

Resolution S08.05: Admission of Minor Students - REVISED

Whereas, concurrent enrollment policies empowered by education code and Administrative Regulation 5010 refer exclusively to students in grades 11 or 12;

Whereas, an increasing number of high school students, including those below grade 11, have expressed interest in enrolling in courses at the College;

Whereas, the Academic Senate of the California Community Colleges (ASCCC), in its paper entitled *Minors on Campus: Underage Students at Community Colleges*, has recommended colleges develop clear policies and procedures regarding the admission of minor students; and

Whereas, the ASCCC has further recommended colleges institute an orientation for minors wishing to enroll in college classes, especially those below grade 11, and that faculty retain the right to determine enrollment of these students in their courses;

Resolved, That the Crafton Hills College Academic Senate recommend the following revision to the Crafton Hills College Catalog in the section entitled “Admissions of High School Students” (p. 21-22):

Admission of High School Students

Crafton Hills College may admit high school students who are capable of benefiting from advanced scholastic courses and are seeking educational opportunities not otherwise available to them.

To be eligible, students must have:

- *the recommendation of their high school principal*
- *the consent of a parent or guardian*
- *demonstrated adequate preparation in the discipline to be studied*
- *a GPA of 2.5 or higher*

Students who meet the eligibility requirements, must submit (prior to the deadline) the following:

- *Completed and signed CHC application*
- *Completed and signed High School Concurrent Enrollment Request form*
- *Completed Consent for Medical Treatment form*
- *Official high school transcripts in a sealed envelope*

All applications will be reviewed by the Dean of Student Services and Student Development. Upon approval, students may register for approved classes beginning at open registration. Course changes or enrollment in a course without prior approval will result in an administrative withdrawal without refund.

Crafton Hills College may restrict the admission and enrollment of high school students during any session based on age, completion of a specific grade level, regulation or demonstrated eligibility for instruction based on the college's assessment methods and procedures. All high school students enrolling in college courses must have a release of liability and the maturity to function effectively on a college campus.

Admission of Students below Grade 11

In extraordinary cases, where a student who has not completed the tenth grade demonstrates superior ability and capacity to succeed in college level work in a particular discipline, the college may consider admission of that student. Such consideration will be on a course-by-course basis and will be allowed only through the add/drop process, after open registration has been completed. Students below grade 11 wishing to enroll in courses must meet all of the requirements identified in the section above as well as any pre-requisites or departmental recommendations established for the course(s) in which they wish to enroll, as demonstrated by completion of the college assessment process.

Students in this category will be bound, as are all other students, by the syllabus of the course. Course content is non-negotiable. Moreover, parents are not permitted to attend classes with their children unless they are registered for the course. These students and their parents must complete an orientation process for each course conducted by the Counseling Department. The instructor of the course will have the final determination of whether any student below grade 11 will be allowed to enroll in his or her class.

Access to Student Records

Once accepted into Crafton Hills College, all student records become property of the College and the student, regardless of age. Student records are administered in accordance with the Family Educational Rights and Privacy Act (FERPA). Subsequently, no information will be disseminated to anyone other than student. The student may give written permission to release information. However, in no case will information be released or discussed by telephone. Attendance and performance in any class are matters between the student and the instructor only. Parents should be aware that they do not have access to their children's records without a signed release from the child. (Education Code: 40961)