375; Title 5 Section 58510)

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 a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college should be credited or reimbursed pursuant to Education Code Section 48802 or 76002, provided that a school district has not received reimbursement for the same instructional activity. For purposes for calculation classroom-based average daily attendance for classroom-based instruction apportionments, at least eighty percent 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 a minimum of fifty percent 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.

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 of all 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 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; and
- The total number of full-time equivalent students served online generated by CCAP partnership community college district participants.

Admission of K-8 Grade Students

To be considered for admissions as a special part-time student, the student must meet the eligibility standards set forth in Education Codes Sections 48800 and 76001. A special part-time student may only enroll in one class per semester or session. The District may admit highly gifted elementary students as special part-time students based on the criteria established herein:

- The student must be recommended by the principal of the school of attendance
- The recommendation must verify the student will benefit from college instruction
- The student must have a cumulative GPA of 3.0 or better as reflected on their most recent school transcript
- The student must complete the college placement process and meet all stated prerequisites
- The Dean, Student Services will determine upon consultation with the faculty member that the student is capable of profiting from instruction. This includes the approval of the appropriate AHC Department Chair and Academic Dean
- Students will be permitted to enroll in one course each semester or term

- Students may not enroll in pre-collegiate courses
- Students may only enroll in courses on the approved College Now list
- Must follow all college admission criteria

Admission of K-8 students is subject to seat availability. The student must:

- Submit an application for admission
- Submit a completed and signed College Now petition for enrollment
- The petition for enrollment must have signed approval of his/her/their principal or designee, an approved school counselor as noted on the College Now Signatories form (NOTE: Home-schooled students must provide Allan Hancock College with a current copy of the private school affidavit on file with the California Department of Education at the time of registration)
- To be considered for admission as a special summer session student, the student must meet the eligibility standards as established in Education Code Section 76001

If a request for special part-time admission 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 at least 30 days after the request for admission has been submitted.

The Dean, Student Services, in conjunction with the Director, Admissions and Records, shall establish procedures for the admission of high school age and younger students consistent with Education Code regulations. Such students who desire to attend Allan Hancock College must meet qualifications as stated. The Director, Admissions and Records, shall maintain a file copy of the young student supplementary admission application.

Application Process

The college requires that the student complete the following:

1. Apply for admission online.

A student participating in a home-schooling program must submit a copy of his/her/their affidavit of home schooling.

Course Offerings

The District may restrict a course for any student under the age of 18 years old.

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

To be considered for admittance as a special part-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.

Course registration is subject to seat availability. The student must submit:

- District application for admission;
- Written and signed parental or guardian consent;
- Written and signed approval of his/her/their principal; and
- Demonstration that the student is capable of profiting from instruction.

To be considered for admission as special full-time student, the student must meet the eligibility standards as established in Education Code Section 48800.5.

Publication of Admissions Policies and Procedures

Admissions policies and procedures will be published in the college catalog. Additional questions may be addressed directly to the Office of Admissions and Records.

References:

Education Code Sections 11300, 47612.5, 48800, 48802, 48800.5, 49011, 58510, 66010.4, 76001, 76002, 76004, 76060.5, 76140, 76223, 76300, 76350, 76375, 87010, and 87011.

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