

Chapter 5 - Student Services

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

References:

Education Code Sections 48800, 48800.5, 48802, 76001, and 76002 and 76004; Mt. SAC BP 5030 and AP 5055, **BP 5010, BP 3255**

~~Per Education Code 48800 and 76002, the~~ **The** College may allow the admission of K-12 grade level ~~minor~~ students without high school diplomas, who can benefit from ~~advanced scholastic or vocational~~ **career and technical education (CTE) work courses offered by Mt. San Antonio College.**

All courses will be taken for college credit. The responsibility to make the determination of the student's preparation belongs to both the school district in which the student is enrolled and the College. The school of attendance maintains the right to apply course credit.

The authority to restrict the admission or enrollment of a Special Admit student in any session based on 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.

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

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.

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

A. Special Admit Program

Mt. San Antonio College may admit high school sophomores, juniors, and seniors 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 must verify that the recommended student can benefit from college instruction and that the course(s) taken at Mt. San Antonio College are not available at the high school.

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.

The student will be required to attend a special admission orientation prior to the student being allowed to register for courses.

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

Mt. San Antonio College may admit high school sophomores, juniors, and seniors who meet the following conditions:

1. Academic Eligibility

- a. 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 vocational course.
- b. For all courses attempted, students must complete the College assessment process and meet the stated pre-requisite and/or co-requisite for the desired course.
- c. If the College denies a request for Special Admit by a pupil who is identified as highly gifted, 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 at least 30 days after the request has been submitted.

2. Limitations on Enrollment

- a. Enrollment may occur during fall, spring, and summer terms, but not during winter intersessions.
- b. First-time Special Admit students are limited to one course. Returning or continuing Special Admit students may enroll in up to two courses.
- c. Special Admit students may not enroll in pre-collegiate courses unless students are participating in a pre-approved special program authorized by the College.
- d. Students may not enroll in a College course to alleviate a high school deficiency.
- e. 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.

- f. Special Admit registration dates will be assigned as referenced in AP 5055 - Enrollment Priorities.
- g. 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.
- h. 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 9th Grade

Mt. San Antonio 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.

C. Minors Who Are Not Enrolled in a High School Program

Mt. San Antonio 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.
2. Enrollment of school-aged children at the College is not permitted on a full-time basis nor as a substitute for the student's K-12 educational program, as required by the State of California.
3. If the College denies a request for a Special Admit for a pupil who is identified as highly gifted, 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 at least 30 days after the request has been submitted.

4. The attendance of a pupil at the College as a Special Admit student, pursuant to this section, is an authorized attendance, for which the College shall be credited or reimbursed pursuant to Education Code Sections 48802 and 76002.

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 Admit students.

Special Admit students are given low enrollment priority in accordance with Education Code 76001(e).

D. College and Career Access Pathways (CCAP)

The District may enter into a CCAP Partnership Agreement with a school district partner that is approved by the governing boards of both districts. 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.

1. **The CCAP partnership agreement shall be 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. participation in a CCAP partnership is consistent with the core mission of MT.SAC 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.
- 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.
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 BP5010.
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.
7. Prior to offering any dual enrollment courses at local high schools, high school students must be assessed by the College.
8. The College shall consult with faculty from the respective department and/or program to select those courses that are most appropriate for such dual enrollment

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.

9. 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 that course as offered on the College's campus.
10. The College shall be solely responsible for determining and administering the CCAP partnership and for offering and/or cancelling classes.
11. All persons assigned to teach a dual enrollment course shall be selected and hired solely by the College, shall be its employees exclusively, and shall be subject solely to its direction, control, compensation, evaluation, and discharge. Such employees shall be covered under the Faculty Association bargaining agreement.

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