

## **HARTNELL COMMUNITY COLLEGE DISTRICT**

### **AP 5011 Admission and Dual (Concurrent) Enrollment of High School and Other Young Students**

**References:** Education Code Sections 48800, 48800.5, 52620, 76001, 76002, 76004, and 76300; Title 5 Section 56700

California allows pupils enrolled in high schools or middle schools to enroll in community college courses offered at their local community college district. This “dual enrollment” is available under two statutorily defined programs known as the special admit program (“Non-CCAP,” also known as “Concurrent Enrollment”) and the AB288 College and Career Access Pathways (“CCAP”) partnership program.

#### **Procedures for High School Students (Special Admit/Non-CCAP)**

A student whose age or class level is equal to grades 9-12 may attend Hartnell College and enroll in credit or non-credit coursework as either a special part-time student, a special full-time student, or a special summer session student for advanced scholastic, vocational, or physical education courses in accordance with the following procedures. All admitted students must complete the College’s Course Placement requirements if enrolling in an English/English for Multilingual Speakers or Math course. Course prerequisites must be met prior to registering.

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. Students that are admitted as special part-time status are limited to 11.0 units in Fall and Spring terms and 6.0 units in the summer. Admission is subject to seat availability. The student must submit:

- College application for admission;
- Written and signed parent or guardian consent (required only the first time a student enrolls in a course at Hartnell, the consent obtained shall apply to all community college dual enrollment courses attempted by the student until parental or guardian consent is withdrawn in writing);
- Written and signed approval of his/her/their high school counselor and principal or designee for each term the student plans to enroll in. 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;
  - Students shall not be required to submit high school transcripts or social security numbers as a condition of dual enrollment; Hartnell shall rely upon high school principal recommendations, or similar documents provided by the school district, as sufficient evidence of student high school enrollment and preparedness.

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. Special full-time status is considered more than 11.0 units in fall or spring terms or more than 6.0 units in summer term. Admission is subject to seat availability. The student must submit:

- College application for admission;
- Written and signed parent or guardian consent (required only the first time a student enrolls in a course at Hartnell, the consent obtained shall apply to all community college dual enrollment courses attempted by the student until parental or guardian consent is withdrawn in writing);
- Written and signed approval of his/her/their high school counselor and principal or designee for each term the student plans to enroll in. 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;

- Students shall not be required to submit high school transcripts or social security numbers as a condition of dual enrollment; Hartnell shall rely upon high school principal recommendations, or similar documents provided by the school district, as sufficient evidence of student high school enrollment and preparedness.
- Written approval of the governing board of the school district of attendance. If the pupil is not enrolled in a public school (e.g. homeschooled), the parent or guardian must petition the Vice President of Student Affairs directly to authorize attendance as a special full-time student. The Vice President of Student Affairs has the authority to make the final decision whether a student can benefit from 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.

Courses in which high school students are permitted to enroll will be open to the entire college population, unless the course falls under the scope of an AB288 CCAP Partnership Agreement under Education Code Section 76004, 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.

### **Procedures for Students in Grades K-8**

Students in grades 7-8 and who are at least 13 years old are eligible to attend Hartnell College, but only as special part-time students. For admission, students must meet each of the following criteria:

- A Hartnell College Application for Admission
- A completed Grade K-8 Non-CCAP Special Admit form and Parent Consent and K-12 Minor Student Statement of Understanding
- A written letter of recommendation and consent by the school principal indicating:
  - how the the student can benefit from college instruction;
  - that the student has the maturity and skill level needed to attend a college;
  - that the student has not previously failed this course.
- Written approval from the Vice-President of Student Affairs or designee

The Vice-President of Student Affairs or designee 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 Vice-President of Student Affairs or designee may conduct an interview with either the student, the student's parent/guardian, or both, either together or separately, to assess the student's readiness for college level coursework. The petition shall be evaluated based upon submitted documents, evaluation of college liabilities and welfare and safety of the student and others, and consideration of reasonable pedagogic and instructional criteria including a review of the content of the class(es) requested in terms of sensitive and appropriateness for the minor by the Vice-President of Student Affairs or their designee in conjunction with Admissions & Records.

The College may maintain a list of courses that, via consultation with the faculty of those departments, are not available for students in grades 7-8 due to content or other considerations. Students in grades K-6 are not eligible to attend any credit or non-credit course at Hartnell College, except for those courses specifically designed for students at that grade and age level (academic camps for young students, children's theater, etc.).

The decision of the Vice-President of Student Affairs or designee regarding the enrollment of students under grade 9 shall be final. Once a decision has been made, the student, their parent or guardian, and the school principal shall be informed of the decision.

### **Enrollment Fees**

In accordance with Education Code, special part-time students who meet the criteria to be considered a California resident for the purpose of enrollment fees at a California community college (enrolled up to and including 11.0 units) who are also enrolled in K-12 schools and attending Hartnell College are exempt from paying enrollment fees. All students enrolled in on-campus and online courses are required to pay the mandatory Student Activities fee, Student Representation fee, and course material fees for certain courses, and may be required to pay optional fees such as the parking fee. Special full-time students (11.1 units and above per semester) are not exempt from enrollment fees; they may, however, be individually considered for the California College Promise Grant (CCPG) Fee Waivers Part A, B, or C. Special full-time students who do not qualify for a CCPG Fee Waiver must pay all required enrollment fees. Special part-time and full students are exempt from paying non-resident tuition.

### **Physical Education Classes**

In accordance with Education Code Section 76002(a)(4), enrollment in physical education classes will be limited to no more than ten percent per class section of special part-time or full-time students.

### **College and Career Access Pathways (CCAP)**

The governing board had 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 governing board of a school district or a county office of education 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 or county office of education partner that is governed by a CCAP partnership agreement approved by the governing boards of both partners. As a condition of adopting a CCAP partnership agreement, the governing board of each partner, shall do both of the following:

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

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

- Outline the terms of the CCAP partnership, and shall include, but not be limited to, the total number of high school pupils to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those pupils; 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. The protocols shall only require a high school pupil participating in a CCAP partnership to submit one parental consent form and principal recommendation for the duration of the pupil's participation in the CCAP partnership.
- Identify a point of contact for the participating community college district and school district or county office of education 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 plan by the participating community college district to ensure both 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; 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 partner will be the employer of record for purposes of assignment monitoring and reporting to the county office of education; and
  - Which partner will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
- Certify that any pretransfer-level course taught by community college faculty at a partnering high school campus shall be offered only to high school pupils who do not meet their grade level standard in mathematics, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering school district or county office of education, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative pretransfer course as an intervention in the pupil's junior or senior year to ensure that the pupil 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.

A community college district shall allow an existing CCAP partnership to be amended, or a new CCAP agreement to be established with a school district or county office of education and a community college district outside of the primary community college district's service area, if the primary community college district has declined a request from the school district or county office of education, or has failed to take action within 60 calendar days of a request by the school district or county office of education, to either amend into the existing CCAP partnership the requested courses, or to approve another community college district to enter into a CCAP partnership to offer those courses.

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 shall 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. Units completed by a pupil pursuant to a CCAP agreement may count towards determining a pupil's registration priority for enrollment and course registration at a community college.

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, either in person or using an online platform, 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 in courses offered at the community college campus or the participating high school campus, 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 governing board of the District exempts students seeking to enroll in a community college course required for the student's CCAP partnership program from the following fee requirements:

- Student representation fee (Education Code Section 76060.5)
- Nonresident tuition fee and corresponding permissible capital outlay fee 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 participating in a CCAP partnership agreement shall enroll high school pupils in any course that is part of a CCAP partnership agreement offered at a community college campus. Courses offered through the CCAP program may be offered at the community college campus or the participating high school campus.

The District or county office of education shall not receive a state allowance or apportionment for an instructional activity for which the partner 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 or county office of education has received reimbursement for the same instructional activity. For purposes of calculating classroom-based average daily attendance for classroom-based instruction apportionments, at least 80 percent (80%) of the instructional time offered by a charter school pursuant to an authorized CCAP partnership agreement shall be at the school site, and the charter school shall require the attendance of a pupil for a minimum of 50 percent (50%) of the minimum instructional time required to be offered pursuant to paragraph (1) of subdivision (a) of Education Code Section 47612.5, if the pupil is also a special part-time student enrolled in a community college pursuant to this section and the pupil will receive academic credit upon satisfactory completion of enrolled courses.

For each CCAP partnership agreement entered into pursuant to this section, the district shall report annually to the California Community Colleges Chancellor's Office, 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.
- The total number of full-time equivalent students served online generated by CCAP partnership community college district participants.

See Board Policy 5010 - Admissions & Concurrent Enrollment  
Approved by Superintendent/President: May 27, 2025