



Policy

5011 Admission and Dual Enrollment of High School and Other Young Students

The District supports and encourages high school students and other minors to pursue educational enrichment opportunities at its colleges. Such opportunities help ensure a smoother transition from high school to college for pupils by providing them with greater exposure to the collegiate atmosphere. They also provide for streamlined pathways through programs leading to careers or transfer.

The Chancellor shall establish procedures regarding compliance with statutory and regulatory criteria for dual enrollment. Dual enrollment admission may be granted to any student whose age or class is equal to grades K-12 and is at least 13 years old, is eligible to attend as a special part-time student, full-time student, or summer student.

A highly gifted student under 13 years of age may request to enroll in courses by submitting a petition for approval.

Denial of Requests for Admission

If the governing Board of a school district (“Board”) denies a request for special full time or part time enrollment by a pupil who is identified as highly gifted, the Board will record its findings and the reason for denying the request in writing within 60 days of student application.

The written recommendation and denial shall be issued at the next regularly scheduled Board meeting that occurs at least 30 days after the pupil submits the request to the District.

Claims for State Apportionment for Dual Enrollment

Claims for state apportionment submitted by the District based on enrollment of special part-time or special full-time pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

Cross References (see also):

- YCCD Policy 4030 – Academic Freedom – Faculty
- YCCD Policy 5010 – Admissions
- YCCD Policy 5-8081 – Academic Freedom – Students

References:

Education Code Sections [48800](#), [48800.5](#), [76001](#), [76002](#), and [76004](#)

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Administrative Procedure

5011 Admission and Dual Enrollment of High School and Other Young Students

Special Part-time Student

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](#). Special part-time students can enroll in a maximum of 11 units per semester.

- Submit on-line college application for admission;
- Submit high school special admission petition with signed parental or guardian consent and signed approval of his/her principal;
- A parent or guardian of a pupil who is enrolled in a charter/home-school may petition directly without the signature of a principal, and present a copy of the affidavit submitted to the State or County Office of Education to document the student’s involvement in an educational process;
- Meet the academic prerequisite for the class; including the required placement level for any math, reading, or English class.
- Enroll in courses as outlined in Education Code or physical education courses, including non-degree applicable and non-credit courses;
- Ability to benefit from advanced scholastic or vocational work as determined by high school district
- The college will waive the enrollment fee (for California residents established within California Law) of students who enroll as special part-time students.

Special Full-time Student

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](#). Students are considered special full-time if they enroll in 11.5 or more units per semester.

- Submit on-line college application for admission;
- Submit high school special admission petition with signed parental or guardian consent and signed approval of his/her principal;
- A parent or guardian of a pupil who is enrolled in a charter/home-school may petition directly without the signature of a principal, and present a copy of the affidavit submitted to the State or County Office of Education to document the student’s involvement in an educational process;
- Meet the academic prerequisite for the class; including the required placement level for any math, reading or English class.
- Enroll in courses as outlined in Education Code or physical education courses, including non-degree applicable and non-credit courses;
- Ability to benefit from advanced scholastic or vocational work as determined by high school district
- Special Full-time students enrolled in 11.5 units or more, will be responsible for all enrollment fees.

Special Summer Student

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 school of attendance.

- Submit on-line college application for admission;
- Submit high school special admission petition with signed parental or guardian consent and signed approval of his/her principal;
- A parent or guardian of a pupil who is enrolled in a charter/home-school may petition directly without the signature of a principal, and present a copy of the affidavit submitted to the State or County Office of Education to document the student’s involvement in an educational process;
- Meet the academic prerequisite for the class; including the required placement level for any math, reading or English class.
- Enroll in courses as outlined in Education Code or physical education courses, including non-degree applicable and non-credit courses;
- Ability to benefit from advanced scholastic or vocational work as determined by high school district
- The college will waive the enrollment fee (for California residents established within California Law) of students who enroll as Special Part-time students. Special Full-time students enrolled in 11.5 units or more, will be responsible for all enrollment fees.

All required documents shall be sent to the Admissions and Records, Enrollment Services Office, or college designee.

Priority Registration

High School Students

- Enrollment priority of dual enrolled students is outlined in the AP 5055, enrollment priorities are subject to seat availability

Procedures for ensuring that claims for state apportionment meet all of the following criteria (see CCAP section for exceptions):

- 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 in accordance with Board Policies.
- If the decision to offer a class on a high school campus is made after publication of the District’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.
- If the class is a physical education class, no more than 10 percent of the enrollment of the class may consist of special part-time or full-time students. A community college district may not receive state apportionments for special part-time and full-time students enrolled in physical education courses in excess of 5 percent of the District’s total reported full-time equivalent enrollment of special part-time and full-time students.

1 College and Career Access Pathways (CCAP)
2

3 The governing Board had adopted all the legal requirements of Education Code Section [76004](#) in order to
4 participate in the College and Career Access Pathways (CCAP) partnership with the governing Board of a
5 school district or a county Office of Education for the purpose of offering or expanding dual enrollment
6 opportunities for students who may not already be college bound or who are underrepresented in higher
7 education, with the goal of developing seamless pathways from high school to community college for
8 career technical education or preparation for transfer, improving high school graduation rates, or helping
9 high school pupils achieve college and career readiness.

10
11 The District may enter into a CCAP partnership with a school district or county Office of Education partner
12 that is governed by a CCAP partnership agreement approved by the governing Boards of both partners.
13 As a condition of adopting a CCAP partnership agreement, the governing Board of each partner, shall do
14 both of the following:

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

22
23 The CCAP partnership agreement shall be filed with the California Community Colleges Chancellor’s Office
24 and with the department before the start of the CCAP partnership, and shall:

- 25 • Outline the terms of the CCAP partnership and shall include, but not necessarily be limited to, the
26 total number of high school pupils to be served and the total number of full-time equivalent
27 students projected to be claimed by the community college district for those pupils; the scope,
28 nature, time, location, and listing of community college courses to be offered; and criteria to
29 assess the ability of pupils to benefit from those courses.
- 30 • Establish protocols for information sharing, in compliance with all applicable state and federal
31 privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community
32 college courses. The protocols shall only require a high school pupil participating in a CCAP
33 partnership to submit one parental consent form and principal recommendation per academic
34 year.
- 35 • Identify a point of contact for the participating community college district and school district or
36 county Office of Education partner.
- 37 • Certify that any community college instructor teaching a course on a high school campus has not
38 been convicted of any sex offense as defined in Education Code Section [87010](#), or any controlled
39 substance offense as defined in Education Code Section [87011](#).
- 40 • Certify that any community college instructor teaching a course at the partnering high school
41 campus has not displaced or resulted in the termination of an existing high school teacher
42 teaching the same course on that high school campus.
- 43 • Certify that a qualified high school teacher teaching a course offered for college credit at a high
44 school campus has not displaced or resulted in the termination of an existing community college
45 faculty member teaching the same course at the partnering community college campus.
- 46 • Include a plan by the participating community college district to ensure both of the following:

- 1 ○ A community college course offered for college credit at the partnering high school
2 campus does not reduce access to the same course offered at the partnering community
3 college campus; and
- 4 ○ Participation in a CCAP partnership is consistent with the core mission of the community
5 colleges pursuant to Education Code Section [66010.4](#), and that pupils participating in a
6 CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in
7 the community college.
- 8 • Certify that both the school district and community college district partners comply with local
9 collective bargaining agreements and all state and federal reporting requirements regarding the
10 qualifications of the teacher or faculty member teaching a CCAP partnership course offered for
11 high school credit.
- 12 • Specify both of the following:
 - 13 ○ Which partner will be the employer of record for purposes of assignment monitoring and
14 reporting to the county office of education; and
 - 15 ○ Which partner will assume reporting responsibilities pursuant to applicable federal
16 teacher quality mandates.
- 17 • Certify that any pretransfer-level course taught by community college faculty at a partnering high
18 school campus shall be offered only to high school pupils who do not meet their grade level
19 standard in mathematics, English, or both on an interim assessment in grade 10 or 11, as
20 determined by the partnering school district or county Office of Education, and shall involve a
21 collaborative effort between high school and community college faculty to deliver an innovative
22 pretransfer course as an intervention in the pupil's junior or senior year to ensure that the pupil
23 is prepared for college-level work upon graduation.

24
25 A community college district participating in a CCAP partnership shall not provide physical education
26 course opportunities to high school pupils or any other course opportunities that do not assist in the
27 attainment of at least one of the following goals:

- 28 • Developing seamless pathways from high school to community college for career technical
29 education or preparation for transfer;
- 30 • Improving high school graduation rates; or
- 31 • Helping high school pupils achieve college and career readiness.

32
33 The District will not enter into a CCAP partnership with a school district or county Office of Education
34 within the service area of another community college district, except where an agreement exists, or is
35 established, between those community college districts authorizing that CCAP partnership.

36
37 A high school pupil enrolled in a course offered through a CCAP partnership shall not be assessed any fee
38 that is prohibited by Education Code Section [49011](#).

39
40 The District may assign priority for enrollment and course registration to a pupil seeking to enroll in a
41 community college course that is required for the pupil's CCAP partnership program that is equivalent to
42 the priority assigned to a pupil attending a middle college high school as described in Education Code
43 Section [11300](#) and consistent with middle college high school provisions in Education Code Section [76001](#).
44 Units completed by a pupil pursuant to a CCAP agreement may count towards determining a pupil's
45 registration priority for enrollment and course registration at a community college.

46
47 The District may limit enrollment in a community college course solely to eligible high school students if
48 the course is offered at a high school campus, either in person or using an online platform, during the

1 regular school day and the community college course is offered pursuant to a CCAP partnership
2 agreement.

3
4 The District may allow a special part-time student participating in a CCAP partnership agreement
5 established pursuant to this article to enroll in up to a maximum of 15 units per term if all of the following
6 circumstances are satisfied:

- 7 • The units constitute no more than four community college courses per term;
- 8 • The units are part of an academic program that is part of a CCAP partnership agreement
9 established pursuant to this article; and
- 10 • The units are part of an academic program that is designed to award students both a high school
11 diploma and an associate degree or a certificate or credential.

12
13 The governing Board of the District exempts special part-time students from the following fee
14 requirements:

- 15 • Student representation fee (Education Code Section [76060.5](#))
- 16 • Nonresident tuition fee and corresponding permissible capital outlay fee or processing fee
17 (Education Code Section [76140](#))
- 18 • Transcript fees (Education Code Section [76223](#))
- 19 • Course enrollment fees (Education Code Section [76300](#))
- 20 • Apprenticeship course fees (Education Code Section [76350](#))
- 21 • Child development center fees (Education Code Section [79121](#))

22
23 The District or county Office of Education shall not receive a state allowance or apportionment for an
24 instructional activity for which the partner has been, or shall be, paid an allowance or apportionment.

25
26 The attendance of a high school pupil at a community college as a special part-time or full-time student
27 pursuant to this section is authorized attendance for which the community college shall be credited or
28 reimbursed pursuant to Education Code Section [48802](#) or [76002](#), provided that no school district or county
29 Office of Education has received reimbursement for the same instructional activity. For purposes of
30 calculating classroom-based average daily attendance for classroom-based instruction apportionments,
31 at least 80 percent (80%) of the instructional time offered by a charter school pursuant to an authorized
32 CCAP partnership agreement shall be at the school site, and the charter school shall require the
33 attendance of a pupil for a minimum of 50 percent (50%) of the minimum instructional time required to
34 be offered pursuant to paragraph (1) of subdivision (a) of Education Code Section [47612.5](#), if the pupil is
35 also a special part-time student enrolled in a community college pursuant to this section and the pupil will
36 receive academic credit upon satisfactory completion of enrolled courses.

37
38 For each CCAP partnership agreement entered into pursuant to this section, the District shall report
39 annually to the California Community Colleges Chancellor's Office, the Legislature, the Director of Finance,
40 and the Superintendent all of the following information:

- 41 • The total number of high school pupils by school site enrolled in each CCAP partnership,
42 aggregated by gender and ethnicity, and reported in compliance with all applicable state and
43 federal privacy laws.
- 44 • The total number of community college courses by course category and type and by school site
45 enrolled in by CCAP partnership participants.
- 46 • The total number and percentage of successful course completions, by course category and type
47 and by school site, of CCAP partnership participants.

- 1 • The total number of full-time equivalent students generated by CCAP partnership community
2 college district participants.
- 3 • The total number of full-time equivalent students served online generated by CCAP partnership
4 community college district participants.

5
6 **Cross References (see also):**

7 YCCD Policy 4030 – Academic Freedom – Faculty

8 YCCD Policy 5010 – Admissions

9 YCCD Policy 5-8081 – Academic Freedom – Students

10
11 **References:**

12 Education Code Sections [48800](#), [48800.5](#), [76001](#), [76002](#), and [76004](#)

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