

## Chapter 5 – Student Services

**ACTION ITEM**

### BP 5010 Admissions

#### References:

Education Code Sections 76000, 76001, 76002, 76004 and 76038 Labor Code Section 3077; ~~U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; 34 Code of Federal Regulations Part 668.16(p)~~ (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended); BP 3255; AP 5011; ACCJC Accreditation Standard II.C.6

#### Admission:

The College shall admit any person possessing a high school diploma or its equivalent.

The College may provisionally admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- persons who are over the age of 18, but who are not currently enrolled in a K-12 district; or
- persons who are apprentices, as defined in Section 3077 of the Labor Code; or
- highly gifted persons whose age or class level is equal to grades K-12, but who wish to attend advanced scholastic or ~~vocational courses~~ career and technical education (CTE) courses on a part-time basis; or
- other persons, who in the judgment of the College President/CEO or his/her designee, are capable of profiting from the instruction offered.

The ~~District~~ College may deny or place conditions on a student's enrollment upon finding that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the ~~District~~ College.

Students who are admitted provisionally shall thereafter be required to comply with the District's College's rules, regulations, and standards for provisional students as a condition of being re-admitted in any succeeding term.

#### Special Admission of Highly Gifted Students:

~~Special Admission of Highly Gifted Students—~~ The College President&/CEO shall approve procedures generated via the College's shared governance process regarding the evaluation of requests for the special admission of a student who is identified as highly gifted. If the College denies a request by such a student, the Board will record its findings and the reason for denying the request in writing within 60 days. The written recommendation and denial



shall be issued at the next regularly scheduled Board meeting that occurs at least 30 days after the pupil submits the request to the District College.

Claims for State Apportionment for Concurrent Enrollment – Claims for State apportionment submitted by the District College, based on enrollment of high school pupils, shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

#### Dual Enrollment

The term dual enrollment is defined as a student receiving both high school and college credit for the same course.

The College President & CEO shall approve procedures generated via the College's shared governance process regarding compliance with statutory and regulatory criteria for concurrent enrollment. The College President/CEO, in consultation with appropriate participatory governance groups as stipulated in BP 3255, Participation in Local Decision Making, shall share "responsibility, for developing and recommending policy through the collaboration of administration, faculty, staff, and students for the purpose of providing high quality programs and services at the college" related to dual enrollment that meet the statutory and regulatory criteria for dual/concurrent enrollment. All College and Career Access Pathways (CCAP) partnership agreements with a school district partner shall meet statutory and regulatory requirements.

Any eligible student whose class level is equal to grades 10-12 may attend as a special part-time student for advanced scholastic or career and technical education courses.

The College's Board of Trustees exempts dual enrollment/concurrent 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);
- Course Enrollment fees (Education Code Section 76300);
- Apprenticeship course fees (Education Code Section 76350);
- Any fee that is prohibited by Education Code Section 49011; and
- Health fees and related Health Services (Education Code Section 76355).

#### Admissions to Specialized Programs:

Admission to Specialized Programs— In addition to meeting the academic standards for admission to the College, students wishing to enroll in a specialized course of study, especially those governed by outside licensing and accrediting agencies, must satisfy additional admissions requirements. Specific criteria for admission to these programs shall be approved by the College President & CEO and included in the Administrative Regulations and Procedures.

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Revised: August 17, 2016



## Chapter 5 - Student Services

ACTION ITEM

### 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 instruction offered by Mt. San Antonio the College through its Special Admission (Special Admit) program. All such students shall be referred to as Special Admit students regardless of whether those courses at taught on the College's campus, a high school campus or elsewhere.

#### A. Special Admit Program

The Special Admit Program consists of four methods by which a K-12 student may enroll in college courses:

- As a student attending class(es) at the College for which s/he qualifies;
- As a student attending College class(es) at his/her high school;
- As a highly gifted K-9 student attending class(es) at the College for which s/he qualifies; or
- As a student attending class(es) at his/her high school as part of College and Career Advancement Pathways (CCAP)

All courses will be taken for ~~e~~College credit. The responsibility to make the determination of the student's preparation to undertake college coursework belongs to both the school district in which the student is enrolled and the College. The student's K-12 school of attendance maintains the right to apply either award or deny high school credit for the college course completed in the Special Admit program 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. Students in lower grades may be approved to attend a class(es) if identified as highly gifted in the particular instructional area.

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

~~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~~ The 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 3.2.0 or better, as reflected on their most recent school transcript, to take an academic course or a 2.0 or better for a vocational career and technical education course.
- b. Students desiring to enroll younger than grade 10 as a highly gifted student must provide sufficient documentation related to the area of advanced instruction.
- c. For all courses attempted in which the College has established specific pre- or co-requisite(s), students must complete the College assessment process or meet other eligibility requirements for the stated pre-requisite and/or co-requisite for the desired course.



- ~~d. 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. Approval Process

Students who are eligible to participate must complete the College's admission application and meet the criteria established for the particular dual enrollment partnership program. Special Admit students are given low enrollment priority in accordance with Education Code 76001(e) unless enrolled in a course as part of a CCAP partnership agreement.

- a. Students attending classes at the college must complete the following submit the appropriate College form for approval by the Mt. San Antonio College Dean of Counseling or designee, that verifies the following:

- the grade level of the student;
- the student's academic progress to date;
- verifiable demonstration of the student's ability to benefit from advanced scholastic or vocational work; and
- a statement indicating the exact college-level class(es) in which the student is requesting enrollment at Mt. San Antonio College.

- b. Students participating in any dual enrollment effort must:

1. 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;
2. 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; and
3. the student will be required to complete a special admission orientation conducted by College employees for students attending College classes held at the high school.

## 23. Limitations on Enrollment

- a. Full-time enrollment of K-12 grade level students, who have not graduated or have not been released is not permitted.
- ab. Enrollment may occur during fall, spring, and summer terms, but not during winter intersessions.



- bc.** First-time Special Admit students attending the course solely on the College campus, are limited to enrollment in one course. Returning or continuing Special Admit students ~~and students enrolling in courses taught at the high school campus~~ may enroll in up to two courses ~~more than one course if approval is granted by both the high school and the College.~~
- ed.** Special Admit students may not enroll in pre-collegiate courses unless students are participating in a CCAP-approved course or students are participating in a pre-approved special program authorized by the College.
- de.** Students may not enroll in a College course to alleviate a high school deficiency unless approved by the local high school.
- ef.** 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.
- fg.** Special Admit registration dates will be assigned as referenced in AP 5055 - Enrollment Priorities, unless the course is being offered under CCAP.
- gh.** 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, unless they are exempt under dual enrollment for courses offered at the high school as either CCAP or non-CCAP.
- hi.** 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 9<sup>th</sup> 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.

If the College denies a request for a Special Admit for a pupil who is identified as highly gifted, whether through this Section or Section C., below, 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.

**C. Minors Who Are Not Enrolled in a High Public 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.

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.

- ~~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 Dual Enrollment Course Partnerships through Career Access Pathways (CCAP) or Non-CCAP Agreements**

The College may enter into agreement with high school districts to offer College courses to Special Admit students, as defined above, at local high schools through the establishment of Career Access Pathways (CCAP) Partnerships or similar other agreements.



Before offering of any dual enrollment course, the College shall consult with faculty from the respective department(s) and/or program(s) to select those courses that are most appropriate for such 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.

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 the course as offered on the College's campus.

The College shall be solely responsible for determining and administering the dual enrollment partnerships 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 for the particular dual enrollment assignment, and shall be subject to its direction, control, compensation, evaluation, and discharge. Such employees shall be covered under the Faculty Association bargaining agreement.

The District may In cases where the College chooses to enter into a CCAP Partnership Agreement with a school district partner, that is agreement must be approved by the governing boards of the College and both the 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.

The CCAP Agreement must satisfy the following requirements:

1. The CCAP partnership agreement shall be approved by governing boards of the College as well as the school district and 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. participating 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, except where an agreement exists, or is established, between those community college districts authorizing that CCAP partnership.
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 the 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.

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 unless the course is offered under CCAP.

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.

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