

**Student Services**

1 **AP 5011 TRACKS OF ADMISSION AND DUAL ENROLLMENT OF**  
2 **HIGH SCHOOL AND OTHER YOUNG STUDENTS: COLLEGE**  
3 **AND CAREER ACCESS PATHWAYS (CCAP) TRACK AND**  
4 **NON-COLLEGE AND CAREER ACCESS PATHWAYS (NON-**  
5 **CCAP) TRACK**

6 **References:**

7 Education Code, Sections 11300, 48800, 48800.5, 48802, 49011, 66010.4,  
8 76001, 76002, 76004, 87010, and 87011

9 The College authorizes the admission of Special Admit students and “highly-talented” K-  
10 12 minor students without high school diplomas, who can benefit from “advanced  
11 scholastic or career/technical work.” The responsibility to make the determination of the  
12 student’s preparation belongs to the K-12 school district in which the student is enrolled.

13 Authority to restrict the admission or enrollment of a Special Admit part-time or full-time  
14 student in any session based on age, grade-level completion, current school  
15 performance, or assessment and placement procedures in conformance with  
16 matriculation regulations remains the prerogative of the College.

17 All courses will be taken for college credit. Subject to college and school district  
18 compliance with applicable regulations, and if followed procedures provided herein, pupils  
19 may receive dual credit.

20 The parent or guardian of a pupil not enrolled in a public school retains the ability to  
21 directly petition the President/Superintendent for the pupil’s Special Admit admission on  
22 a part-time or full-time basis.

23 When both College and Career Access Pathways (CCAP) and Non-College and Career  
24 Access Pathways (Non-CCAP) enrollment opportunities are provided by the college, it  
25 must adhere to the overall 10% full-time equivalent student (FTES) cap for all Special  
26 Admit students.

27 **Non-CCAP Track Dual Enrollment of High School Juniors and Seniors (N-CCAP)**

28 Cerritos College will admit N-CCAP high school juniors and seniors for enrollment to the  
29 College who are eligible to participate based on the criteria established below.

30 The student must be recommended by his/her high school principal or designee. As part  
31 of the approval process, the principal must verify through consent and signature on the  
32 College Bridge Form that the recommended student can benefit from college instruction.

33 A parent/guardian consent and signature on the College Bridge Form, verifying  
34 parental/guardian approval of student's participation, must be submitted in addition to the  
35 College application. Parents/guardians must also acknowledge on the Dual Enrollment  
36 Form that the student will be expected to conform to all College policies.

37 Cerritos College will admit N-CCAP high school juniors and seniors who meet the  
38 following conditions:

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#### **Academic Eligibility**

- 41 • N-CCAP student admission may be limited for reasons of age or grade level.
- 42 • For all courses attempted, N-CCAP students must complete the College  
43 assessment/placement process and meet the stated prerequisite and or co-  
44 requisite for the desired course.
- 45 • For summer sessions, N-CCAP student admission is further limited to high school  
46 principal recommendation to be provided only if the pupil demonstrates adequate  
47 preparation in the discipline to be studied, the pupil exhausts all opportunities to  
48 enroll in an equivalent course at school of attendance, and if the total number of  
49 such pupils does not exceed 5% of that grade level.
- 50 • Students with a verifiable disability (verification to be provided by school of origin)  
51 will be referred to Disabled Student Programs and Services for assessment and  
52 recommendation.

#### **Limitations on Enrollment**

- 53 • A N-CCAP student may be permitted to enroll in up to 11.99 units. Exceptions  
54 may be made, subject to consideration and approval by the Dean of Admissions,  
55 Records and Services.
- 56 • Such students may not enroll in physical education courses.
- 57 • Such students' enrollment may be limited for reasons of age or grade level.
- 58 • Such students who have previously enrolled and who have dropped their courses  
59 and/or have not made satisfactory progress will not be allowed to continue  
60 enrollment.
- 61 • Such students will not receive priority enrollment status.
- 62 • Such students will be charged all applicable fees charged to regularly admissible  
63 students, with the exception of California Community College enrollment fees  
64 (neither the in-state, per unit charge nor the non-resident tuition and capital outlay,  
65 per unit charges).
- 66

#### **Dual Enrollment, Non-CCAP Track Students Through the 10th Grade (N-CCAP K-10)**

67 Cerritos College will admit highly gifted elementary students and secondary students  
68 through the 10<sup>th</sup> grade level for enrollment to the College if they are eligible to participate  
69 based on the criteria below:  
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72 **Academic Eligibility**

- 73 • N-CCAP K-10 student admission may be limited for reasons of age or grade level.
- 74 • For all courses attempted, N-CCAP K-10 students must complete the College  
75 assessment/placement process and meet the stated prerequisite and or co-  
76 requisite for the desired course.
- 77 • For summer sessions, N-CCAP K-10 student admission is further limited to high  
78 school principal recommendation to be provided only if the pupil demonstrates  
79 adequate preparation in the discipline to be studied, the pupil exhausts all  
80 opportunities to enroll in an equivalent course at school of attendance, and if the  
81 total number of such pupils does not exceed 5% of that grade level.
- 82 • Students with a verifiable disability (verification to be provided by school of origin)  
83 will be referred to Disabled Student Programs and Services for assessment and  
84 recommendation.

85 **Limitations on Enrollment**

- 86 • N-CCAP K-10 students may be permitted to enroll in up to 4 units each term.
- 87 • Such student enrollment in courses is based on space availability with College  
88 instructor signature required prior to enrollment.
- 89 • Such students may not enroll in physical education courses.
- 90 • Such students who have previously enrolled and who have dropped their  
91 courses and/or have not made satisfactory progress will not be allowed to  
92 continue in the Special Admit Program.
- 93 • Such students will not receive priority enrollment status.
- 94 • Such students will be charged all applicable fees charged to regularly  
95 admissible students, with the exception of California Community College  
96 enrollment fees (neither the in-state, per unit charge nor the non-resident tuition  
97 and capital outlay, per unit charges).

98 **Summer Enrollment of K-12 Students**

99 To be considered for admission as a Special Admit summer session student, the student  
100 must meet the eligibility standards as established in Education Code Sections 48800 and  
101 76001. Students will not be admitted unless they have availed themselves of all  
102 opportunities to enroll in equivalent courses at their schools of attendance.

103 Refer also to the **Academic Eligibility** sections for N-CCAP and N-CCAP K-10 students  
104 regarding summer sessions.

105 The number of such persons recommended shall not be in excess of five percent of the  
106 total number of students who have completed a particular grade immediately prior to the  
107 time of recommendation.

108 **Minors Who Are Not Enrolled in a School Program**

109 The Cerritos College President/Superintendent, or designee, may admit students who are  
110 not enrolled in a public school into any class for which the student may qualify.  
111 Qualifications and eligibility for participation are listed below:

- 112 • Parent/guardian approval shall include acknowledgement by the  
113 parent/guardian that he/she understands that he/she will be expected to  
114 conform to all College policies.
- 115 • Cerritos College may admit minors who are not high school graduates who  
116 meet the following conditions:
- 117 ○ Complete the Cerritos College admission application
  - 118 ○ Submit the appropriate College form (Non-Enrolled Minor Form) for the  
119 approval by the Cerritos College President/Superintendent, or designee,  
120 stating the following:
    - 121 • Grade level of student.
    - 122 • Parental/guardian approval for the student to enroll in a College-level  
123 class.
    - 124 • Verifiable demonstration of the student's ability to benefit from  
125 advanced scholastic or career/technical work.
    - 126 • A statement indicating the exact college-level class(es) in which the  
127 student is requesting enrollment at Cerritos College.
    - 128 • The student must enroll in a course of instruction of a scope and  
129 duration sufficient to satisfy the requirements of law.
  - 130 • If the College denies a request for Special Admit part-time or full-time  
131 enrollment at a community college for a pupil who is identified as highly gifted,  
132 the College shall record its findings and the reason(s) for denial of the request  
133 in writing within 60 days. The written recommendation and denial shall be  
134 issued to the student at least 30 days after the request has been submitted.  
135 (Education Code, Section 76001(b))
  - 136 • The attendance of a pupil at a community college as a Special Admit part-time  
137 or full-time student pursuant to this section is authorized attendance, for which  
138 the community college shall be credited or reimbursed pursuant to Education  
139 Code, Sections 48802 and 76002.

#### 140 **Classes on High School Campuses**

141 If the decision to offer a class on a high school campus is made after publication of the  
142 College's regular schedule of classes, and the class is only advertised to the general  
143 public through electronic media, the class must be advertised for a minimum of 30  
144 continuous days prior to the first meeting of the class.

145 If the class is offered on a high school campus, the class may not be held during the time  
146 the campus is closed to the general public, as defined by the school board. If the class  
147 is a physical education class, no more than ten percent of the enrollment of the class may  
148 consist of Special Admit part-time or full-time students.

#### 149 **Additional Regulations**

150 To be considered for admission as a Special Admit part-time or full-time student, the  
151 student must meet the eligibility standards established in Education Code, Section  
152 48800.05. Special Admit part-time and full-time students are given low enrollment priority  
153 in accordance with AB 967, except for students attending a middle college high school if

154 the student is seeking to enroll in a course that is required for the student's middle college  
155 high school program.

156 State regulations provide that Special Admit student enrollment in physical education  
157 courses shall not exceed five percent of the District's total reported full-time equivalent  
158 enrollment of Special Admit part-time and full-time students; however, Cerritos College  
159 does not permit enrollment of such students in physical education courses.

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

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

168 If the governing board has adopted all of the legal requirements of Education Code  
169 Section 76004 in order to participate in a College and Career Access Pathways (CCAP)  
170 partnership with the governing board of a school district for the purpose of offering or  
171 expanding dual enrollment opportunities for students who may not already be college  
172 bound or who are underrepresented in higher education, with the goal of developing  
173 seamless pathways from high school to community college for career technical education  
174 or preparation for transfer, improving high school graduation rates, or helping high school  
175 pupils achieve college and career readiness, the District may enter into a CCAP  
176 partnership.

177 The CCAP partnership agreement shall be filed with the Chancellor of the California  
178 Community Colleges and with the California State Department of Education before the  
179 start of the CCAP partnership, and shall:

- 180 • outline the terms of the CCAP partnership and shall include, but not necessarily  
181 be limited to, the total number of high school students to be served and the total  
182 number of full-time equivalent students projected to be claimed by the community  
183 college district for those students; the scope, nature, time, location, and listing of  
184 community college courses to be offered; and criteria to assess the ability of pupils  
185 to benefit from those courses.
- 186 • establish protocols for information sharing, in compliance with all applicable state  
187 and federal privacy laws, joint facilities use, and parental consent for high school  
188 pupils to enroll in community college courses.
- 189 • identify a point of contact for the participating community college district and school  
190 district partner.
- 191 • certify that any community college instructor teaching a course on a high school  
192 campus has not been convicted of any sex offense as defined in Education Code  
193 Section 87010, or any controlled substance offense as defined in Education Code  
194 Section 87011.

- 195 • certify that any community college instructor teaching a course at the partnering  
196 high school campus has not displaced or resulted in the termination of an existing  
197 high school teacher teaching the same course on that high school campus.
- 198 • certify that a qualified high school teacher teaching a course offered for college  
199 credit at a high school campus has not displaced or resulted in the termination of  
200 an existing community college faculty member teaching the same course at the  
201 partnering community college campus.
  - 202 ○ qualified high school teacher, for the purpose of this Administrative  
203 Procedure, means a high school teacher who meets the minimum  
204 qualifications to teach college courses that are offered through dual  
205 enrollment. The high school teacher will be considered according to  
206 established Cerritos College selection procedures and if selected, will  
207 become an adjunct faculty member of Cerritos College. The faculty member  
208 will abide and be covered by the faculty collective bargaining agreement  
209 and the policies and procedures of Cerritos College.
- 210 • include a certification by the participating community college district of all of the  
211 following:
  - 212 ○ a community college course offered for college credit at the partnering high  
213 school campus does not reduce access to the same course offered at the  
214 partnering community college campus;
  - 215 ○ a community college course that is oversubscribed or has a waiting list shall  
216 not be offered in the CCAP partnership; and
  - 217 ○ participation in a CCAP partnership is consistent with the core mission of the  
218 community colleges pursuant to Education Code Section 66010.4, and that  
219 pupils participating in a CCAP partnership will not lead to enrollment  
220 displacement of otherwise eligible adults in the community college.
- 221 • certify that both the school district and community college district partners comply  
222 with local collective bargaining agreements and all state and federal reporting  
223 requirements regarding the qualifications of the teacher or faculty member  
224 teaching a CCAP partnership course offered for high school credit.
- 225 • specify both of the following:
  - 226 ○ which participating district will be the employer of record for purposes of  
227 assignment monitoring and reporting to the county office of education; and,
  - 228 ○ which participating district will assume reporting responsibilities pursuant to  
229 applicable federal teacher quality mandates.
- 230 • certify that any remedial course taught by community college faculty at a partnering  
231 high school campus shall be offered only to high school students who do not meet  
232 their grade level standard in math, English, or both on an interim assessment in  
233 grade 10 or 11, as determined by the partnering school district, and shall involve  
234 a collaborative effort between high school and community college faculty to deliver  
235 an innovative remediation course as an intervention in the student's junior or senior  
236 year to ensure the student is prepared for college-level work upon graduation.

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

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

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

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

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

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

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

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

267       The governing board of the District exempts CCAP Special Admit part-time students from  
268       the following fee requirements:

- 269       • Student representation fee (Education Code Section 76060.5)  
270       • Nonresident tuition fee and corresponding permissible capital outlay fee and/or  
271       processing fee (Education Code Sections 76140, 76141, 76142)  
272       • Transcript fees (Education Code Section 76223)  
273       • Course enrollment fees (Education Code Section 76300)  
274       • Apprenticeship course fees (Education Code Section 76350)  
275       • Child development center fees (Education Code Section 79121)

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

279 The attendance of a high school pupil at a community college as a Special Admit part-  
280 time or full-time student pursuant to this section is authorized attendance for which the  
281 community college shall be credited or reimbursed pursuant to Education Code Section  
282 48802 or 76002, provided that no school district has received reimbursement for the same  
283 instructional activity.

284 For each CCAP partnership agreement entered into pursuant to this section, the District  
285 shall report annually to the Chancellor of the California Community Colleges, the  
286 Legislature, the Director of Finance, and the State Superintendent of Public Education all  
287 of the following information:

- 288 • The total number of high school pupils, by schoolsite, enrolled in each CCAP  
289 partnership, aggregated by gender and ethnicity, and reported in compliance with  
290 all applicable state and federal privacy laws.
- 291 • The total number of community college courses, by course category and type and  
292 by schoolsite, enrolled in by CCAP partnership participants.
- 293 • The total number and percentage of successful course completions, by course  
294 category and type and by schoolsite, of CCAP partnership participants.
- 295 • The total number of full-time equivalent students (FTES) generated by CCAP  
296 partnership community college district participants.

297 The College Catalog, which is updated annually, contains the most recent information  
298 regarding the admission and enrollment of high school and other young students. This  
299 document is updated annually for currency and correctness.

300 Office of Primary Responsibility: Vice President, Student Services

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**Date Approved: June 11, 2007**

**Dates Revised: October 15, 2012; October 9, 2017; February 11, 2019**

**Date Reviewed: February 20, 2019**

*(Replaces former Cerritos CCD Policies 4102.1 and 4102.2)*