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

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

NOTE: *This procedure is legally required if the District admits high school students or younger students. Local practice may be inserted. At a minimum the procedures should address or include:*

Admission criteria and procedures for younger students enrolling in the community college:

- *Special part-time students (if applicable and as defined in Board Policy)*
- *Special full-time students (if applicable and as defined in Board Policy)*
- *Summer school students (if applicable and as defined in Board Policy)*
- *Agreements between school District(s) and community college District*
- *Credit granted for courses*
- *Limits on the number of units for which special part-time students may enroll [See Education Code Section 76001.d for specific language]*
- *Procedures for denial of request for full-time enrollment, including time constraints [See Education Code Section 76001(b) for specific language]*
- *Procedures for recording board findings and reasons for denial of a request for admission by a student identified as highly gifted.*
- *Procedures for assigning a low enrollment priority to special part-time or full-time students, except for students attending a middle college high school if the student is seeking to enroll in a course that is required for the student's middle college high school program, to ensure they do not displace regularly admitted students.*
- *Procedures for maintaining records of enrollment of these students for apportionment purposes.*
- *Procedures for ensuring that claims for state apportionment for K-12 students meet all of the following criteria:*
 - *The class is open to the general public*
 - *The class is advertised as open to the general public in one or more of the following:*
 - *The college catalog*
 - *The regular schedule of classes*

- ~~An addenda to the catalog or schedule~~

~~If the decision to offer a class on a high school campus is made after publication of the District's regular schedule of classes, and the class is only advertised to the general public through electronic media, the class must be advertised for a minimum of 30 continuous days prior to the first meeting of the class.~~

~~If the class is offered on a high school campus, the class may not be held during the time the campus is closed to the general public, as defined by the school board.~~

~~If the class is a physical education class, no more than 10 percent of the enrollment of the class may consist of special part-time or full-time students.~~

~~**NOTE:** The following is an illustrative example of procedures. **Legally required and legally advised** clauses are indicated.~~

~~**Required** 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.~~

~~**Legally advised** 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 **[designate]** director of admissions and records or designee has the authority to make the final decision whether a student can benefit from instruction.~~

~~**Required** 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.~~

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

- ~~district 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.~~

- 88 • The [designate] director of admissions and records or designee has the
89 authority to make the final decision whether a student can benefit from
90 instruction.

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92 **Required** To be considered for admission as a special summer session student, the
93 student must meet the eligibility standards as established in Education Code Section
94 76001 and locally approved college policies for concurrent enrollment.

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96 **Legally advised** The student must submit:

- 97 • college application for admission;
98 • written and signed parental or guardian consent;
99 • written and signed approval of his/her principal that the student has availed
100 himself/herself of all opportunities to enroll in an equivalent course at his/her
101 school of attendance; and (NOTE: A pupil who is not enrolled in a public or
102 private school does not need to provide written acknowledgment from his/her
103 school principal.)
104 • demonstration that the student has adequate preparation in the disciplines to be
105 studied.
106 • The director of admissions and records or designee has the authority to make the
107 final decision whether a student can benefit from instruction.

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110 All required documents shall be sent to the [designate] office of admissions and
111 records at the college campus.

112
113 **Legally advised**

114 **High School Students:** For students attending high school, [designate] director of
115 admissions and records or designee will review the materials, and will determine if the
116 student has the abilities and sufficient preparation to benefit from instruction at a
117 community college. The decision of the [designate] director of admissions and records
118 or designee shall be final. This determination may be done by [one or more of the
119 following options] one or more of the following options:

- 120 • a review of the materials submitted by the student;
121 • meeting with the student and his/her parent or guardian;
122 • consultation with [designate appropriate college staff] discipline faculty as
123 needed;
124 • consideration of the welfare and safety of the student and others; and/or
125 • consideration of local, state, and/or federal laws.

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127 **Middle and Lower School Students:** For students attending middle and lower
128 schools, the determination shall be made by [designate] director of admissions and
129 records or designee. The school must provide transcripts and a letter signed by the
130 principal indicating how in his/her opinion the student can benefit from instruction.
131 The [designate] director of admissions and records or designee will determine if the
132 student has the abilities and sufficient preparation to benefit from instruction at a
133 community college, and that the student's safety and that of others will not be affected.

134 The decision of the [designate position] director of admissions and records or
135 designee shall be final. Once a decision has been made, the student, his/her parent or
136 guardian and the school principal shall be informed of the decision. This determination
137 may be done by applying the following criteria [one or more of the following options]
138 one or more of the following options:

- 139 • a review of the materials submitted by the student;
- 140 • meeting with the student and his/her parent or guardian;
- 141 • consultation with [designate appropriate college staff] discipline faculty as
142 needed;
- 143 • consideration of the welfare and safety of the student and others;
- 144 • consideration of local, state, and/or federal laws;
- 145 • review of the content of the class in terms of sensitivity and possible effects on
146 the minor;
- 147 • requirements for supervision of the minor; and/or
- 148 • times the class(es) meet and the effect on the safety of the minor.

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150 **Required** Students will not be admitted unless they have availed themselves of all
151 opportunities to enroll in equivalent courses at their schools of attendance. Courses in
152 which high school and other young students are permitted to enroll will be open to the
153 entire college population, and will be taught with the rigor appropriate to college-level
154 courses in accordance with the approved course outline.

155
156 **Required** If a request for special part-time or full-time enrollment is denied for a pupil
157 who has been identified as highly gifted, the Board shall provide written findings and
158 reasons for the denial within 60 days. A recommendation regarding the request for
159 admission, and the denial shall be submitted to the Board at a regularly scheduled
160 meeting that falls at least 30 days after the request for admission has been submitted.

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162 **References:** Education Code Sections 48800, 48800.5, 76001, and 76002

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165 **NOTE:** The red ink signifies language that is **legally required** and recommended by the Policy and
166 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). This procedure reflects
167 updates/revisions from the Policy and Procedure Service in August 2003, February 2004, February 2005,
168 February 2006, February 2007, and March 2012.

169 **Approved:**

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COMMENTS

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BP or AP #	Representative group	COMMENT	RESPONSE

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Legal Citations for AP 5011

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EDUCATION CODE SECTIONS 33190, 48800, 48800.5, 76001, and 76002

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33190. Every person, firm, association, partnership, or corporation offering or conducting private school instruction on the elementary or high school level shall between the first and 15th day of October of each year, commencing on October 1, 1967, file with the Superintendent of Public Instruction an affidavit or statement, under penalty of perjury, by the owner or other head setting forth the following information for the current year:

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(a) All names, whether real or fictitious, of the person, firm, association, partnership, or corporation under which it has done and is doing business.

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(b) The address, including city and street, of every place of doing business of the person, firm, association, partnership, or corporation within the State of California.

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(c) The address, including city and street, of the location of the records of the person, firm, association, partnership, or corporation, and the name and address, including city and street, of the custodian of such records.

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(d) The names and addresses, including city and street, of the directors, if any, and principal officers of the person, firm, association, partnership, or corporation.

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(e) The school enrollment, by grades, number of teachers, coeducational or enrollment limited to boys or girls and boarding facilities.

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(f) That the following records are maintained at the address stated, and are true and accurate:

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(1) The records required to be kept by Section 48222.

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(2) The courses of study offered by the institution.

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(3) The names and addresses, including city and street, of its faculty, together with a record of the educational qualifications of each.

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(g) Criminal record summary information has been obtained pursuant to Section 44237.

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Whenever two or more private schools are under the effective control or supervision of a single administrative unit, such administrative unit may comply with the provisions of this section on behalf of each of the schools under its control or supervision by submitting one report.

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Filing pursuant to this section shall not be interpreted to mean,

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217 and it shall be unlawful for any school to expressly or impliedly
218 represent by any means whatsoever, that the State of California, the
219 Superintendent of Public Instruction, the State Board of **Education**,
220 the State Department of **Education**, or any division or bureau of the
221 department, or any accrediting agency has made any evaluation,
222 recognition, approval, or endorsement of the school or course unless
223 this is an actual fact.

224 The Superintendent of Public Instruction shall prepare and publish
225 a list of private elementary and high schools to include the name
226 and address of the school and the name of the school owner or
227 administrator.

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230 **48800.** (a) The governing board of a school district may determine
231 which pupils would benefit from advanced scholastic or vocational
232 work. The intent of this section is to provide educational enrichment
233 opportunities for a limited number of eligible pupils, rather than to
234 reduce current course requirements of elementary and secondary
235 schools, and also to help ensure a smoother transition from high
236 school to college for pupils by providing them with greater exposure
237 to the collegiate atmosphere. The governing board may authorize those
238 pupils, upon recommendation of the principal of the pupil's school of
239 attendance, and with parental consent, to attend a community college
240 during any session or term as special part-time or full-time students
241 and to undertake one or more courses of instruction offered at the
242 community college level.

243 (b) If the governing board denies a request for a special part-time
244 or full-time enrollment at a community college for any session or term
245 for a pupil who is identified as highly gifted, the board shall issue
246 its written recommendation and the reasons for the denial within 60
247 days. The written recommendation and denial shall be issued at the
248 next regularly scheduled board meeting that falls at least 30 days
249 after the request has been submitted.

250 (c) The students shall receive credit for community college courses
251 that they complete at the level determined appropriate by the school
252 district and community college district governing boards.

253 (d) (1) The principal of a school may recommend a pupil for
254 community college summer session only if that pupil meets all of the
255 following criteria:

256 (A) Demonstrates adequate preparation in the discipline to be
257 studied.

258 (B) Exhausts all opportunities to enroll in an equivalent course,
259 if any, at his or her school of attendance.

260 (2) For any particular grade level, a principal may not recommend
261 for community college summer session attendance more than 5 percent of
262 the total number of pupils who completed that grade immediately prior
263 to the time of recommendation.

264 (3) A pupil recommended by his or her principal for enrollment in a
265 college-level advanced scholastic summer session course or in a
266 vocational community college summer session course shall not be
267 included in determining the 5 percent of pupils recommended if all of
268 the following criteria are met:

269 (A) The course is offered by a middle college high school or an
270 early college high school, as defined by paragraph (4).

271 (B) The high school principal who makes the recommendation provides
272 data to the Chancellor of the California Community Colleges at the
273 request of that office for purposes of preparing the annual report
274 pursuant to paragraph (5).

275 (C) The course meets one of the following criteria:

276 (i) It is a for credit, lower division, college-level course that
277 is designated as part of the Intersegmental General **Education** Transfer
278 Curriculum or applies toward the general **education** breadth
279 requirements of the California State University.

280 (ii) The course is a for credit, college-level, occupational course
281 assigned a Priority **code** of "A," "B," or "C," pursuant to the Student
282 Accountability Model, as defined by the Chancellor of the California
283 Community Colleges and reported in the management information system,
284 and the course is part of a sequence of vocational or career
285 technical **education** courses leading to a degree or certificate in the
286 subject area covered by the sequence.

287 (4) For purposes of this section, a "middle college high school" or
288 an "early college high school" means a high school that meets all of
289 the following criteria:

290 (A) The school has an enrollment of 400 or fewer pupils, and is
291 recognized by the department and by the Chancellor of the California
292 Community Colleges as a district school that has been assigned a
293 County-District-School **code** by the department.

294 (B) The school's program is sponsored by a legally binding
295 memorandum of understanding or similar formal agreement between a
296 sponsoring local educational agency and a community college district
297 that establishes cogovernance and resource allocation policies and
298 procedures for the cosponsored school. (C) The school serves cohorts of
299 pupils in a coherent high school and community college program of
300 study that includes, as a clearly identified outcome for each pupil, a
301 high school diploma and achievement of, or preparation for, completion
302 of an associate degree, eligibility for transfer to a four-year
303 college or university, or completion of a community college
304 certificate program in a vocational, technical, or business
305 occupation.

306 (5) On or before January 1, 2007, and on or before January 1 of
307 each year thereafter, the Chancellor of the California Community
308 Colleges shall report to the Department of Finance the number of
309 pupils recommended pursuant to paragraph (3) who enroll in community
310 college summer session courses.

311 (6) The Board of Governors of the California Community Colleges may
312 not include enrollment growth attributable to paragraph (3) as part of
313 its annual budget request for the California Community Colleges.

314 (7) Notwithstanding Article 3 (commencing with Section 33050) of
315 Chapter 1 of Part 20, compliance with this subdivision may not be
316 waived.

317 (e) Paragraphs (3), (4), (5), and (6) of subdivision (d) shall
318 become inoperative on January 1, 2011.

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321 **48800.5.** (a) A parent or guardian of a pupil, regardless of the
322 pupil's age or class level, may petition the governing board of the
323 school district in which the pupil is enrolled to authorize the
324 attendance of the pupil at a community college as a special full-time
325 student on the ground that the pupil would benefit from advanced
326 scholastic or vocational work that would thereby be available. If the
327 governing board denies the petition, the pupil's parent or guardian
328 may file an appeal with the county board of **education**, which shall
329 render a final decision on the petition in writing within 30 days.

330 (b) A pupil who attends a community college as a special full-time
331 student pursuant to this section is exempt from compulsory school
332 attendance under Chapter 2 (commencing with Section 46100) of Part 26.

333 (c) A parent or guardian of a pupil who is not enrolled in a public
334 school may directly petition the president of any community college to
335 authorize the attendance of the pupil at the community college as a
336 special part-time or full-time student on the ground that the pupil
337 would benefit from advanced scholastic or vocational work that would
338 thereby be available.

339 (d) Any pupil authorized to attend a community college as a special
340 full-time student shall, nevertheless, be required to undertake
341 courses of instruction of a scope and duration sufficient to satisfy
342 the requirements of law.

343 (e) For purposes of allowances and apportionments from the State
344 School Fund, a community college shall be credited with additional
345 units of average daily attendance attributable to the attendance of
346 special full-time students at the community college.

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349 **76001.** (a) The governing board of a community college district may
350 admit to any community college under its jurisdiction as a special
351 part-time or full-time student in any session or term any student who
352 is eligible to attend community college pursuant to Section 48800 or
353 48800.5.

354 (b) If the governing board denies a request for a special part-time
355 or full-time enrollment at a community college for a pupil who is
356 identified as highly gifted, the board shall record its findings and
357 the reasons for denial of the request in writing within 60 days. The
358 written recommendation and denial shall be issued at the next
359 regularly scheduled board meeting that falls at least 30 days after
360 the request has been submitted.

361 (c) The attendance of a pupil at a community college as a special
362 part-time or full-time student pursuant to this section is authorized
363 attendance, for which the community college shall be credited or
364 reimbursed pursuant to Sections 48802 and 76002. Credit for courses
365 completed shall be at the level determined to be appropriate by the
366 school district and community college district governing boards.

367 (d) For purposes of this section, a special part-time student may
368 enroll in up to, and including, 11 units per semester, or the
369 equivalent thereof, at the community college.

370 (e) The governing board of a community college district shall
371 assign a low enrollment priority to special part-time or full-time

372 students described in subdivision (a) in order to ensure that these
373 students do not displace regularly admitted students.

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376 **76002.** (a) For the purposes of receiving state apportionments, a
377 community college district may include high school pupils who attend a
378 community college within the district pursuant to Sections 48800
379 and **76001** in the district's report of full-time equivalent students
380 (FTES) only if those pupils are enrolled in community college classes
381 that meet all of the following criteria:

382 (1) The class is open to the general public.

383 (2) (A) The class is advertised as open to the general public in
384 one or more of the following:

385 (i) The college catalog.

386 (ii) The regular schedule of classes.

387 (iii) An addenda to the college catalog or regular schedule of
388 classes.

389 (B) If a decision to offer a class on a high school campus is made
390 after the publication of the regular schedule of classes, and the
391 class is solely advertised to the general public through electronic
392 media, the class shall be so advertised for a minimum of 30 continuous
393 days prior to the first meeting of the class.

394 (3) If the class is offered at a high school campus, the class may
395 not be held during the time the campus is closed to the general
396 public, as defined by the governing board of the school district
397 during a regularly scheduled board meeting.

398 (4) If the class is a physical **education** class, no more than 10
399 percent of its enrollment may be comprised of special part-time or
400 full-time students. A community college district may not receive
401 state apportionments for special part-time and full-time students
402 enrolled in physical **education** courses in excess of 5 percent of the
403 district's total reported full-time equivalent enrollment of special
404 part-time and full-time students.

405 (b) The governing board of a community college district may
406 restrict the admission or enrollment of a special part-time or full-
407 time student during any session based on any of the following
408 criteria:

409 (1) Age.

410 (2) Completion of a specified grade level.

411 (3) Demonstrated eligibility for instruction using assessment
412 methods and procedures established pursuant to Chapter 2 (commencing
413 with Section 78210) of Part 48 and regulations adopted by the Board of
414 Governors of the California Community Colleges.

415 (c) The Chancellor of the California Community Colleges shall
416 prepare and submit to the Department of Finance and the Legislature,
417 on or before March 1, 2004, and March 1 of each year thereafter, a
418 report on the amount of FTES claimed by each community college
419 district for special part-time and special full-time students for the
420 preceding academic year in each of the following class categories:

421 (1) Noncredit.

422 (2) Nondegree-applicable.

423 (3) Degree-applicable, excluding physical **education**.

424 (4) Degree-applicable physical **education**.
425 (d) The Board of Governors of the California Community Colleges
426 shall adopt rules and regulations to implement this section.