

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

11 Any student/pupil in an adult education program administered by a school district or
12 noncredit program administered by a community college district that is pursuing a high
13 school diploma or high school equivalency certificate and receives the recommendation
14 of the administrator of the student’s/pupil’s adult school or noncredit program of
15 attendance, is eligible to attend as a special part-time student/pupil.

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

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

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

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

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

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

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

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

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

42 **Academic Eligibility**

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

60 **Other Information**

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

- 75 enrollment fees (neither the in-state, per unit charge nor the non-resident tuition
76 and capital outlay, per unit charges).
- 77 • If the decision to offer a class on a high school campus is made after publication
78 of the College's regular schedule of classes, and the class is only advertised to the
79 general public through electronic media, the class must be advertised for a
80 minimum of 30 continuous days prior to the first meeting of the class.
 - 81 • If the class is offered on a high school campus, the class may not be held during
82 the time the campus is closed to the general public, as defined by the school board.

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

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

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

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

116 The governing board has adopted all of the legal requirements of Education Code Section
117 76004 in order to participate in a College and Career Access Pathways (CCAP)
118 partnership with the governing board of a school district for the purpose of offering or

119 expanding dual enrollment opportunities for students/pupils who may not already be
120 college bound or who are underrepresented in higher education, with the goal of
121 developing seamless pathways from high school, including continuation high school, to
122 community college for career technical education or preparation for transfer, improving
123 high school graduation rates, or helping high school students/pupils achieve college and
124 career readiness.

125 The District may enter into a CCAP partnership with a school district partner that is
126 governed by a CCAP partnership agreement approved by the governing boards of both
127 districts. As a condition of adopting, a CCAP partnership agreement, the governing board
128 of each district, at an open public meeting of that board, shall do both of the following:

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

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

- 141 • outline the terms of the CCAP partnership and shall include, but not necessarily
142 be limited to, the total number of high school students/pupils to be served and the
143 total number of full-time equivalent students/pupils projected to be claimed by the
144 community college district for those students/pupils; the scope, nature, time,
145 location, and listing of community college courses to be offered; and criteria to
146 assess the ability of students/pupils to benefit from those courses.
- 147 • establish protocols for information sharing, in compliance with all applicable state
148 and federal privacy laws, joint facilities use, and parental consent for high school
149 students/pupils to enroll in community college courses. The protocols shall only
150 require a high school student/pupil participating in a CCAP partnership to submit
151 one parental consent form and principal recommendation for the duration of the
152 student's/pupil's participation in the CCAP partnership.
- 153 • identify a point of contact for the participating community college district and school
154 district partner.
- 155 • certify that any community college instructor teaching a course on a high school
156 campus has not been convicted of any sex offense as defined in Education Code
157 Section 87010, or any controlled substance offense as defined in Education Code
158 Section 87011.
- 159 • certify that any community college instructor teaching a course at the partnering
160 high school campus has not displaced or resulted in the termination of an existing
161 high school teacher teaching the same course on that high school campus.
- 162 • certify that a qualified high school teacher teaching a course offered for college
163 credit at a high school campus has not displaced or resulted in the termination of

164 an existing community college faculty member teaching the same course at the
165 partnering community college campus.

166 ○ qualified high school teacher, for the purpose of this Administrative
167 Procedure, means a high school teacher who meets the minimum
168 qualifications to teach college courses that are offered through dual
169 enrollment. The high school teacher will be considered according to
170 established Cerritos College selection procedures and if selected, will
171 become an adjunct faculty member of Cerritos College. The faculty member
172 will abide and be covered by the faculty collective bargaining agreement
173 and the policies and procedures of Cerritos College.

- 174 ● include a plan by the participating community college district of all of the following:
 - 175 ○ a community college course offered for college credit at the partnering high
176 school campus does not reduce access to the same course offered at the
177 partnering community college campus;
 - 178 ○ a community college course that is oversubscribed or has a waiting list shall
179 not be offered in the CCAP partnership; and
 - 180 ○ participation in a CCAP partnership is consistent with the core mission of the
181 community colleges pursuant to Education Code Section 66010.4, and that
182 students/pupils participating in a CCAP partnership will not lead to enrollment
183 displacement of otherwise eligible adults in the community college.
- 184 ● certify that both the school district and community college district partners comply
185 with local collective bargaining agreements and all state and federal reporting
186 requirements regarding the qualifications of the teacher or faculty member
187 teaching a CCAP partnership course offered for high school credit.
- 188 ● specify both of the following:
 - 189 ○ which participating district will be the employer of record for purposes of
190 assignment monitoring and reporting to the county office of education; and,
 - 191 ○ which participating district will assume reporting responsibilities pursuant to
192 applicable federal teacher quality mandates.
- 193 ● certify that any remedial course taught by community college faculty at a partnering
194 high school campus shall be offered only to high school student/pupil who do not
195 meet their grade level standard in math, English, or both on an interim assessment
196 in grade 10 or 11, as determined by the partnering school district, and shall involve
197 a collaborative effort between high school and community college faculty to deliver
198 an innovative remediation course as an intervention in the student's/pupil's junior
199 or senior year to ensure the student/pupil is prepared for college-level work upon
200 graduation.

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

- 204 ● developing seamless pathways from high school to community college for career
205 technical education or preparation for transfer;
- 206 ● improving high school graduation rates; or,
- 207 ● helping high school student's/pupils achieve college and career readiness.

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

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

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

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

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

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

235 The governing board of the District exempts CCAP Special Admit part-time
236 students/pupils from the following fee requirements:

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

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

247 The attendance of a high school student/pupil at a community college as a Special Admit
248 part-time or full-time student/pupil pursuant to this section is authorized attendance for
249 which the community college shall be credited or reimbursed pursuant to Education Code
250 Section 48802 or 76002, provided that no school district has received reimbursement for
251 the same instructional activity. For purposes of calculating classroom-based average
252 daily attendance for classroom-based instruction apportionments, at least 80 percent
253 (80%) of the instructional time offered by a charter school pursuant to an authorized
254 CCAP partnership agreement shall be at the school site, and the charter school shall
255 require the attendance of a student/pupil for a minimum of 50 percent (50%) of the
256 minimum instructional time required to be offered pursuant to paragraph (1) of subdivision
257 (a) of Education Code Section 47612.5, if the student/pupil is also a special part-time
258 student/pupil enrolled in a community college pursuant to this section and the
259 student/pupil will receive academic credit upon satisfactory completion of enrolled
260 courses.

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

- 265 • The total number of high school students/pupils, by school site, enrolled in each
266 CCAP partnership, aggregated by gender and ethnicity, and reported in
267 compliance with all applicable state and federal privacy laws.
- 268 • The total number of community college courses, by course category and type and
269 by school site, enrolled in by CCAP partnership participants.
- 270 • The total number and percentage of successful course completions, by course
271 category and type and by school site, of CCAP partnership participants.
- 272 • The total number of full-time equivalent students/pupils (FTES) generated by
273 CCAP partnership community college district participants.
- 274 • The total number of full-time equivalent students/pupils served online generated
275 by CCAP partnership community college district participants.

276 Office of Primary Responsibility: Vice President, Student Services

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