

Note: This procedure is **legally required** to comply with Ed Code if the District admits high school students or younger students. Local practice may be inserted.

**New – GCCCD Procedure**

DCEC Approval–11/26/12  
DEC Final Reading–12/3/12

## **AP 5011 Admission and Concurrent Enrollment of High School and Other Minors**

Reference: ***Education Code Sections 48800, 48800.5, 76001, and 76002***

Date Issued:

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The Grossmont-Cuyamaca Community College District (District) Chancellor shall ensure that these procedures comply with state and federal laws and address, but may not be limited to the following criteria:

- 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)
- Memorandums of Understanding (MOUs) between other school District(s) and the 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 Governing Board findings and the 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 the Grossmont Middle College High School Program 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

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**Admission criteria and procedures for minor students enrolling in the District:**

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.

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.

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.

To be considered for admission as a special summer session student, the student must meet the eligibility standards as established in Education Code Section 76001.

Admission Process (please note that admission is subject to seat availability):

- The student must submit a District application packet which includes:
  - Grossmont-Cuyamaca Community College District High School/College Credit Enrollment Authorization Form
  - College application
  - Written and signed parental or guardian consent
  - Written and signed approval of his/her principal or designee (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)
- For students attending middle and lower schools, the school must provide transcripts and a letter signed by the principal indicating how in his or her opinion the student can benefit from instruction.

High school, middle, and lower school students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance. Courses in which high school and other minor students are permitted to enroll will be open to the entire college population, and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.

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