

COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP AGREEMENT

THIS PARTNERSHIP AGREEMENT ("**AGREEMENT**") is made and entered into effective as of _____, 20__ ("**Effective Date**"), by and between _____ SCHOOL DISTRICT, a public agency of the State of California ("**District**"), and MT. SAN ANTONIO COLLEGE, a community college of the State of California ("**College**").

RECITALS

WHEREAS, College and District desire to make available to District's high school students a dual enrollment program developed and provided by College ("**Program**") under which District's students will have the opportunity to take certain courses for college credit; and

WHEREAS, College and District desire to set forth the terms upon which College will provide the Program to District students at various District high school sites and District will make available its facilities for such purpose, all for the mutual benefit of the parties hereto (the "**Parties**") and in furtherance of their respective missions.

OPERATIVE PROVISIONS

NOW, THEREFORE, in consideration of the above recitals and of the covenants and agreements contained herein, the Parties agree as follows:

1. **Term.** The term of this AGREEMENT ("**Term**") shall commence on the Effective Date and terminate on June 30, 20__, unless earlier terminated pursuant to **Section 10** hereof. The Term of this AGREEMENT may be extended for successive periods of one (1) to three (3) years, upon written consent of the Parties.
2. **Responsibilities of College.**
 - 2.1. College shall provide at designated District high schools dual enrollment faculty, appropriate curriculum, instruction, and award college credit for courses provided at the request of District, all as more particularly set forth in **Exhibit "A"** attached hereto and incorporated by reference herein. In the event that the provisions of **Exhibit "A"** conflict with the terms of this AGREEMENT, the terms of this AGREEMENT shall control.
 - 2.2. College and District will work collaboratively to insure that ancillary and support services are provided for students (e.g. Counseling and Guidance, Placement Assistance, Assessment, and Tutoring).
 - 2.3. College shall be solely responsible for determining and administering the Program offered by it pursuant to this AGREEMENT, 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 exclusively, and shall be subject solely to its direction, control, compensation, evaluation, and discharge. Such employees shall be covered under the College's Faculty Association bargaining agreement.

- 2.4. College shall provide timelines for course selection, enrollment and related student deadlines to District.
- 2.5. College shall supply to District an enrollment packet for each student sixty (60) days prior to each term, with instructions to return completed enrollment packets to College no later than thirty (30) days prior to the term start date.
- 2.6. College shall, in accordance with its Program requirements, require all students to go through the College's student assessment(s) and will provide a schedule of assessment appointments. After student assessments are completed, College will notify District of any student deficiencies and will provide recommendations for the elimination of any deficiencies.
- 2.7. College shall ensure that if a course is offered for credit, participants in the course will earn academic credit in accordance with College policy regarding eligibility, attendance, course work, examinations, and the like.
- 2.8. College shall designate a College employee to serve as liaison to the Program ("**College Coordinator**") who shall be Dr. Joumana McGowan, Associate Vice President of Instruction, or her successor as identified in a writing delivered to District.
- 2.9. College reserves the right to cancel courses that fail to meet a minimum enrollment of seventy-five percent (75%) of the official College class size.
- 2.10. College will provide supplemental learning and support services at the College's campus, provided that District provides and assumes all costs to transport students to and from College for these visits.
- 2.11. College shall be solely responsible for completing faculty evaluations for all courses offered under this AGREEMENT.
- 2.12. In providing the Program, College shall comply with District's policies respecting confidentiality of District student information and the provisions of the Family Educational Rights and Privacy Act ("**FERPA**") and FERPA implementing regulations at 34 C.F.R. Part 99
- 2.13. In providing the Program, College shall defer to District's policies regarding student conduct, discipline, and school safety, which are consistent with and regulated by California Code of Regulations and State Board of Education (California Education Codes 35291, 35291.5; State Board of Education Policy #01-02). In cooperation with College, District shall inform College of student misconduct.
- 2.14. College and College's employees participating in the Program under this AGREEMENT shall comply with all provisions of Education Code Section 45125.1,

and all of District's procedures related to fingerprinting and criminal background checks prior to having any substantial contact with District students, including, without implied limitation, prior to coming onto District school grounds or having any contact with District's students in locations other than District school grounds. College shall conduct criminal background checks of all its employees participating in the Program under this AGREEMENT, and shall certify that none of the College's employees who are required by Section 45125.1 of the Education Code to submit or have their fingerprints submitted to the Department of Justice and who may have contact with District students pursuant to this AGREEMENT has been convicted of any sex offence as defined in Education Code Section 87010 or a serious or violent felony as defined in Section 45122.1 of the Education Code.

- 2.15. College shall ensure that College employees serving as coordinators or support staff in the Program under this AGREEMENT will adhere to College's reporting structure and will refer all personnel issues to the College Coordinator.
- 2.16. College certifies 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.
- 2.17. College certifies 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.

College further certifies all of the following:

- 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 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 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 college.
- 2.18. College will report the FTES from the classes for the purpose of claiming state apportionment.
 - 2.19. College will have documentation that instruction claimed for apportionment under the agreement/contract is under the immediate supervision and control of an employee of the district who has met the minimum qualifications for instruction in the discipline of the course in the College.
 - 2.20. College will demonstrate control and direction through such actions by providing the instructor an orientation, instructor's manual, course outlines, curriculum materials,

testing and grading procedures, and any other materials and services it would provide to its hourly instructors.

- 2.21. College and District will comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher and faculty member teaching a CCAP partnership course offered for high school credit.
- 2.22. College, in conjunction with the partnering District, shall report annually to the State Chancellor's Office all of the following information:
 - the total number of high school students enrolled in CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with the law;
 - the total number of 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; and
 - the total number of Full-Time Equivalent Student (FTES) generated by CCAP partnership participants.
- 2.23. College certifies that if 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 District, and 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.
- 2.24. High School students enrolled in a course offered through CCAP partnership shall not be assessed any fee that is prohibited by Education Code section 49011.
- 2.25. College 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 College course is offered pursuant to a CCAP partnership agreement.
- 2.26. The governing board of the College exempts high school students enrolled in courses through a CCAP agreement and are identified as 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); and

- Health fees (Education code Section 76355).

3. Responsibilities of District.

- 3.1. District shall provide classroom/instructional facilities suitable for the Program at the participating District high school sites.
- 3.2. District shall recruit and select students for the Program.
- 3.3. District shall ensure that students have applied to College and shall provide a list to College of all students to be enrolled in each course selection.
- 3.4. District shall ensure that the total number of enrolled students for each course neither surpass classroom facility capacities nor the maximum on the official course outline of record.
- 3.5. District shall provide all required facilities, equipment, educational technology and instructional materials for each course offered unless College otherwise agrees in writing to provide such.
- 3.6. District shall provide all necessary Disabled Student Programs and Services to students.
- 3.7. District shall assign and dedicate a counselor to the Program. The District counselor will liaison with the College Coordinator and/or designee. District shall ensure that students meet with the District counselor once per academic year.
- 3.8. District administration will assist with resolving academic deficiencies and student misconduct. District will remove students from the Program who fail one (1) course or who fall below a 2.4 college GPA for two consecutive semesters.
- 3.9. District shall designate a District administrator to process student enrollments, registrations and record-keeping and to serve as liaison to the Program ("**Program Administrator**"), who shall be _____, or his/her successor as identified in a writing delivered to College.
- 3.10. District agrees that the College's course outline of record must be followed for all credit courses offered under this AGREEMENT.
- 3.11. District understands and acknowledges that College is obligated to protect, preserve, and promote academic freedom and responsibility through the free pursuit and dissemination of knowledge, and it seeks to foster the integrity of the teaching-learning process.
- 3.12. District's school-site personnel will assume responsibility for student conduct issues and report them to the College.
- 3.13. District's Program Administrator will be responsible for recognizing College's

reporting structure, and will thus refer College personnel issues to the College Coordinator.

- 3.14. District will not enter into a CCAP partnership with a college within the College's service area of another community college district, except where an agreement already exists, or is established, between those community college districts authorizing that CCAP partnership.
- 3.15. District will be the employer of record for purposes of assignment monitoring and reporting to the county office of education.
- 3.16. District will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
4. Use of Facilities.
 - 4.1. District does hereby grant College non-exclusive use of the buildings and facilities agreed to by the Parties. College shall use the granted premises ("**Premises**") only for the purpose of conducting classes at such levels and in such courses as are agreed to by District.
 - 4.2. In the absence of College's negligence, intentional misconduct, or reckless disregard for the security of the Premises, College shall not be responsible for any theft or vandalism to facilities, equipment, instructional materials, supplies or audio-visual aids that occurs during College's use of the Premises. Repairs and maintenance required due to normal wear or tear from school usage shall be covered by District.
5. Non-Discrimination. In the performance of this Agreement, the parties shall not discriminate on account of race, color, religion, national origin, ancestry, disability, marital status, gender, gender identity, sexual orientation, age or veteran status.
6. Relationship of the Parties. The parties are acting herein as independent contractors and independent employers. Nothing herein contained shall create or be construed as creating a partnership, joint venture, employment, or relationship between the parties and neither party shall have the authority to bind the other party in any respect.
7. Insurance. Each party shall maintain for the duration of this Agreement general liability, sexual abuse and molestation liability, professional liability, automobile liability, workers' compensation, and such other insurance as is necessary to protect against claims for injuries to persons or damages to Premises which may arise from or in connection with the performance of this Agreement by such party. All such insurance shall be equivalent to coverage offered by a commercial general liability form, including, without implied limitation, personal injury and contractual liability coverage for the performance by the party of the indemnity provisions set forth in this Agreement. Each party shall, upon request, provide the other party a certificate of insurance together with originals of the endorsement(s) naming the other party as an additional insured. Each party, at its sole option, may satisfy all or any portion of the general liability insurance requirement through a program of self-insurance, commercial insurance, or any combination thereof.

8. Indemnity. Each party agrees to hold harmless, defend, and indemnify the other party, and the officers, employees, boards, volunteers, and agents of such other party from and against any and all losses, claims or expense, including reasonable attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to, and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligence or intentional acts or omissions of the indemnifying party, its officers, employees, boards, volunteers, or agents.
9. Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

COLLEGE:

Mt. San Antonio College
 1100 North Grand Avenue
 Walnut, CA 91789
 Attn: Vice President, Instruction

DISTRICT:

_____ School District
 Attn: _____/
 _____ (title)
 _____,
 _____, CA 9_____

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the Party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

10. Termination. Except as provided in this Agreement, this Agreement may be terminated by either party, for any reason, during the Term of this Agreement by giving ninety (90) days' written notice to the other party. In the event that either party materially defaults or fails in the performance of any material provision of this Agreement, this Agreement may be terminated by the other party upon ten (10) days' written notice thereof.
11. Integration. This Agreement contains the entire agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. Neither of the parties has relied upon any oral or written representation or oral or written information given to the Party by any representative of the other party.
12. Modification. No change or modification of the terms or provisions of this Agreement shall be deemed valid unless set forth in writing and signed by both parties. If any actual or physical deletions or changes appear on the face of the Agreement, such deletions or changes shall only be effective if the initials of both contracting parties appear beside such deletion or change.
13. Attorneys' Fees. In the event that any action is brought by either party to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to recover its costs and reasonable attorneys' fees, in addition to such other relief as the court may deem appropriate.

14. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.
15. Education Code Section 17604. In accordance with Education Code Section 17604, this Agreement is not valid or an enforceable obligation against the District until approved or ratified by motion of the Board of the District duly passed and adopted.
16. APPROVED SIGNATURE. THIS AGREEMENT IS NOT VALID OR AN ENFORCEABLE OBLIGATION AGAINST THE DISTRICT UNTIL SIGNED BY THE SUPERINTENDENT OR THE SUPERINTENDENT'S APPROVED DESIGNEE.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective
Date.

MT. SAN ANTONIO COLLEGE
a community college of the State of
California

_____ SCHOOL DISTRICT
a public agency of the State of California

Dr. William Scroggins, President

Name, Title

Michael Gregoryk, Vice President
Administrative Services

Approved by Board:_____

Approved by Board:_____

Approved as to Form:

LEGAL COUNSEL'S FIRM NAME
General Counsel

EXHIBIT "A"**Detailed Scope of Services****Course Articulation****1. ADMISSIONS AND REGISTRATION**

- 1.1 Admissions and registration shall be coordinated by the Administrative Liaison in section 4.3 below and applicable policies and procedures established by College.
- 1.2 Prior to registering for a dual enrollment course, students shall complete and submit a **Special Admit Application** in the form provided as “Exhibit B” attached to this Agreement.
- 1.3 College shall pay the total cost of books and materials for students who enroll in a dual enrollment course. District will pay for cost of books not returned at the conclusion of College class.
- 1.4 All dual enrollment courses shall meet the enrollment requirements as set forth by College.

2. COURSES

- 2.1 Courses offered are part of an approved program or a stand-alone course approved by the College through its delegated authority.
- 2.2 College courses offered in District shall be of the same quality and rigor as those offered on College campus.
- 2.3 Courses offered in District shall be College-catalogued courses with the same department designations, course descriptions, numbers, titles, and credits.
- 2.4 Courses offered in District shall adhere to the official course outline of record and the student learning outcomes established by the associated academic department within College.
- 2.5 Site visits by one or more representatives of College shall be permitted by District to ensure that courses offered in District are the same as the courses offered on College campus.

3. FACULTY

- 3.1 Dual enrollment faculty shall be College-approved teachers. Faculty provided by District shall meet the course minimum qualifications established by College.
- 3.2 College shall be solely responsible for all salaries, wages, and benefits due to dual enrollment faculty. College shall also be solely responsible to carry and maintain Workers’ Compensation coverage for dual enrollment faculty reflecting statutory limits with employer’s liability limits of \$1,000,000 at minimum.
- 3.3 College shall have the primary right to control and direct the instructional activities of faculty provided by District while they are providing instruction in dual enrollment courses.
- 3.4 Faculty who do not comply with the policies, regulations, standards, and expectations of College shall be ineligible to teach dual enrollment courses.
- 3.5 Faculty performance shall be evaluated by College using the adopted evaluation

process and standards for part-time faculty of College in compliance with the College's Faculty Association bargaining agreement.

- 3.6 If necessary, substitute Faculty will be approved by College using the same process and subject to the same conditions described herein.

4. LIAISON

- 4.1 College shall appoint an academic department administrator/department chair who will serve as Academic Liaison(s) to represent their respective department, and who will approve all dual enrollment instructors in consultation with the academic department of College in compliance with College's Faculty Association bargaining agreement. The Academic Liaison(s) shall provide initial training and College performance evaluations for dual enrollment faculty.
- 4.2 College shall also appoint an administrator(s) who will serve as Administrative Liaison(s). The Administrative Liaison(s) shall conduct site visits, collaborate with Academic Liaison(s) and strengthen communication between essential elements of District, College, and their respective academic and student affairs departments.
- 4.3 The Academic Liaison(s) will also keep dual enrollment faculty informed of new course curriculum developments, textbook adoptions, educational outcomes, assessment of learning, grading standards, proficiency expectations, and syllabus components.

5. ON-SITE SUPERVISION

- 5.1 District shall name a responsible administrator to assist College in overseeing the program at the instructional District site.
- 5.2 District will also name a counselor to be the contact to College and be available to students during regular academic hours.

6. STUDENTS

- 6.1 Students must meet all College prerequisite requirements as established by College and stated in College catalog before enrolling in a dual enrollment course.
- 6.2 Grades earned by students enrolled in dual enrollment courses will be posted on official College transcripts.
- 6.3 Students enrolled in dual enrollment courses will be eligible for student support services, which shall be available to them at College itself.
- 6.4 Students who withdraw from a dual enrollment course will not receive any College credit for work completed and must submit appropriate withdrawal paperwork by all published College deadlines.
- 6.5 A dropped class within College published drop date deadlines will not appear on the high school transcript as a College course. A student may complete the course to receive high school credit.
- 6.6 Pursuant to College Board Policy BP 5030 (Education Code Section 76300) the enrollment fee for students who are Special Admission Students will be waived by College.

7. ASSESSMENT OF LEARNING AND CONDUCT

- 7.1 Students enrolled in dual enrollment courses shall be held to the same standards of achievement as students on College campus.
- 7.2 Students enrolled in dual enrollment courses shall be held to the same grading standards as those expected of students in campus College sections.
- 7.3 Students enrolled in dual enrollment courses shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in campus College sections.
- 7.4 Students enrolled in dual enrollment courses shall be held to the same behavioral standards as those expected of students in campus College sections.

8. EVALUATION

- 8.1 College and District may conduct end-of-term student evaluations for each dual enrollment course offered in District in accordance with established guidelines.
- 8.2 College and District may survey and collect data on students and alumni of dual enrollment courses after they graduate from District.
- 8.3 College and District may annually conduct surveys of participating College and District instructors, principals, and guidance counselors.
- 8.4 College and District shall share survey data for the purpose of informing practice, making adjustments, and improving the quality of dual enrollment course delivery.

9. RECORDS

- 9.1 Records of student attendance and achievement for all College students who enroll in a dual enrollment course shall be maintained by District and by College.

10. ADMINISTRATIVE COSTS

- 10.1 District and College mutually agree not to bill each other for administrative oversight costs. These costs include but are not limited to the costs associated with the Education Services Agreement.
- 10.2 Both the District and College, by executing this contract, certify that the instructional activity to be conducted will not be fully funded by other sources. (Title 5, California Code of Regulations, Education Code Section 58051.5).

EXHIBIT "B"

Special Admit Application

Mt. San Antonio College Special Admit Program

The Special Admit Program allows a limited number of high school **Juniors** and **Seniors** an opportunity to take advanced scholastic or vocational courses at Mt. San Antonio College.

Admission Requirements:

Students must meet the following criteria to participate in the Special Admit Program:

Mt. San Antonio College
Dual Enrollment Program
BA 06 27 16 mohlaw (08.24.16)

For Enrollment in a College-Level Course:

1. Parental permission
2. School recommendation from principal/designee
3. Minimum **3.0** grade point average
4. Meet all course prerequisites. Many courses require an English or math prerequisite and students will need to take the English and/or math placement test. Students should refer to the college catalog or class schedule for specific prerequisite information.
5. Complete Assessment testing **on or before** _____ if needed and complete the Special Admit Approval Session.

OR

For Enrollment in an Occupational Course:

1. Parental permission
2. School recommendation from principal/designee
3. Minimum **2.0** grade point average
4. Meet all course prerequisites. Many courses require an English or math prerequisite and students will need to take the English and/or math placement test. Students should refer to the college catalog or class schedule for specific prerequisite information.
5. Complete Assessment testing **on or before** _____ if needed and complete the Special Admit Approval Session.

Please note: An occupational course is defined as one which is (all three):

1. **intended to develop skills & related knowledge for job performance.**
2. **part of the course sequence of an occupational program offered by the college.**
3. **designed primarily for job preparation and/or upgrading or updating and not for general education purposes.**

Special Admit Approval Session

Special Admit Approval Session Date: _____

- You will need to apply to the College, have **all documentation completed** and have your Banner student ID number (*i.e. A01768659*) (you will receive an email with your Banner ID) **before you can schedule an appointment.**
- To Schedule Special Admit Approval Session Appointments please call (909) 274-4380.
 - Appointments available by phone beginning _____.
- Assessment Center (909) 274-4265..... **Deadline to test is** _____.
- Space is **LIMITED!!!!**
- NO walk-ins permitted to Special Admit Approval Sessions.

Key Points to Remember:

1. Students must submit a new Special Admit packet **each** term they wish to attend.
2. Students must attend a Special Admit Approval Session **each** term they wish to attend.
3. Students must apply to college **each** term they wish to attend.
4. Be prepared to show how you have met a course prerequisite if one is required (see the class schedule).
5. Obtain placement test results **PRIOR** to your Special Admit Approval Session.

6. Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue their participation in the Special Admit Program.
7. Students will be allowed to take **only one course per semester**.

Student Checklist		
Statement Check the appropriate box	Yes	No
My school principal or designee has recommended me.		
I have parental approval to participate in the program.		
I have completed the Mt. SAC placement test (if applicable).		
I have the required grade point average.		
I have a current copy of my school transcript to verify my grade point average.		
I meet all prerequisites for the class I plan to take including Math/English.		
I have read "To the Parent and Minor Student Attending Mt. SAC" information sheet and agree to abide by the student code of conduct.		
I understand that I can only take a course that is not currently available to me at my school.		
I understand that if I do not make satisfactory progress in my course that I will not be allowed to continue to participate in this program.		
I understand that I can only enroll upon approval.		
I have previously attended Mt. SAC as a Special Admit student, and have a copy of my Mt. SAC Transcripts.		

Student Signature _____

Special Note to the Parents and Minor Students Attending Mt. SAC

It is imperative that parents and minors understand that as students they are entering a college environment, and that carries with it certain possible scenarios, not all of which can be anticipated.

The average age of the Mt. SAC student has increased and the student body has become increasingly diverse in all respects. Thus, the atmosphere of classes will frequently reflect this diverse adult population. Some of the circumstances noted below are not different from the high school setting, while others are significantly differently.

Parents and students should be aware that:

1. All college coursework and grades become a permanent part of the student's official college academic history and transcript. Poor grades have a far-reaching effect on future entrance to the college or university of choice, scholarships, financial aid, awards, etc.
2. Students must abide by the Student Code of Conduct and are subject to the Student Disciplinary Policy. Copies are available in Student Life, Building 9C. All disciplinary incidents become a part of the student's personal history.
3. Students are expected to meet all deadlines, classes must be dropped within the deadlines, grade options selected, assignments turned in on time, etc.
4. Attendance is required, but not monitored as it is in secondary school systems. Most likely, no one will call if a student is absent.
5. Instructors cannot inform parents when classes are cancelled at the last minute or when the class ends early.
6. Instructors cannot supervise a minor while they wait to be picked up.
7. Courses may include frank discussions on sensitive topics.
8. Audio-visual presentations may be graphic in their content.
9. Students may be exposed to vulgar language outside of the classroom.
10. Students may access pregnancy testing, HIV testing and condoms through the Health Center.
11. Group work or class presentations may be expected in class. If required, these activities will be required of all students, regardless of age.
12. If an instructor feels the material is not appropriate for a minor, they may ask the student to withdraw.

These precautions are not meant to create undue concern for parents or the minor student, only to serve as an advisory to allow you to manage your particular situation so the minor will have a positive educational experience at Mt. San Antonio College.

Right to Access

Under section 49061 of the Education Code, parents of community college students do not have a right to access their children's student records, regardless of whether the student is under the age of 18. In

accordance with this regulation, the student's college records will be released to parents only with the written consent of the student.

Transcripts

Transcripts will be issued upon student's written request. The college provides two (2) free official transcripts to students.

Students enrolled through the Special Admit Program are not subject to the enrollment fee but are expected to assume the costs of textbooks or other instructional materials and supplies. Fee information may be obtained from the current Schedule of Classes.

Parent Signature: _____ **Date:** _____

Parent & School Approval Form
Please use blue pen

Name: _____

Banner Student ID #: A _____ **Birthdate:** _____

School Name: _____ **Grade in School:** _____

Student Signature: _____ **Date:** _____

Approval of Parent or Legal Guardian

I give my approval for the student named above, a minor in my care, to attend Mt. San Antonio College as a Special Admit student.

I verify that I have read the Special Note to the Parents and Minor Students Attending Mt. SAC information and understand the responsibilities and expectations of my child attending Mt. San Antonio College as a college student. I also understand and agree to the possibility that my child may be exposed to adult oriented themes and discussions while in class.

I also have read the Special Notes to Parents and Minor Students and understand that according to state and federal regulations, my minor's college records are available to me only with written consent of the student. Under section 49061 of the Education Code, parents of community college students do not have a right to access their children's student records, regardless of whether the student is under the age of 18. In accordance with this regulation, student's college records will be released to parents only with the written consent of the student.

Parent Signature: _____ **Date:** _____

To be complete by Principal or Designee:

The above named student is in the _____ grade at _____ School.

By signing this form I further certify that:

1. This student is enrolled for at least the "minimum school day" (EC §48801);
2. This student would benefit from "advanced scholastic or vocational work" (EC §48800);
3. This course recommended is for enrichment purposes (EC §48800);
4. The recommended course is not currently offered at this school;
5. The recommended course is not alleviating an academic deficiency or being used to replace a school requirement.

6. I have not given approval to more than 5 percent of the total number of pupils from this grade level to participate in this program (EC §48800) (d) (2). Courses to be taken by a special admit student should be decided in concert with the school counselor. Students are able to enroll in any course if the course prerequisite is met. The student shall receive college credit for community college courses that have been successfully completed at the level determined by Mt. San Antonio College.

Principal/Designee Name (Please print): _____

Designee Title: _____

Principal/Designee Signature: _____ Date: _____

Recommended Course Selection: _____

Please note: The school principal or designee **must** sign the form. Incomplete forms will **not** be accepted.

EXHIBIT "C"**Schedule of Courses**

Location	Classes	Days	Times	No. of Students Projected	No. of Projected FTEs
_____ High School 123 Anywhere Street Anywhere, CA 9XXXX					

Course code	Course Title	Course Designation	College Credits	High School Credits	UC/CSU "A-G" Status	Course Description from MT. SAC	Number of Students
Eng 68	Preparation for College Writing	Not Degree Applicable	4	10 English Elective	Does not meet UC/CUS "A-G" Requirement	Prerequisite: Eng 67 or AMLA 43W or satisfactory score on the English Placement Test Development on the Critical reading of text (page 84)	
Eng 1A	Freshman Composition	Degree UC/CSU Applicable	4	10 English Aligned with PUSD English IV Honors	Meets "B" English Requirement	Prerequisite: Eng 68 or satisfactory score not eh English Placement Test Develops Expository and argumentative essay and research papers skills. Emphasized critical reading of academic material. (page 77)	
Eng 1C	Critical Thinking and Writing	Degree UC/CSU Applicable	4	10 English Elective	Meets "G" Academic Elective Requirement	Prerequisite: Eng 1A or Eng 1 AH Develops critical thinking, reading and writing skills. Focuses on logical analysis and argumentative writing (page 81)	