



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Administrative Procedure

### Chapter 5 – Student Services

#### AP 5011 – ADMISSION AND ENROLLMENT OF HIGH SCHOOL AND OTHER YOUNG STUDENTS

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The San Diego Community College District (SDCCD) is committed to providing early college credit opportunities for career pathway completion to high school students. Early college credit programs aim to close equity gaps within career pathways and assist students in achieving college and career readiness and educational goals.

#### **DEFINITIONS**

Dual Enrollment – “Special part-time” or “Special full-time” students enrolled in high school and community college credit-bearing courses. Students receive both college and high school credit, and registration fees are waived.

1. College and Career Access Pathways (CCAP) – Dually enrolled students taking college credit-bearing courses on the high school campus through a CCAP Partnership Agreement with the San Diego Community College District and K-12 districts. (AB 288)
  - a. CCAP Partnership Agreement – Agreement(s) between the college district and K-12 district(s) outlining the terms and conditions of the partnership and authorizing college-level courses to be offered on the high school campus(es).
2. Non-CCAP Dual Enrollment – Dually enrolled students taking college credit-bearing courses on either the high school or college campus, as identified in an official agreement between the educational partners. The agreements are referred to as “Agreements,” MOUs,” or “ISAs.”
  - a. Instructional Service Agreement (ISA) – Agreement(s) between the college district and an outside organization to deliver college-level education or training. Costs are often shared, and students may receive college credit.
  - b. Memorandum of Understanding (MOU) – An official agreement between agencies or districts that establishes the terms and conditions of the partnership.

Concurrent Enrollment – “Special admit” high school students who have been granted permission to enroll in both their institution and in community college, credit-bearing courses. Concurrent enrollment is a student-initiated process to take college courses on the college campus for college credit only. Concurrent Enrollment does not require an agreement between institutions, and courses are open to the entire college population. Concurrently enrolled, special admit students enrolled in less than 12 units per semester will have their registration fees waived but are responsible for textbooks, course materials, and the student health fee dependent on the program.

#### **ENROLLMENT CRITERIA**

For consideration of admittance as a special part-time or full-time student, the student must meet the eligibility standards as established in Education Code Section 48800 and 76001. Courses in which high school and other young students are permitted to enroll on the college

campus unless otherwise notated within an MOU or Agreement will be open to the entire college population and will be taught with the rigor appropriate to the college-level courses in accordance with the approved course outline.

Admission is subject to seat availability, and the student must submit:

1. CCCApply college application for admission;
2. Written and signed parental or guardian consent; and
3. Written and signed approval of a high school official

### **FEES AND TEXTBOOKS**

The following fees are waived for special part-time or full-time students; limitations and/or additions may apply as identified in annual Agreements and unique MOUs with high schools and community partners:

1. Enrollment fees up to 11 units per semester; and
2. Nonresident tuition fees for students residing in California regardless of their resident status.

The following fees are waived for dually enrolled students enrolling in CCAP courses and applicable MOUs:

1. Health services fees;
2. Up to four college courses, or 15 units per term of registration fees;
3. Cost of required textbooks assigned by the instructor in which the student is registered.

### **HIGH SCHOOL STUDENTS**

For students attending high school, a high school official will review the materials and determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college.

The decision of the high school official shall be final and may be determined by applying the following criteria:

1. A review of the materials submitted by the student;
2. Meeting with the minor student and parent/guardian;
3. Consultation with the student's teachers and/or school administrators; and/or
4. Consideration of the welfare and safety of the student and others; and
5. Consideration of local, state, or federal laws.

### **MIDDLE AND LOWER SCHOOL STUDENTS**

The college president or designee shall make the admission determination for students attending middle and lower schools. The school must provide transcripts and a letter signed by the principal indicating how, in their opinion, the student can benefit from community college instruction. The College President, or designee, will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. The student's safety and that of others will be considered to ensure the overall campus security is not affected. Once a decision has been made, the student, their parent or guardian, and the school principal shall be informed of the decision.

This determination may be done by applying the following criteria:

1. A review of the materials submitted by the student;
2. Meeting with the minor student and parent/guardian;
3. Consultation with the college Counseling department;
4. Consideration of the welfare and safety of the student and others;
5. Consideration of local, state, or federal laws;
6. Review of the content of the class in terms of sensitivity and possible effects on the minor;
7. Requirements for supervision of the minor; and/or
8. Times the class(es) meet and the effect on the safety of the minor.

### **APPEAL PROCESS**

In cases where a request for special part-time or full-time enrollment is denied, a recommendation for admission and the denial shall be submitted to the Vice Chancellor of Educational Services 30 days after the request for admission has been submitted. The Vice Chancellor of Educational Services shall provide written findings and reasons for the denial within 60 days.

### **COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)**

The San Diego Community College District's Board of Trustees has adopted all the legal requirements of Education Code Section 76004 in order to participate in the College and Career Access Pathways (CCAP) partnership in conjunction with the governing board of a school district to offer or expand dual enrollment opportunities for students who may not already be college-bound or who are underrepresented in higher education. The goal of participating in a CCAP partnership is to develop seamless pathways from high school, including continuation high school, to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve college and career readiness.

The SDCCD may enter into a CCAP partnership with a school district partner governed by a CCAP Partnership Agreement approved by the governing boards of both districts. As a condition of adopting a CCAP Partnership Agreement:

1. The governing board of each district shall present, take comments from the public on, and approve or disapprove the dual enrollment partnership agreement at an open public meeting of the district's governing board.
2. The CCAP Partnership Agreement shall be filed with the California Community Colleges Chancellor's Office, and with the department, before the start of the CCAP partnership and shall:
  - a. Outline the terms of the CCAP partnership, which shall include, but not necessarily be limited to:
    - 1) The total number of high school students to be served and the total number of full-time equivalent students (FTES) projected to be claimed by the community college district;
    - 2) The scope, nature, time, location, and listing of community college courses to be offered; and

- 3) The criteria to assess the ability of those who will benefit from those courses.
  - b. Establish information sharing protocols to comply with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school students to enroll in community college courses. The protocols shall only require a high school student participating in a CCAP partnership to submit one parental consent form, and a high school official's recommendation, for the duration of the student's participation in the CCAP partnership.
  - c. Identify a point of contact for the participating community college district and school district partner.
  - d. Certify that any community college instructor teaching a course on a high school campus has not been convicted of any sex offense as defined in Education Code Section 87010 or any controlled substance offense as defined in Education Code Section 87011.
  - e. Certify that any community college instructor teaching a course at the partnering high school campus has not been displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.
  - f. Certify that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus.
  - g. Include a plan by the community college district to ensure the following:
    - 1) A community college course offered for college credit at the partnering high school campus does not reduce access to the same course offered at the partnering community college campus; and
    - 2) Participation in a CCAP partnership is consistent with the core mission of the community colleges pursuant to Education Code Section 66010.4, and that pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the community college.
  - h. Certify that both the school district and community college district partners comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP partnership course offered for high school credit.
  - i. Specify both of the following:
    - 1) Which participating district will be the employer of record for purposes of assignment monitoring and reporting to the county office of education; and
    - 2) Which participating district will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
  - j. Certify that any remedial course taught by community college faculty at a partnering high

school campus shall be offered only to high school pupils who do not meet their grade-level standard in math, English, or both, on an interim assessment in grade 10 or 11, as determined by the partnering school district. High school and community college faculty shall make a collaborative effort to deliver an innovative remediation course as an intervention in the pupil's junior or senior year to ensure the pupil is prepared for college-level work upon high school graduation.

3. A community college district participating in a CCAP partnership shall not provide physical education course opportunities to high school pupils or any other course opportunities that do not assist in the attainment of at least one of the following goals:
  - a. Developing seamless pathways from high school to community college for career technical education or preparation for transfer;
  - b. Improving high school graduation rates; or
  - c. Helping high school students achieve college and career readiness.
4. The District will not enter into a CCAP partnership with a school district within the service area of another community college district, except where an agreement exists or is established between those community college districts authorizing that CCAP partnership.
5. A high school pupil enrolled in a course offered through a CCAP partnership shall not be assessed any fee prohibited by Education Code Section 49011.
6. The college district may assign priority and course registration to a high school student seeking to enroll in a community college course required for their CCAP program. Registration priority for enrollment and course registration may be:
  - a. Equivalent to that of a student attending a middle college high school as described in Education Code Section 11300;
  - b. Consistent with middle college high school provisions in Education Code Section 76001; and/or
  - c. Determined using prior units completed pursuant to a CCAP agreement.
7. The District may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus, either in-person or using an online platform, during the regular school day and the community college course is offered under a CCAP partnership agreement.
8. The District may allow a special part-time student participating in a CCAP partnership agreement to enroll in up to a maximum of 15 units per term if all the following circumstances are satisfied:
  - a. The units constitute no more than four (4) community college courses per term;
  - b. The units are part of an academic program that is part of a CCAP partnership agreement; and

- c. The units are part of an academic program designed to award students both a high school diploma and an associate degree or a certificate or credential.
9. The governing board of the District exempts special part-time students from the following fee requirements:
  - a. The units constitute no more than four community college courses per term;
  - b. The units are part of an academic program that is part of a CCAP partnership agreement; and
  - c. The units are part of an academic program designed to award students both a high school diploma and an associate degree or certificate or credential.
10. The District shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment.
11. The attendance of a high school student at a community college as a special part-time or full-time student is authorized attendance for which the community college shall be credited or reimbursed pursuant to Education Code Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity.

For purposes of calculating classroom-based average daily attendance (ADA) for classroom-based instruction apportionments:

- a. At least 80% of the instructional time offered by a charter school pursuant to an authorized CCAP Partnership Agreement shall be at the school site; and
  - b. The charter school shall require a student to attend a minimum of 50 percent (50%) of the minimum instructional time required if the student is also a special part-time admit enrolled in a community college, and the student will receive academic credit upon satisfactory completion of the enrolled course(s) (Education Code Section 47612.5)
12. For each CCAP partnership agreement entered into, the college district shall report annually to the California Community Colleges Chancellor's Office, the Legislature, the Director of Finance, and the Superintendent the total number of:
  - a. High school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws;
  - b. Community college courses by course category and type and by school site enrolled in by CCAP partnership participants;
  - c. Successful course completions, including completion percentages, by course category and type, and by school site, of CCAP partnership participants;
  - d. Full-time equivalent students (FTES) generated by CCAP partnership community college district participants; and
  - e. Full-time equivalent students (FTES) served online generated by CCAP partnership

community college district participants.

References: Education Code Sections 11300; 47612.5; 48800; 48800.5; 48802; 49011;  
66010.4; 76001; 76002; 76004; 87010; 87011; et seq.

Approved by  
the Chancellor: September 22, 2022

Supersedes: New Procedure