



Administrative Regulation
Chapter 5 – Student Services

AR 5011 ADMISSION AND CONCURRENT ENROLLMENT OF HIGH SCHOOL AND OTHER YOUNG STUDENTS

AR 4113 Admission and Concurrent Enrollment of High School and Other Young Students

Admission of Special Part-Time K-12 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, 48800.5, 76001 and 76002. The District may restrict the admission or enrollment of a special part-time or full-time student during any session based on any of the following criteria: (1) Age; (2) Completion of a specified grade level; (3) Demonstrated eligibility for instruction using assessment methods and procedures established pursuant to Chapter 2 (commencing with Section 78210) of Part 48 and regulations adopted by the Board of Governors of the California Community Colleges. A special part-time student may enroll in up to, and including, 8 units per semester (fall and spring) or in up to 6 units per intersession (summer and winter), at the discretion of the district.

Admission is subject to seat availability. The student must:

- Submit a District application for admission;
- Submit a High School Concurrent Enrollment or High School Dual Enrollment application (as applicable) including a signed parental or Guardian Consent Form, counselor signed approval for recommended courses;
- The principal's signature is required only for summer session (**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.**)
- Be confirmed capable of profiting from instruction, by evaluation as noted below. The Dean of Enrollment Services has the authority to make the final decision whether a student can benefit from instruction.

Admission of Special Full-Time K-12 Students

To be considered for admission as a special full-time student, the student must meet the eligibility standards as established in Education Code Sections 48800.5 and 76002. The District may restrict the admission or enrollment of a special part-time or full-time student during any session based on any of the following criteria: (1) Age; (2) Completion of a specified grade level; (3) Demonstrated eligibility for instruction using assessment methods and procedures established pursuant to Chapter 2 (commencing with Section 78210) of Part 48 and regulations adopted by the Board of Governors of the California Community Colleges. A special full-time student may enroll in up to, and including, 12 units per semester (fall and spring) or in up to 8 units per intersession (summer and winter), at the discretion of the district.

Admission is subject to seat availability. The student must:

- Submit a District application for admission;
- Submit a High School Concurrent Enrollment or High School Dual Enrollment application (as applicable);
- Submit a signed parental or guardian consent;
- Submit a signed acknowledgment from their principal. (**NOTE: A pupil who is not enrolled in a public or private school does not need to provide written acknowledgment from school principal.**);
- Demonstrate that the student is capable of profiting from instruction;
- Written approval of the 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 instruction.

Admission of K-12 Students at a Summer Session

In addition to the admission criteria stated above for Special Part-Time and Special Full-Time students, to be considered for admission as a 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 a District application for admission;
- Submit a High School Concurrent Enrollment or High School Dual Enrollment application (as applicable);
- Submit written and signed parental or guardian consent;
- Submit written and signed approval of principal that the student has availed themselves of all opportunities to enroll in an equivalent course their school of attendance; and
- Demonstrate adequate preparation in the disciplines to be studied.

All required documents shall be sent to the Dean of Enrollment Services (or designee).

Evaluation of K-12 Student Readiness to Benefit from Instruction

High School Students:

For students attending high school, the Dean of Enrollment Services or designee will review the materials, and will determine if the student has the abilities and sufficient preparation to benefit from instruction at Santa Monica College. The decision of the Dean of Enrollment Services or designee 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, including complete transcripts;
- meeting with the student and parent or guardian;
- consideration of the welfare and safety of the student and others; and/or
- consideration of local, state, and/or federal laws.
- completion of required prerequisites for courses.

Middle and Lower School Students:

For students attending middle and lower schools, the determination shall be made by the Dean of Enrollment Services. The student must provide complete transcripts and a letter signed by the principal indicating how the student can benefit from instruction. The Dean of Enrollment Services will determine if the student has the abilities and sufficient preparation to benefit from instruction at Santa Monica College, and that the student's safety and that of others will not be affected. The decision of the Dean of Enrollment Services shall be final. Once a decision has been made, the student, student's 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, including a complete transcript;
- meeting with the student and their parent or guardian;
- 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;
- completion of required prerequisites for courses.

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. Student may be exposed to materials of a mature nature.

If a request for special part-time or full-time enrollment is denied for a pupil who has been identified as highly gifted, the Santa Monica College Board of Trustees 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 Santa Monica College Board of Trustees at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted.

College and Career Access Pathways (CCAP)

The Board of Trustees has adopted all the legal requirements of Education Code Section 76004 in order to participate in the College and Career Access Pathways (CCAP) partnership with the Board of a school district for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness.

The District may enter into a CCAP partnership with a school district partner that is governed by a CCAP partnership agreement approved by the governing boards of both districts. As a condition of, and before adopting, a CCAP partnership agreement, the governing board of each district, at an open public meeting of that board, shall present the dual enrollment partnership agreement as an informational item. The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed agreement.

The CCAP partnership agreement shall be filed with the Office of the Chancellor of the California Community Colleges and the Chancellor's Office will submit the agreement to the Department of Finance before the start of the CCAP partnership, and shall:

- outline the terms of the CCAP partnership and shall include, but not necessarily be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses.
- establish protocols for information sharing, in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses.
- identify a point of contact for the participating community college district and school district partner.
- certify that any community college instructor teaching a course on a high school campus has not been convicted of any sex offense as defined in Education Code Section 87010 or any controlled substance offense as defined in Education Code Section 87011.
- certify that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.
- certify that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus.
- include a certification by the participating community college district of all of the following:
 - A community college course offered for college credit at the partnering high school campus does not reduce access to the same course offered at the partnering community college campus;
 - A community college course that is oversubscribed or has a waiting list shall not be offered in the CCAP partnership; and
 - Participation in a CCAP partnership is consistent with the core mission of the community colleges pursuant to Education Code Section 66010.4, and that pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the community college.
- certify that both the school district and community college district partners comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP partnership course offered for high school credit.
- specify both of the following:
 - Which participating district will be the employer of record for purposes of assignment monitoring and reporting to the county office of education; and
 - Which participating district will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
- certify that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering school district, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation.

A community college district participating in a CCAP partnership shall not provide physical education course opportunities to high school pupils or any other course opportunities that do not assist in the attainment of at least one of the following goals:

- developing seamless pathways from high school to community college for career technical education or preparation for transfer;
- improving high school graduation rates; or
- helping high school pupils achieve college and career readiness.

The District will not enter into a CCAP partnership with a school district within the service area of another community college district, except where an agreement exists, or is established, between those community college districts authorizing that CCAP partnership.

A high school pupil enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by Education Code Section 49011.

The District may assign priority for enrollment and course registration to a pupil seeking to enroll in a community college course that is required for the pupil's CCAP partnership program that is equivalent to the priority assigned to a pupil attending a middle college high school as described in Education Code Section 11300 and consistent with middle college high school provisions in Education Code Section 76001.

The District may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to a CCAP partnership agreement.

The District may allow a special part-time student participating in a CCAP partnership agreement established pursuant to this article to enroll in up to a maximum of 15 units per term if all of the following circumstances are satisfied:

- The units constitute no more than four community college courses per term;
- The units are part of an academic program that is part of a CCAP partnership agreement established pursuant to this article; and
- The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.

The Board of Trustees exempts special part-time students from the following fee requirements:

- Student representation fee (Education Code Section 76060.5)
- Nonresident tuition fee and corresponding permissible capital outlay fee and/or processing fee (Education Code Section 76140)
- Transcript fees (Education Code Section 76223)
- Course enrollment fees (Education Code Section 76300)
- Apprenticeship course fees (Education Code Section 76350)
- Child development center fees (Education Code Section 79121)

The District shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment.

The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Education Code Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity.

For each CCAP partnership agreement entered into pursuant to this section, the district shall report annually to the office of the Chancellor of the California Community Colleges, the Legislature, the Director of Finance, and the Superintendent all of the following information:

- The total number of high school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.
- The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.

- The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
- The total number of full-time equivalent students generated by CCAP partnership community college district participants.

References: Education Code Sections 48800, 48800.5, 48802, 49011, 66010.4, 68120, 76001, 76002, 76004, 76300 and 84757

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