

**AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students** (no matching BP exists)

01/28/24



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
Level 3 PPAC Reviews Constituent & Initial AS Feedback

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
N Ornelas	8/7/2023	Recommendation Received	11/1/2023

**Reason(s) for Review/Changes**

> Legal Update 42: The Service updated this procedure to remove requirement that courses be certified for remedial purposes and require they be certified for pre-transfer level courses pursuant to changes in the Education Code.

**Review Level**

**Level 3**

**Anticipated AP2410 Schedule** (for info on this process, visit <https://sbccd.edu/ap2410>)

- 11/13/2023 PPAC Approves Review Level
- 11/15/2023 Level 3 First Anticipated AS Review
- 12/11/2023 Level 3 PPAC Reviews Constituent & Initial AS Feedback
- 02/07/24 Level 3 Second Anticipated AS Review
- 02/12/2024 PPAC Reviews Second AS Feedback
- 03/14/2024 BOT First Reading
- 04/11/2024 BOT Final Approval

**Action Requested**

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are shown in red.
3. Legal changes are shown in blue and should only be considered optional if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or [kgoodric@sbccd.edu](mailto:kgoodric@sbccd.edu).

RECOMMENDATION STARTS ON NEXT PAGE

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.



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**Reason(s) for Review/Changes**

> Legal Update 42: The Service updated this procedure to remove requirement that courses be certified for remedial purposes and require they be certified for pre-transfer level courses pursuant to changes in the Education Code.

Review Process Comments:

> Changes made by Chapter Lead based on discussion at November 13 PPAC meeting.

**Eligibility for Admissions**

SBCCD authorizes the admission of K-12 students who can benefit from advanced scholastic or vocational work to take credit courses as special part-time students or special full-time students. The District may also admit K-12 students to take noncredit and community education classes. 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.

The student's K-12 school of attendance maintains the right to grant course credit for courses taken at SBCCD. Courses in which high school and other young students are permitted to enroll will be open to the entire college population, unless a legal exemption applies, and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.

To be considered for admittance as a special summer part-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.

**Definitions**

**Dual Enrollment:** Dual enrollment refers to opportunities for high school or adult school students, or other eligible students, to enroll in community college courses as a special admit student and receive college credit while also obtaining credit for the enrollment at the student's high school or adult school.

**College and Career Access Pathways (CCAP) Dual Enrollment:** CCAP Dual Enrollment describes dual enrollment opportunities created by the passage of AB288 whereupon Community College Districts enter into partnerships with public schools to offer dual credit opportunities that promote 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 students achieve college and career readiness.

**Non-CCAP Dual Enrollment:** Non-CCAP Dual Enrollment refers to dual enrollment in courses not affiliated with a College and Career Access Pathways agreement; this may include Concurrent Enrollment, Middle College High School, Early College High School, and Adult Dual Enrollment programs.

**Middle College High School:** Middle College High School programs are secondary schools located on a college campus and offer programs designed to serve at-risk high school students who are performing below their academic potential. T

**Early College High School:** Early College High Schools are innovative partnerships between charter or non-charter public secondary schools and local community colleges that allow students to earn a high school diploma and up to two years of college credit in four years or less.

**Adult Dual Enrollment:** Adult Dual Enrollment shall describe dual enrollment opportunities for special part-time adult students recommended for enrollment at the community college by an adult school pursuant to Education Code 52620. Students enrolled under these provisions are not eligible for CCAP Dual Enrollment.



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Special Part-Time or Full-Time Student: Any minor student (any elementary, secondary, or homeschooled student) who attends community college courses during Fall or Spring Semesters and Summer Session(s) and meets certain eligibility standards. A special part-time student takes fewer than 12 units and a special full-time student takes 12 units or more. Dual enrollment students (see below) are a subset of special part-time or full-time students.

Dual Enrollment and Concurrent Enrollment Student: For purposes of this administrative procedure, the terms dual enrollment student and concurrent enrollment student are used interchangeably.

Special Summer Part-Time or Full-Time Students: To be considered for admittance as a special part-time or full-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001. All special part-time and full-time students shall receive credit for the community college courses completed in the same manner as regularly enrolled community college students.

### Admission Process

Admission is subject to seat availability and locally approved college policies for dual enrollment. High school transcripts, grade point average (GPA) and Social Security numbers are not prerequisites for eligibility and should not be used as a condition for student access to dual enrollment.

The student must submit:

- District application for admission.
- When parental or guardian consent is required to admit a student to a community college dual enrollment course, 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 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.)
- Demonstration that the student is capable of profiting from instruction.
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- The director of admissions and records or designee has the authority to make the final decision on whether a student can benefit from instruction.

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High School Students:

For students attending high school, the director of admissions and records or designee 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 director of admissions and records or designee shall be final. This determination may be done by applying one or more of the following options/criteria:

- a review of the materials submitted by the student;
- meeting with the student and his/her parent or guardian;
- consultation with discipline faculty as needed;
- 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:

For students attending middle and lower schools, the determination shall be made by director of admissions and records or designee. The school must provide a letter signed by the principal indicating how in his/her opinion the student can benefit from instruction. The director of

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admissions and records 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 decision of the director of admissions and records or designee shall be final. Once a decision has been made, the student ~~and ,his/her~~ their 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~~ ~~criteria~~:

- a review of the materials submitted by the student;
- meeting with the student and ~~his/her~~ their parent or guardian;
- consultation with discipline faculty as needed;
- 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.

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.

## 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 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 with the department 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 Section 87010, or any controlled substance offense as defined in 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;~~~~

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- ~~○ 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 to participate 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 governing board of the district 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)~~

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- ~~• 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, 76001, 76002, and 76004

Approved: 6/9/16