



FOOTHILL-DE ANZA  
Community College District

Book	Administrative Procedures
Section	Chapter 5 - Student Services (including former Article 5 - Students)
Title	Admission and Concurrent Enrollment of High School and Other Young Students
Number	AP 5011
Status	New
Legal	Education Code Section 48800 Education Code Section 48800.5 Education Code Section 76001 Education Code Section 76002 Education Code Section 76004
Origin	Legally required. APM has requested a dual enrollment policy, language for which is included in revised board policy 5010 (formerly 5000). This is the related procedure. Language is from the CCLC template and needs to be modified to reflect district practices. N. Galoyan edits 2/4/18.

**Special part-time or full-time students shall be assigned a lower enrollment priority, except for students attending a 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 replace regularly admitted students. The priority registration dates are set for each registration cycle by an established District committee.**

**The Vice President of Student Services or designee maintains records of enrollment for special part-time and full-time students for state apportionment purposes.**

**In order to claim apportionment for K-12 students, the following criteria are met:**

**a. The class is open to the general public**

**b. 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 addendum to the catalog or schedule**

**If the decision to offer a class, other than a contract education class, on a high school campus is made after publication of the 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, unless it is a contract education course for which the district does not claim apportionment.**

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.

Admission is subject to seat availability. The student must submit:

- 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.)

Special part-time students may enroll in up to, and including, 10 units per quarter, or the equivalent thereof, at the community college.

To be considered for admission as a special full-time student, the student must meet the eligibility standards as established in Education Code Section 48800.5.

Admission is subject to seat availability. The student must submit:

- 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 recommendation and approval of the governing board of the school district of attendance. The Dean of Enrollment Services has the authority to make the final decision whether a student can benefit from full-time instruction.

To be considered for admission as a special summer session student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001. Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance.

The student must submit:

- application for admission;
- written and signed parental or guardian consent; and
- written and signed approval of his/her principal that the student has availed himself/herself of all opportunities to enroll in an equivalent course at his/her school of attendance.

All required documents shall be sent to the Admissions Office.

High School Students: For students attending high school, the Dean of Enrollment Services will review the materials, and will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. The decision of the Dean of Enrollment Services shall be final. This determination may be done by one or more of the following options:

- a review of the materials submitted by the student;
- meeting with the student and his/her parent or guardian;
- consultation with the Vice President of Student Services
- consideration of the welfare and safety of the student and others; and/or
- consideration of local, state, and/or federal laws.

Middle and Lower School Students (highly gifted): For students attending middle and lower schools, the determination shall be made by the Vice President of Student Services. 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. The Vice President of Student Services will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community

college, and that the student's safety and that of others will not be affected. The decision of the Vice President of Student Services shall be final. Once a decision has been made, the student, his/her parent or guardian and the school principal shall be informed of the decision. This determination may be done by applying the following criteria [one or more of the following options]:

- a review of the materials submitted by the student;
- meeting with the student and his/her parent or guardian;
- consultation with the appropriate division dean;
- consideration of the welfare and safety of the student and others;
- consideration of local, state, and/or federal laws;
- review of the content of the class in terms of sensitivity and possible effects on the minor;
- requirements for supervision of the minor; and/or
- times the class(es) meet and the effect on the safety of the minor.

Courses in which high school and other young 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 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 Board at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted.