



**Policy**

**5011 Admission and Dual Enrollment of High School and Other Young Students**

The District supports and encourages high school students and other minors to pursue educational enrichment opportunities at its colleges. Such opportunities help ensure a smoother transition from high school to college for pupils by providing them with greater exposure to the collegiate atmosphere. They also provide for streamlined pathways through programs leading to careers or transfer.

The Chancellor shall establish procedures regarding compliance with statutory and regulatory criteria for dual enrollment. Dual enrollment admission may be granted to any student whose age or class is equal to grades K-12 and is at least 13 years old, is eligible to attend as a special part-time student, full-time student, or summer student.

A highly gifted student under 13 years of age may enroll in courses by submitting a petition for approval.

**Denial of Requests for Admission**

If the governing Board of a school district (“Board”) denies a request for special full time or part time enrollment by a pupil who is identified as highly gifted, the Board will record its findings and the reason for denying the request in writing within 60 days of student application.

The written recommendation and denial shall be issued at the next regularly scheduled Board meeting that occurs at least 30 days after the pupil submits the request to the District.

**Claims for State Apportionment for Dual Enrollment**

Claims for state apportionment submitted by the District based on enrollment of special part-time or special full-time pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

**Cross References (see also):**

YCCD Policy 4030 – Academic Freedom – Faculty

YCCD Policy 5010 - Admissions

YCCD Policy 5-8081 – Academic Freedom – Students

**References:**

Education Code Sections [48800](#), [48800.5](#), [76001](#), [76002](#), and [76004](#)

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## Administrative Procedure

### 5011 Admission and Dual Enrollment of High School and Other Young Students

#### Special Part-time Student

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](#). Special part-time students can enroll in a maximum of 11 units per semester.

- Submit on-line college application for admission;
- Submit high school special admission petition with signed parental or guardian consent and signed approval of his/her principal;
- A parent or guardian of a pupil who is enrolled in a charter/home-school may petition directly without the signature of a principal, and present a copy of the affidavit submitted to the State or County Office of Education to document the student's involvement in an educational process;
- Meet the academic prerequisite for the class; including the required placement level for any math, reading, or English class.
- Enroll in courses as outlined in Education Code or physical education courses, including non-degree applicable and non-credit courses;
- Ability to benefit from advanced scholastic or vocational work as determined by high school district
- The college will waive the enrollment fee (for California residents established within California Law) of students who enroll as special part-time students.

#### Special Full-time Student

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](#). Students are considered special full-time if they enroll in 11.5 or more units per semester.

- Submit on-line college application for admission;
- Submit high school special admission petition with signed parental or guardian consent and signed approval of his/her principal;
- A parent or guardian of a pupil who is enrolled in a charter/home-school may petition directly without the signature of a principal, and present a copy of the affidavit submitted to the State or County Office of Education to document the student's involvement in an educational process;
- Meet the academic prerequisite for the class; including the required placement level for any math, reading or English class.
- Enroll in courses as outlined in Education Code or physical education courses, including non-degree applicable and non-credit courses;
- Ability to benefit from advanced scholastic or vocational work as determined by high school district
- Special Full-time students enrolled in 11.5 units or more, will be responsible for all enrollment fees.

#### Special Summer Student

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 school of attendance.

- Submit on-line college application for admission;
- Submit high school special admission petition with signed parental or guardian consent and signed approval of his/her principal;
- A parent or guardian of a pupil who is enrolled in a charter/home-school may petition directly without the signature of a principal, and present a copy of the affidavit submitted to the State or County Office of Education to document the student’s involvement in an educational process;
- Meet the academic prerequisite for the class; including the required placement level for any math, reading or English class.
- Enroll in courses as outlined in Education Code or physical education courses, including non-degree applicable and non-credit courses;
- Ability to benefit from advanced scholastic or vocational work as determined by high school district
- The college will waive the enrollment fee (for California residents established within California Law) of students who enroll as Special Part-time students. Special Full-time students enrolled in 11.5 units or more, will be responsible for all enrollment fees.

All required documents shall be sent to the Admissions and Records, Enrollment Services Office, or college designee.

#### Priority Registration

#### High School Students

- Enrollment priority of dual enrolled students is outlined in the AP 5055, enrollment priorities are subject to seat availability

Procedures for ensuring that claims for state apportionment meet all of the following criteria (see CCAP section for exceptions):

- 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 in accordance with Board Policies.
- 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. A community college district may not receive state apportionments for special part-time and full-time students enrolled in physical education courses in excess of 5 percent of the District’s total reported full-time equivalent enrollment of special part-time and full-time students.

1 College and Career Access Pathways (CCAP)  
2

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

10  
11 The District may enter into a CCAP partnership with a school district partner that is governed by a CCAP  
12 partnership agreement approved by the governing Boards of both districts. As a condition of adopting a  
13 CCAP partnership agreement, the governing Board of each district, shall do both of the following:

- 14 • For career technical education pathways to be provided under the partnership, consult with, and  
15 consider the input of, the appropriate local workforce development board to determine the  
16 extent to which the pathways are aligned with regional and statewide employment needs. The  
17 governing board of each district shall have final decision-making authority regarding the career  
18 technical education pathways to be provided under the partnership; and
- 19 • Present, take comments from the public on, and approve or disapprove the dual enrollment  
20 partnership agreement at an open public meeting of the governing board of the district.

21  
22 The CCAP partnership agreement shall be filed with the California Community Colleges Chancellor’s Office  
23 and with the department before the start of the CCAP partnership, and shall:

- 24 • Outline the terms of the CCAP partnership and shall include, but not necessarily be limited to, the  
25 total number of high school pupils to be served and the total number of full-time equivalent  
26 students projected to be claimed by the community college district for those pupils; the scope,  
27 nature, time, location, and listing of community college courses to be offered; and criteria to  
28 assess the ability of pupils to benefit from those courses.
- 29 • Establish protocols for information sharing, in compliance with all applicable state and federal  
30 privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community  
31 college courses. The protocols shall only require a high school pupil participating in a CCAP  
32 partnership to submit one parental consent form and principal recommendation per academic  
33 year.
- 34 • Identify a point of contact for the participating community college district and school district  
35 partner.
- 36 • Certify that any community college instructor teaching a course on a high school campus has not  
37 been convicted of any sex offense as defined in Education Code Section [87010](#), or any controlled  
38 substance offense as defined in Education Code Section [87011](#).
- 39 • Certify that any community college instructor teaching a course at the partnering high school  
40 campus has not displaced or resulted in the termination of an existing high school teacher  
41 teaching the same course on that high school campus.
- 42 • Certify that a qualified high school teacher teaching a course offered for college credit at a high  
43 school campus has not displaced or resulted in the termination of an existing community college  
44 faculty member teaching the same course at the partnering community college campus.
- 45 • Include a plan by the participating community college district to ensure all of the following:  
46 ○ A community college course offered for college credit at the partnering high school  
47 campus does not reduce access to the same course offered at the partnering community  
48 college campus;

- 1           ○ A community college course that is oversubscribed or has a waiting list shall not be
- 2           offered in the CCAP partnership; and
- 3           ○ Participation in a CCAP partnership is consistent with the core mission of the community
- 4           colleges pursuant to Education Code Section [66010.4](#), and that pupils participating in a
- 5           CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in
- 6           the community college.
- 7           ● Certify that both the school district and community college district partners comply with local
- 8           collective bargaining agreements and all state and federal reporting requirements regarding the
- 9           qualifications of the teacher or faculty member teaching a CCAP partnership course offered for
- 10          high school credit.
- 11          ● Specify both of the following:
- 12           ○ Which participating district will be the employer of record for purposes of assignment
- 13           monitoring and reporting to the county office of education; and
- 14           ○ Which participating district will assume reporting responsibilities pursuant to applicable
- 15           federal teacher quality mandates.
- 16          ● Certify that any remedial course taught by community college faculty at a partnering high school
- 17          campus shall be offered only to high school pupils who do not meet their grade level standard in
- 18          math, English, or both on an interim assessment in grade 10 or 11, as determined by the
- 19          partnering school district, and shall involve a collaborative effort between high school and
- 20          community college faculty to deliver an innovative remediation course as an intervention in the
- 21          pupil's junior or senior year to ensure the pupil is prepared for college-level work upon
- 22          graduation.

23  
24 A community college district participating in a CCAP partnership shall not provide physical education  
25 course opportunities to high school pupils or any other course opportunities that do not assist in the  
26 attainment of at least one of the following goals:

- 27          ● Developing seamless pathways from high school to community college for career technical
- 28          education or preparation for transfer;
- 29          ● Improving high school graduation rates; or
- 30          ● Helping high school pupils achieve college and career readiness.

31  
32 The District will not enter into a CCAP partnership with a school district within the service area of another  
33 community college district, except where an agreement exists, or is established, between those  
34 community college districts authorizing that CCAP partnership.

35  
36 A high school pupil enrolled in a course offered through a CCAP partnership shall not be assessed any fee  
37 that is prohibited by Education Code Section [49011](#).

38  
39 The District may assign priority for enrollment and course registration to a pupil seeking to enroll in a  
40 community college course that is required for the pupil's CCAP partnership program that is equivalent to  
41 the priority assigned to a pupil attending a middle college high school as described in Education Code  
42 Section [11300](#) and consistent with middle college high school provisions in Education Code Section [76001](#).  
43 Units completed by a pupil pursuant to a CCAP agreement may count towards determining a pupil's  
44 registration priority for enrollment and course registration at a community college.

45  
46 The District may limit enrollment in a community college course solely to eligible high school students if  
47 the course is offered at a high school campus, either in person or using an online platform, during the

1 regular school day and the community college course is offered pursuant to a CCAP partnership  
2 agreement.

3  
4 The District may allow a special part-time student participating in a CCAP partnership agreement  
5 established pursuant to this article to enroll in up to a maximum of 15 units per term if all of the following  
6 circumstances are satisfied:

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

12  
13 The governing Board of the District exempts special part-time students from the following fee  
14 requirements:

- 15 • Student representation fee (Education Code Section [76060.5](#))
- 16 • Nonresident tuition fee and corresponding permissible capital outlay fee or processing fee  
17 (Education Code Section [76140](#))
- 18 • Transcript fees (Education Code Section [76223](#))
- 19 • Course enrollment fees (Education Code Section [76300](#))
- 20 • Apprenticeship course fees (Education Code Section [76350](#))
- 21 • Child development center fees (Education Code Section [79121](#))

22  
23 The District shall not receive a state allowance or apportionment for an instructional activity for which the  
24 partnering district has been, or shall be, paid an allowance or apportionment.

25  
26 The attendance of a high school pupil at a community college as a special part-time or full-time student  
27 pursuant to this section is authorized attendance for which the community college shall be credited or  
28 reimbursed pursuant to Education Code Section [48802](#) or [76002](#), provided that no school district has  
29 received reimbursement for the same instructional activity. For purposes of calculating classroom-based  
30 average daily attendance for classroom-based instruction apportionments, at least 80 percent (80%) of  
31 the instructional time offered by a charter school pursuant to an authorized CCAP partnership agreement  
32 shall be at the school site, and the charter school shall require the attendance of a pupil for a minimum  
33 of 50 percent (50%) of the minimum instructional time required to be offered pursuant to paragraph (1)  
34 of subdivision (a) of Education Code Section [47612.5](#), if the pupil is also a special part-time student  
35 enrolled in a community college pursuant to this section and the pupil will receive academic credit upon  
36 satisfactory completion of enrolled courses.

37  
38 For each CCAP partnership agreement entered into pursuant to this section, the District shall report  
39 annually to the California Community Colleges Chancellor's Office, the Legislature, the Director of Finance,  
40 and the Superintendent all of the following information:

- 41 • The total number of high school pupils by school site enrolled in each CCAP partnership,  
42 aggregated by gender and ethnicity, and reported in compliance with all applicable state and  
43 federal privacy laws.
- 44 • The total number of community college courses by course category and type and by school site  
45 enrolled in by CCAP partnership participants.
- 46 • The total number and percentage of successful course completions, by course category and type  
47 and by school site, of CCAP partnership participants.

- 1 • The total number of full-time equivalent students generated by CCAP partnership community  
2 college district participants.
- 3 • The total number of full-time equivalent students served online generated by CCAP partnership  
4 community college district participants.

5  
6 **Cross References (see also):**

7 YCCD Policy 4030 – Academic Freedom – Faculty

8 YCCD Policy 5010 - Admissions

9 YCCD Policy 5-8081 – Academic Freedom – Students

10  
11 **References:**

12 Education Code Sections [48800](#), [48800.5](#), [76001](#), [76002](#), and [76004](#)

13  
14 **Procedure Last Revised:** ~~October 9, 2019~~, April 14, 2021

15 **Last Reviewed:** ~~October 9, 2019~~, April 14, 2021