

SPECIAL ADMISSION RECOMMENDATION FORM

Concurrent Enrollment Guidelines

1. The Concurrent Enrollment Program is open to any K-12 student who, in the opinion of the Superintendent/President or designee, can benefit from advanced instruction.
2. Students may be admitted upon recommendation of the principal and parent. All students under the 11th grade must have the DVC Instructor's permission to enroll in their course. Additionally, all concurrent students, regardless of grade level, must have the permission of the DVC instructor to enroll in PE classes.
3. College level courses will only be available to high school students who do not have the course equivalencies offered in the student's home K-12 school district.
4. The College reserves the right to exclude or limit enrollment into programs where health, safety, instructional methodology, facility constraints, or legal requirements are deemed inappropriate for concurrently enrolled students.
5. Students enrolled in more than 11.0 units for the Fall or Spring semesters or more than 6.0 units in the Summer are considered full-time students at DVC and subject to full payment of the enrollment fee. Special permission is required for students wishing to enroll in more than 11 units. Contact Admissions for details. **All other fees are required and must be paid at the time of registration.** NOTE: Concurrently enrolled students below the 11th grade will be permitted to enroll in no more than two courses, or 7 units, per term.
6. All coursework at DVC becomes part of your permanent academic history. Grades received or excessive drops may have implications involving financial assistance, athletic eligibility, probation, etc.

Student Responsibilities:

1. You must register for **approved** classes only. Registering for non-approved classes will result in a loss of Concurrent Enrollment privileges.
2. Concurrent students shall conform to the College's academic rules and regulations and the code of conduct expected of all college students.
3. You are responsible for reviewing and abiding by all academic policies as listed in the Schedule of Classes and College Catalog.

Parent or Guardian Information:

1. Concurrent students are treated like every other college student. The rules regarding student records are governed by the Family Education Rights and Privacy Act (FERPA). Academic information is only released with the written consent of the student.
2. Please note: Your son or daughter will be exposed to a diverse population in educational programs designed for the adult learner, which may involve sensitive topics that might be considered controversial or offensive to some. Your signature on the reverse side of this form acknowledges your receipt of this information and stipulates your permission for your child to enroll in a college level course and participate in all required activities that may include field trips off campus.
3. All courses taken will be taken for college credit and become a part of the official college record.

Instructions:

The following documents must be completed, signed and submitted to the Admissions and Records Office before the student may enroll:

1. Application for Admissions (you should complete online prior to in-person registration).
2. Special Admission Recommendation Form and a copy of the affidavit for home schooling for those students not attending a public or private school.
3. Official High School transcript for verification of prerequisite course completion (in a sealed envelope). Prerequisites are strictly enforced and will not be waived.
4. Students below the junior level or students enrolling in PE courses must register in person after obtaining the DVC instructor signature on the first day of the class.
5. Juniors and seniors must register in person. Check registration calendar for dates.
6. Incomplete forms will be kept by the Admissions office, and a new form provided to be completed.

**DIABLO VALLEY COLLEGE
SPECIAL ADMISSION RECOMMENDATION FORM**

TERM: Fall Spring Summer Year: _____

PLEASE PRINT:

Last Name First Name Initial DVC Student ID #

Grade Level*: _____ Anticipated High School Graduation Date: _____
 *Level during the term of attendance

Current High School Name: _____

I am pleased to recommend the above-named student for enrollment in DVC college courses. I believe this student is academically prepared for the **scholastically advanced course(s)** listed below, and completion of the course(s) would enhance her/his ability to compete effectively in her/his future education. **This student has availed her/himself of all opportunities to enroll in an equivalent course at their district of attendance, per the Education Code, Sections 48800, 48800.5 and 76001(a),(b). For Summer Session Only: This recommendation does not exceed 5% of students at the same grade level, per the Education Code, Sections 76000 and 76001.**

K-12 PRINCIPAL SIGNATURE

TELEPHONE

DATE

- Students below the 11th grade must indicate a course section number and obtain the instructor's signature.
- All students enrolling in a P.E. class must indicate a course section number and obtain the instructor's signature.
- The principal or designee must write in the box below the approved courses.
- Home schooled students must attach a copy of their Dept. of Education Private School Affidavit.
- Original form must be returned to Admissions and Records.

List Approved Courses for Enrollment (required):

| Section | Course Title & Number <small>This area must be completed by principal or designee. Incomplete forms will be withheld by A&R and a new form provided.</small> | Units | DVC Instructor Signature | Late Add Code |
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I approve of my son/daughter taking the above listed course(s) on the Diablo Valley College Campus or San Ramon Valley Campus. I understand that there are privacy restrictions on my child's records and I will be unable to obtain information or transcripts without their written consent. I understand that my child is required to adhere to the academic standards, rules, and regulations of the College. I understand that no extra supervision is provided for minors before, during or after class. I understand that my child may be required to participate on field trips as part of the requirements of the course.

PARENT/GUARDIAN SIGNATURE

TELEPHONE

DATE

I declare under penalty of perjury that the statements submitted by me in connection with this recommendation form are true and correct. All materials submitted by me for purposes of admission become the property of Diablo Valley College. I understand that falsification, withholding pertinent data, or failure to report data changes may result in my dismissal.

STUDENT'S SIGNATURE

DATE

Processed by: _____ Date: _____