

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

AP 5011 ADMISSION AND CONCURRENT ENROLLMENT OF HIGH SCHOOL AND OTHER YOUNG STUDENTS

References: Education Code Sections 48800, 48800.5, 76001, and 76002

Eligibility for Admissions

The College authorizes the admission of special students who are highly gifted K-12 minor students without high school diplomas, who can benefit from advanced scholastic or vocational work.

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

All courses will be taken for college credit. The school of attendance maintains the right to apply course credit.

Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance. 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.

Special part-time or full-time students (students who have completed 10th grade)

To be considered for admission as a special part-time student, the student must meet the eligibility standards as established in Education Code Section 48800 and 76001. To be considered for admission as a special full-time student, the student must meet the eligibility standards as established in Education Code Section 48800.05. The district may admit a special part-time student enrolled up to 11 units per term or 3 units per session. The District may admit a special full-time student enrolled in 12 units or more per term or 4 units or more per session under special circumstances. The student must present the special circumstances to the Admissions and Records Office for approval to take 12 units or more per term or 4 units or more per session.

The student must be recommended by his/her high school principal or designee. As part of the approval process, the principal must verify that the recommended student can benefit from college instruction.

A parent/guardian approval form, allowing the student to participate must be submitted in addition to the College admission application. Parents must also acknowledge that the

parent/guardian understands that the student will be expected to conform to all College policies.

Academic Eligibility

Citrus College will admit high school juniors and seniors who meet the following conditions:

- Students wishing to enroll in degree appropriate courses must have a cumulative high school grade point average of 2.0 or better as reflected on their most recent school transcript.
- For all courses attempted, students must complete the appropriate College assessment process and meet the stated prerequisite and/or co-requisite for the desired course.
- Students with a verifiable disability (verification to be provided by school of origin) will be referred to Disabled Student Programs and Services for assessment and recommendation.

Limitations on Enrollment

- Students may not normally enroll in more than 11 units.
- Students may not enroll in pre-collegiate courses.
- Students may not enroll in a College course to alleviate a high school deficiency.
- Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue.
- Students will not receive priority registration status in their first term or session.
- Students will be charged applicable fees excluding enrollment fee.
- Students who are admitted as full-time, 12 units or more will be charged an enrollment fee.

Special part-time (students who have not completed 10th grade)

To be considered for admission as a special part-time student, the student must meet the eligibility standards as established in Education Code Section 48800 and 76001. The District may admit a student to a term or session as a special part-time student, for only one class per term or session. The District may admit highly gifted elementary and secondary students as a special part-time student through the 10th grade level for enrollment to the College if they are eligible to participate based on the criteria established below. Admission is subject to seat availability.

The student must be recommended by his/her high school principal or designee. As part of the approval process, the principal must verify that the recommended student can benefit from college instruction.

A parent/guardian approval form, allowing the student to participate must be submitted in addition to the College admission application. Parents must also acknowledge that the parent/guardian understands that the student will be expected to conform to all College policies.

The District reserves the right to determine that a student is academically qualified to benefit from the advanced scholastic or vocational work in the discipline to be studied.

Academic Eligibility

Citrus College will admit elementary and secondary students who meet the following conditions:

- Students wishing to enroll in degree appropriate courses must have a cumulative school grade point average of 3.0 or better as reflected on their most recent school transcript.
- For all courses attempted, students must complete the appropriate College assessment process and meet the stated prerequisite and/or co-requisite for the desired course.
- Students with a verifiable disability (verification to be provided by school of origin) will be referred to Disabled Student Programs and Services for assessment and recommendation.

Limitations on Enrollment

- Students will be allowed to enroll in a single course each term or session.
- Students may not enroll in pre-collegiate courses.
- Students may not enroll in a College course to alleviate a school deficiency.
- Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue.
- Enrollment in courses is based on space availability and on meeting the stated prerequisite and/or co-requisites.
- Special Admit students will not receive priority registration status in their first term or session.
- Special admit students will be charged applicable fees excluding enrollment fee.

Summer Session: Special part-time or full-time students who have completed the 10th grade

To be considered for admission as a special summer session student, the student must meet the eligibility standards as established in Education Code Section 76001. The District may admit a student to any session as a special part-time or full-time student.

- Whose admission to the summer session is recommended by the principal of the school which the student attends and:
- Who have demonstrated adequate preparation for the course to be studied and:
- Who have availed themselves of all opportunities to enroll in an equivalent course at their school of attendance.

Summer Session: Special part-time or full-time students who have not completed the 10th grade

Under special circumstances any student not having completed the 10th grade wishing to attend summer session must present the special circumstances to the Admissions and Records Office for approval to attend either part-time or full-time.

Minors who are not enrolled in a school program (home schooled)

The Citrus College Superintendent/President, or designee, may admit students who are not enrolled in a public school into any class for which the students may qualify. Such students are eligible to participate based on the criteria established below.

- The student must be recommended by his/her high school principal or designee. As part of the approval process, the principal must verify that the recommended student can benefit from college instruction.
- Complete a Citrus College admission application.
- Submit the appropriate College form for approval to the Superintendent/President or designee stating the following:
 - The student acknowledges that he/she is responsible for knowing and following all College policies and procedures.
 - The grade level of the student.
 - Parental approval for the student to enroll in a College level class.
 - Verifiable demonstration of the student's ability to benefit from advanced scholastic or vocational work.
 - A statement indicating the exact college level class(s) in which the student is requesting enrollment at Citrus College.

Procedures for reviewing K-12 students

For students attending middle and lower schools, the determination shall be made by the Dean of Admissions and Records or designee. The student must provide transcripts and be recommended by his/her principal or designee indicating how in his/her opinion the student can benefit from instruction. The Dean of 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 Dean of Admissions and Records or designee shall be final. Once a decision has been made, the student, his/her parent or guardian shall be informed of the decision. This determination may be done by applying one or more of the following criteria:

- a review of the materials submitted by the student;
- meeting with the student and his/her parent or guardian;
- consultation with the Dean of Admissions and Records ;
- 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.

Denial of Requests for Admission

If the College denies a request for special part-time or full-time enrollment at a community college for a pupil who is identified as highly gifted, the College shall record and issue to the student its findings and the reason for denying the request in writing within 60 days.

Apportionment

The attendance of a 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 Sections 48802 and 76002.

Claims for state apportionment for K-12 students must meet all of the following criteria:

- The class is open to the general public
- The class is advertised as open to the general public in one or more of the following:
 - The college catalog
 - The regular schedule of classes
 - An addenda to the catalog or schedule

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.

Board Approved 07/21/09