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San Bernardino Community College District  
**Administrative Procedure**  
Chapter 5 – Student Services

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

Admission is subject to seat availability and locally approved college policies for concurrent enrollment. The student must submit:

- district application for admission;
- written and signed parental or guardian consent;
- written and signed approval of his/her principal (*NOTE: A parent or guardian of a pupil who is not enrolled in a public or private school may petition directly without the signature of a principal.*)
- demonstration that the student is capable of profiting from instruction.
- The director of admissions and records or designee has the authority to make the final decision whether a student can benefit from instruction.

To be considered for admission as a special full-time student, the student must meet the eligibility standards as established in Education Code Section 48800.05.

Admission is subject to seat availability and locally approved college policies for concurrent enrollment. The student must submit:

- college application for admission;
- written and signed parental or guardian consent;
- written and signed acknowledgment of his/her principal. (*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.*);
- demonstration that the student is capable of profiting from instruction;
- written approval of the governing board of the school district of attendance.
- The director of admissions and records or designee has the authority to make the final decision whether a student can benefit from instruction.

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

43 76001. Students will not be admitted unless they have availed themselves of all  
44 opportunities to enroll in equivalent courses at their schools of attendance.

45 The student must submit:

- 46 • college application for admission;
- 47 • written and signed parental or guardian consent;
- 48 • written and signed approval of his/her principal that the student has availed  
49 himself/herself of all opportunities to enroll in an equivalent course at his/her  
50 school of attendance; (*NOTE: A pupil who is not enrolled in a public or private*  
51 *school does not need to provide written acknowledgment from his/her school*  
52 *principal.*)
- 53 • demonstration that the student has adequate preparation in the disciplines to  
54 be studied.
- 55 • The director of admissions and records or designee has the authority to make  
56 the final decision whether a student can benefit from instruction.

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58 All required documents shall be sent to the office of admissions and records at the college  
59 campus.

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61 High School Students: For students attending high school, director of admissions and  
62 records or designee will review the materials, and will determine if the student has the  
63 abilities and sufficient preparation to benefit from instruction at a community college. The  
64 decision of the director of admissions and records or designee shall be final. This  
65 determination may be done by one or more of the following options:

- 66 • a review of the materials submitted by the student;
- 67 • meeting with the student and his/her parent or guardian;
- 68 • consultation with discipline faculty as needed;
- 69 • consideration of the welfare and safety of the student and others; and/or
- 70 • consideration of local, state, and/or federal laws.

71  
72 Middle and Lower School Students: For students attending middle and lower schools,  
73 the determination shall be made by director of admissions and records or designee. The  
74 school must provide transcripts and a letter signed by the principal indicating how in  
75 his/her opinion the student can benefit from instruction. The director of admissions and  
76 records or designee will determine if the student has the abilities and sufficient  
77 preparation to benefit from instruction at a community college, and that the student's  
78 safety and that of others will not be affected. The decision of the director of admissions  
79 and records or designee shall be final. Once a decision has been made, the student,  
80 his/her parent or guardian and the school principal shall be informed of the decision. This  
81 determination may be done by applying the following criteria one or more of the following  
82 options:

- 83 • a review of the materials submitted by the student;
- 84 • meeting with the student and his/her parent or guardian;
- 85 • consultation with discipline faculty as needed;
- 86 • consideration of the welfare and safety of the student and others;
- 87 • consideration of local, state, and/or federal laws;

- 88           • review of the content of the class in terms of sensitivity and possible effects on  
89           the minor;  
90           • requirements for supervision of the minor; and/or  
91           • times the class(es) meet and the effect on the safety of the minor.  
92

93 Courses in which high school and other young students are permitted to enroll will be  
94 open to the entire college population, and will be taught with the rigor appropriate to  
95 college-level courses in accordance with the approved course outline.  
96

97 If a request for special part-time or full-time enrollment is denied for a pupil who has been  
98 identified as highly gifted, the Board shall provide written findings and reasons for the  
99 denial within 60 days. A recommendation regarding the request for admission, and the  
100 denial shall be submitted to the Board at a regularly scheduled meeting that falls at least  
101 30 days after the request for admission has been submitted.  
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### 103 College and Career Access Pathways (CCAP) 104

105 The governing board had adopted all the legal requirements of Education Code Section  
106 76004 in order to participate in the College and Career Access Pathways (CCAP)  
107 partnership with the governing board of a school district for the purpose of offering or  
108 expanding dual enrollment opportunities for students who may not already be college  
109 bound or who are underrepresented in higher education, with the goal of developing  
110 seamless pathways from high school to community college for career technical education  
111 or preparation for transfer, improving high school graduation rates, or helping high school  
112 pupils achieve college and career readiness.  
113

114 The district may enter into a CCAP partnership with a school district partner that is  
115 governed by a CCAP partnership agreement approved by the governing boards of both  
116 districts. As a condition of, and before adopting, a CCAP partnership agreement, the  
117 governing board of each district, at an open public meeting of that board, shall present  
118 the dual enrollment partnership agreement as an informational item. The governing board  
119 of each district, at a subsequent open public meeting of that board, shall take comments  
120 from the public and approve or disapprove the proposed agreement.  
121

122 The CCAP partnership agreement shall be filed with the office of the Chancellor of the  
123 California Community Colleges and with the department before the start of the CCAP  
124 partnership, and shall:

- 125           • outline the terms of the CCAP partnership and shall include, but not necessarily  
126           be limited to, the total number of high school students to be served and the total  
127           number of full-time equivalent students projected to be claimed by the community  
128           college district for those students; the scope, nature, time, location, and listing of  
129           community college courses to be offered; and criteria to assess the ability of pupils  
130           to benefit from those courses.  
131           • establish protocols for information sharing, in compliance with all applicable state  
132           and federal privacy laws, joint facilities use, and parental consent for high school  
133           pupils to enroll in community college courses.

- 134 • identify a point of contact for the participating community college district and school  
135 district partner.
- 136 • certify that any community college instructor teaching a course on a high school  
137 campus has not been convicted of any sex offense as defined in Section 87010,  
138 or any controlled substance offense as defined in Section 87011.
- 139 • certify that any community college instructor teaching a course at the partnering  
140 high school campus has not displaced or resulted in the termination of an existing  
141 high school teacher teaching the same course on that high school campus.
- 142 • certify that a qualified high school teacher teaching a course offered for college  
143 credit at a high school campus has not displaced or resulted in the termination of  
144 an existing community college faculty member teaching the same course at the  
145 partnering community college campus.
- 146 • include a certification by the participating community college district of all of the  
147 following:
  - 148 ○ A community college course offered for college credit at the partnering high  
149 school campus does not reduce access to the same course offered at the  
150 partnering community college campus;
  - 151 ○ A community college course that is oversubscribed or has a waiting list shall  
152 not be offered in the CCAP partnership; and
  - 153 ○ Participation in a CCAP partnership is consistent with the core mission of  
154 the community colleges pursuant to Education Code Section 66010.4, and  
155 that pupils participating in a CCAP partnership will not lead to enrollment  
156 displacement of otherwise eligible adults in the community college.
- 157 • certify that both the school district and community college district partners comply  
158 with local collective bargaining agreements and all state and federal reporting  
159 requirements regarding the qualifications of the teacher or faculty member  
160 teaching a CCAP partnership course offered for high school credit.
- 161 • specify both of the following:
  - 162 ○ Which participating district will be the employer of record for purposes of  
163 assignment monitoring and reporting to the county office of education; and
  - 164 ○ Which participating district will assume reporting responsibilities pursuant  
165 to applicable federal teacher quality mandates
- 166 • certify that any remedial course taught by community college faculty at a  
167 partnering high school campus shall be offered only to high school students who  
168 do not meet their grade level standard in math, English, or both on an interim  
169 assessment in grade 10 or 11, as determined by the partnering school district,  
170 and shall involve a collaborative effort between high school and community  
171 college faculty to deliver an innovative remediation course as an intervention in  
172 the student's junior or senior year to ensure the student is prepared for college-  
173 level work upon graduation.

174  
175 A community college district participating in a CCAP partnership shall not provide physical  
176 education course opportunities to high school pupils or any other course opportunities  
177 that do not assist in the attainment of at least one of the following goals:

- 178 • developing seamless pathways from high school to community college for career  
179 technical education or preparation for transfer;

- 180 • improving high school graduation rates; or
- 181 • helping high school pupils achieve college and career readiness.

182  
183 The district will not enter into a CCAP partnership with a school district within the service  
184 area of another community college district, except where an agreement exists, or is  
185 established, between those community college districts authorizing that CCAP  
186 partnership.

187  
188 A high school pupil enrolled in a course offered through a CCAP partnership shall not be  
189 assessed any fee that is prohibited by Education Code Section 49011.

190  
191 The district may assign priority for enrollment and course registration to a pupil seeking  
192 to enroll in a community college course that is required for the pupil's CCAP partnership  
193 program that is equivalent to the priority assigned to a pupil attending a middle college  
194 high school as described in Education Code Section 11300 and consistent with middle  
195 college high school provisions in Education Code Section 76001.

196  
197 The district may limit enrollment in a community college course solely to eligible high  
198 school students if the course is offered at a high school campus during the regular school  
199 day and the community college course is offered pursuant to a CCAP partnership  
200 agreement.

201  
202 The district may allow a special part-time student participating in a CCAP partnership  
203 agreement established pursuant to this article to enroll in up to a maximum of 15 units  
204 per term if all of the following circumstances are satisfied:

- 205 • The units constitute no more than four community college courses per term;
- 206 • The units are part of an academic program that is part of a CCAP partnership  
207 agreement established pursuant to this article; and
- 208 • The units are part of an academic program that is designed to award students both  
209 a high school diploma and an associate degree or a certificate or credential.

210  
211 The governing board of the district exempts special part-time students from the following  
212 fee requirements:

- 213 • Student representation fee (Education Code Section 76060.5)
- 214 • Nonresident tuition fee and corresponding permissible capital outlay fee and/or  
215 processing fee (Education Code Section 76140)
- 216 • Transcript fees (Education Code Section 76223)
- 217 • Course enrollment fees (Education Code Section 76300)
- 218 • Apprenticeship course fees (Education Code Section 76350)
- 219 • Child development center fees (Education Code Section 79121)

220  
221 The district shall not receive a state allowance or apportionment for an instructional  
222 activity for which the partnering district has been, or shall be, paid an allowance or  
223 apportionment.

224

225 The attendance of a high school pupil at a community college as a special part-time or  
226 full-time student pursuant to this section is authorized attendance for which the  
227 community college shall be credited or reimbursed pursuant to Education Code Section  
228 48802 or 76002, provided that no school district has received reimbursement for the same  
229 instructional activity.

230

231 For each CCAP partnership agreement entered into pursuant to this section, the district  
232 shall report annually to the office of the Chancellor of the California Community Colleges,  
233 the Legislature, the Director of Finance, and the Superintendent all of the following  
234 information:

- 235 • The total number of high school pupils by school site enrolled in each CCAP  
236 partnership, aggregated by gender and ethnicity, and reported in compliance with  
237 all applicable state and federal privacy laws.
- 238 • The total number of community college courses by course category and type and  
239 by school site enrolled in by CCAP partnership participants.
- 240 • The total number and percentage of successful course completions, by course  
241 category and type and by school site, of CCAP partnership participants.
- 242 • The total number of full-time equivalent students generated by CCAP partnership  
243 community college district participants.

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

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**Approved: 6/9/16**

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