

Student Services

**1 AP 5011 ADMISSION AND DUAL ENROLLMENT OF HIGH SCHOOL
2 STUDENTS AND MINORS**

3 References:

4 Education Code, Sections 48800, 48800.5, 76001, 76002 and 76004;
5 Title 5 Section 56700

**7 The College authorizes the admission of Special Admit students/pupils and “highly-
8 talented” K-12 minor students/pupils without high school diplomas who can benefit from
9 “advanced scholastic or career/technical work” or who are participating with a College
10 and Career Access Pathways (CCAP) agreement. The responsibility to approve
11 student’s/pupil’s participation belongs to the K-12 school district in which the student/pupil
12 is enrolled.**

**13 Special Admit status also includes any student/pupil in an adult education program
14 administered by a school district or noncredit program administered by a community
15 college district that is pursuing a high school diploma or high school equivalency
16 certificate and receives the recommendation of the administrator of the student’s/pupil’s
17 adult school or noncredit program of attendance.**

18 See AP 5020 for additional information about fees for Special Admit students.

**19 Authority to restrict the admission or enrollment of a Special Admit part-time or full-time
20 student/pupil in any session based on age, grade-level completion, current school
21 performance, or assessment and placement procedures in conformance with
22 matriculation regulations remains the prerogative of the College.**

**23 All courses will be taken for college credit and not available for audit. Dual enrollment
24 students/pupils may receive high school credit as determined by their school/district.**

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

28 Non-CCAP Dual Enrollment of High School Students (N-CCAP)

**29 Cerritos College will admit N-CCAP students/pupils for enrollment to the College who are
30 eligible to participate based on the criteria established below.**

**31 Courses in which high school and other young students/pupils are permitted to enroll will
32 be open to the entire college population and will be taught with the rigor appropriate to
33 college-level courses in accordance with the approved course outline.**

34 The student/pupil must be recommended by his/her/their high school principal or
35 designee. As part of the approval process, the principal must verify through consent and
36 signature on the Dual Enrollment Form that the recommended student/pupil can benefit
37 from college instruction.

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

42 Cerritos College will admit N-CCAP students/pupils who meet the following conditions:

43 **Academic Eligibility**

- 44 • To be considered for admission as a Special Admit summer session student/pupil,
45 the student/pupil must meet the eligibility standards as established in Education
46 Code Sections 48800 and 76001. Student/Pupil will not be admitted unless they
47 have availed themselves of all opportunities to enroll in equivalent course at their
48 schools of attendance.
- 49 • For course enrollment, students/pupils must complete the College placement
50 process and meet the stated prerequisite and or co-requisite for the desired
51 course.
- 52 • For summer sessions, N-CCAP student/pupil admission is further limited to high
53 school principal recommendation to be provided only if the student/pupil
54 demonstrates adequate preparation in the discipline to be studied, the
55 student/pupil exhausts all opportunities to enroll in an equivalent course at school
56 of attendance, and if the total number of such students/pupils does not exceed 5%
57 of that grade level.
- 58 • Students/Pupils with a verifiable disability (verification to be provided by school of
59 origin) will be referred to Student Accessibility Services for assessment and
60 recommendation.

61 **Other Information**

- 62 • To be considered for admission as a Special Admit part-time or full-time
63 student/pupil, the student/pupil must meet the eligibility standards as established
64 in Education Code Sections 48800 and 76001.
- 65 • A N-CCAP student/pupil may be permitted to enroll in up to 11 units. Exceptions
66 may be made, subject to consideration and approval by the Dean of Enrollment
67 Services.
- 68 • If the class is a physical education class, no more than ten percent of the
69 enrollment of the class may consist of Special Admit part-time or full-time
70 students/pupils.
- 71 • Such students/pupils who have not made satisfactory academic progress will be
72 held to the same standards as any college student/pupil.
- 73 • Such students/pupils will not receive priority enrollment status.

- With the exception of currently incarcerated students, such students/pupils will be charged all applicable fees charged to regularly admissible students/pupils, with the exception of California Community College enrollment fees (neither the in-state, per unit charge nor the non-resident tuition and capital outlay, per unit charges).
- If the decision to offer a class on a high school campus is made after publication of the College'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.

Minors Who Are Not Enrolled in a School Program

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

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

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

118 The governing board has adopted all of the legal requirements of Education Code Section
119 76004 in order to participate in a College and Career Access Pathways (CCAP)
120 partnership with the governing board of a school district or a county office of education
121 for the purpose of offering or expanding dual enrollment opportunities for students/pupils
122 who may not already be college bound or who are underrepresented in higher education,
123 with the goal of developing seamless pathways from high school to community college
124 for career technical education or preparation for transfer, improving high school
125 graduation rates, or helping high school students/pupils achieve college and career
126 readiness.

127 The District may enter into a CCAP partnership with a school district or county office of
128 education partner that is governed by a CCAP partnership agreement approved by the
129 governing boards of both partners. As a condition of adopting a CCAP partnership
130 agreement, the governing board of each partner, at an open public meeting of that board,
131 shall do both of the following:

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

141 The CCAP partnership agreement shall be filed with the California Community Colleges
142 Chancellor's Office and with the California State Department of Education before the start
143 of the CCAP partnership, and shall:

- 144 • outline the terms of the CCAP partnership and shall include, but not be limited to,
145 the total number of high school students/pupils to be served and the total number
146 of full-time equivalent students/pupils projected to be claimed by the community
147 college district for those students/pupils; the scope, nature, time, location, and
148 listing of community college courses to be offered; and criteria to assess the ability
149 of students/pupils to benefit from those courses.
- 150 • establish protocols for information sharing, in compliance with all applicable state
151 and federal privacy laws, joint facilities use, and parental consent for high school
152 students/pupils to enroll in community college courses. The protocols shall only
153 require a high school student/pupil participating in a CCAP partnership to submit
154 one parental consent form and principal recommendation for the duration of the
155 student's/pupil's participation in the CCAP partnership.

- 156 • identify a point of contact for the participating community college district and school
157 district or county office of education partner.
- 158 • certify that any community college instructor teaching a course on a high school
159 campus has not been convicted of any sex offense as defined in Education Code
160 Section 87010, or any controlled substance offense as defined in Education Code
161 Section 87011.
- 162 • certify that any community college instructor teaching a course at the partnering
163 high school campus has not displaced or resulted in the termination of an existing
164 high school teacher teaching the same course on that high school campus.
- 165 • certify that a qualified high school teacher teaching a course offered for college
166 credit at a high school campus has not displaced or resulted in the termination of
167 an existing community college faculty member teaching the same course at the
168 partnering community college campus.
 - 169 ○ qualified high school teacher, for the purpose of this Administrative
170 Procedure, means a high school teacher who meets the minimum
171 qualifications to teach college courses that are offered through dual
172 enrollment. The high school teacher will be considered according to
173 established Cerritos College selection procedures, and if selected, will
174 become an adjunct faculty member of Cerritos College. The faculty member
175 will abide and be covered by the faculty collective bargaining agreement
176 and the policies and procedures of Cerritos College.
- 177 • include a plan by the participating community college district of both of the
178 following:
 - 179 ○ a community college course offered for college credit at the partnering high
180 school campus does not reduce access to the same course offered at the
181 partnering community college campus; and
 - 182 ○ participation in a CCAP partnership is consistent with the core mission of the
183 community colleges pursuant to Education Code Section 66010.4, and that
184 students/pupils participating in a CCAP partnership will not lead to enrollment
185 displacement of otherwise eligible adults in the community college.
- 186 • certify that both the school district and community college district partners comply
187 with local collective bargaining agreements and all state and federal reporting
188 requirements regarding the qualifications of the teacher or faculty member
189 teaching a CCAP partnership course offered for high school credit.
- 190 • specify both of the following:
 - 191 ○ which partner will be the employer of record for purposes of assignment
192 monitoring and reporting to the county office of education; and,
 - 193 ○ which partner will assume reporting responsibilities pursuant to applicable
194 federal teacher quality mandates.
- 195 • certify that any pretransfer-level course taught by community college faculty at a
196 partnering high school campus shall be offered only to high school students/pupils
197 who do not meet their grade level standard in mathematics, English, or both on an
198 interim assessment in grade 10 or 11, as determined by the partnering school
199 district or county office of education, and shall involve a collaborative effort
200 between high school and community college faculty to deliver an innovative

201 pretransfer course as an intervention in the student's/pupil's junior or senior year
202 to ensure that the student/pupil is prepared for college-level work upon graduation.

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

- 206 • developing seamless pathways from high school to community college for career
207 technical education or preparation for transfer;
- 208 • improving high school graduation rates; or,
- 209 • helping high school students/pupils achieve college and career readiness.

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

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

216 The District shall assign priority for enrollment and course registration to a student/pupil
217 seeking to enroll in a community college course that is required for the student's/pupil's
218 CCAP partnership program that is equivalent to the priority assigned to a student/pupil
219 attending a middle college high school as described in Education Code Section 11300
220 and consistent with middle college high school provisions in Education Code Section
221 76001. Units completed by a student/pupil pursuant to a CCAP agreement may count
222 towards determining a student's/pupil's registration priority for enrollment and course
223 registration at a community college.

224 The District may limit enrollment in a community college course solely to eligible high
225 school students/pupils if the course is offered at a high school campus, either in person
226 or using an online platform, during the regular school day and the community college
227 course is offered pursuant to a CCAP partnership agreement.

228 The District may allow a Special Admit part-time student/pupil participating in a CCAP
229 partnership agreement established pursuant to this article to enroll in up to a maximum
230 of 15 units per term in courses offered at the community college campus or the
231 participating high school campus, if all of the following circumstances are satisfied:

- 232 • the units constitute no more than four community college courses per term;
- 233 • the units are part of an academic program that is part of a CCAP partnership
234 agreement established pursuant to this article; and,
- 235 • the units are part of an academic program that is designed to award
236 students/pupils both a high school diploma and an associate degree or a certificate
237 or credential.

238 The governing board of the District exempts students/pupils seeking to enroll in a
239 community college course required for the student's/pupil's CCAP partnership program
240 from the following fee requirements:

- 241 • Student/Pupil representation fee (Education Code Section 76060.5)
- 242 • Nonresident tuition fee and corresponding permissible capital outlay fee or
243 processing fee (Education Code Sections 76140, 76141, 76142)
- 244 • Transcript fees (Education Code Section 76223)
- 245 • Course enrollment fees (Education Code Section 76300)
- 246 • Apprenticeship course fees (Education Code Section 76350)
- 247 • Child development center fees (Education Code Section 79121)

248 The District participating in a CCAP partnership agreement shall enroll high school
249 students/pupils in any course that is part of a CCAP partnership agreement offered at a
250 community college campus. Courses offered through the CCAP program may be offered
251 at the community college campus or the participating high school campus.

252 The District or county office of education shall not receive a state allowance or
253 apportionment for an instructional activity for which the partner has been, or shall be, paid
254 an allowance or apportionment.

255 The attendance of a high school student/pupil at a community college as a Special Admit
256 part-time or full-time student/pupil pursuant to this section is authorized attendance for
257 which the community college shall be credited or reimbursed pursuant to Education Code
258 Section 48802 or 76002, provided that no school district or county office of education has
259 received reimbursement for the same instructional activity. For purposes of calculating
260 classroom-based average daily attendance for classroom-based instruction
261 apportionments, at least 80 percent (80%) of the instructional time offered by a charter
262 school pursuant to an authorized CCAP partnership agreement shall be at the school site,
263 and the charter school shall require the attendance of a student/pupil for a minimum of
264 50 percent (50%) of the minimum instructional time required to be offered pursuant to
265 paragraph (1) of subdivision (a) of Education Code Section 47612.5, if the student/pupil
266 is also a special part-time student/pupil enrolled in a community college pursuant to this
267 section and the student/pupil will receive academic credit upon satisfactory completion of
268 enrolled courses.

269 For each CCAP partnership agreement entered into pursuant to this section, the District
270 shall report annually to the California Community Colleges Chancellor's Office, the
271 Legislature, the Director of Finance, and the State Superintendent of Public Education all
272 of the following information:

- 273 • The total number of high school students/pupils, by school site, enrolled in each
274 CCAP partnership, aggregated by gender and ethnicity, and reported in
275 compliance with all applicable state and federal privacy laws.
- 276 • The total number of community college courses, by course category and type and
277 by school site, in which CCAP partnership participants are enrolled.

278 • The total number and percentage of successful course completions, by course
279 category and type and by school site, of CCAP partnership participants.
280 • The total number of full-time equivalent students/pupils (FTES) generated by
281 CCAP partnership community college district participants.
282 • The total number of full-time equivalent students/pupils served online generated
283 by CCAP partnership community college district participants.

284 Office of Primary Responsibility: Vice President, Student Services

Date Approved: 6/11/07

Dates Revised: 10/15/12; 10/9/17; 2/11/19; 5/9/22; 12/5/22; 5/5/25

Date Reviewed: 2/20/19