



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 5 – Student Services

AP 3000.2 – STUDENT ADMISSION STATUS

1. ADMISSION STATUS

All students will be admitted under one of the following admission categories:

- a. Regular Standing – Persons who possess a high school diploma or California high school proficiency exam certification or a high school equivalency certificate.
 - 1) All matriculating students should have an education plan on file upon completion of 24 units/or 4 semesters as noted on the official transcript.
 - 2) Students must maintain standards of academic progress in accordance with District policy.
 - 3) Students who have been disqualified may be readmitted under provisional status.
 - 4) Students must satisfy all prerequisites, eligibility requirements, policies and regulations as stated in the college catalog.
- b. Provisional Standing – Persons 18 years of age or older without a diploma or equivalent and not enrolled in a high school program.
 - 1) Students should have a first semester education plan on file before registration.
 - 2) Students must satisfy all prerequisites, eligibility requirements, policies and regulations as stated in the college catalog.
- c. Special Part-Time – Students concurrently enrolled in a K-12 program may be admitted as special part-time students.
 - 1) The following conditions must be met:
 - a) The student has completed the 10th grade;
 - b) The student is qualified to take advanced scholastic or vocational work based upon the required preparation, as certified by the principal or designee;
 - c) The course is degree applicable; and
 - d) The course is not available at the school of attendance.

- 2) Students may only register for courses that are listed on their approved *Supplemental Application and Certification of Special Part-Time High School Diploma Student* form.
 - 3) Enrollment in Physical Education activity classes is not permitted.
 - 4) Students will earn college credit for all courses.
 - 5) Students may only take two courses up to a maximum of 8 units per regular semester or session (excluding High School Honors).
 - 6) Students must satisfy all prerequisites, eligibility requirements, policies and regulations as stated in the college catalog.
 - 7) Students that are home schooled must have their coursework reviewed by the public school to determine level of preparation for college level work.
- d. Special Full-Time – Persons below 18 years of age and not enrolled in a K-12 program may be admitted as a special full-time student.
- 1) Student will be required to provide the following in order to have their application for admission considered:
 - a) Documentation of K-12 Board action releasing the student from compulsory attendance;
 - b) Recommendation of a college counselor; and
 - c) San Diego Community College District assessment skill level.
 - 2) Admissions Office will forward documentation to the college president or designee.
 - 3) Provisional admission standing will be in effect until the student attains regular admission status.
 - 4) Students must satisfy all eligibility requirements, prerequisites, policies and regulations as stated in the college catalog.
 - 5) If the student does not meet terms and conditions of provisional status he/she will be disqualified and administratively dropped.
 - a) Probationary status does not apply.
 - b) The respective high school district will be notified of the student's status.
 - c) The student will not be readmitted until he/she reaches age 18.
- e. Joint Diploma Students – Persons without a high school diploma or California high school proficiency exam certification and enrolled in the SDCCD/SDUSD Joint High School Diploma Program.
- 1) Students must have completed the 10th grade.
 - 2) Students must have a Joint High School Diploma plan on file at their respective site.

- 3) Students may only register for courses listed on their approved *Supplemental Application and Certification of Special Part-Time Joint High School Diploma Student* form.
 - 4) Students may take a maximum of 8 units per semester or session. This maximum includes classes at City, Mesa, Miramar colleges and ECC.
 - 5) Students must satisfy all prerequisites, eligibility requirements, policies and regulations as stated in the college catalog.
 - 6) Enrollment in Physical Education activity classes will not be permitted.
 - 7) College coursework must be advanced scholastic or technical.
 - 8) Students will earn college credit for all courses. Grades will be part of the student's permanent college record.
- f. Provisional Readmit Standing – Students readmitted after disqualification.
- 1) Students must meet with a counselor for approval for readmission after the first disqualification.
 - 2) Student must have an evaluation of their educational goal and plan by a counselor.
 - 3) Student must maintain standards of academic progress in accordance with District policy.

2. PREVIOUSLY EXPELLED STUDENTS

- a. In accordance with §76038 of the California Education Code, students seeking admission who have been previously expelled from a California community college within the past five years, or who are currently in the process of a formal expulsion hearing, are required to inform the District of any of the following offenses:

For purposes of this section, “offense” means one of the following:

- 1) Committed or attempted to commit murder.
- 2) Caused, attempted to cause serious, or threatened to cause physical injury to another person, including assault or battery as defined in Section 240 or 242 of the Penal Code, except in self-defense.
- 3) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed sexual battery as defined in Section 243.4 of the Penal Code.
- 4) Committed or attempted to commit kidnapping, or seized, confined, inveigled, enticed, decoyed, abducted, concealed, kidnapped, or carried away another person by any means with the intent to hold or detain that person for ransom or reward.
- 5) Committed or attempted to commit robbery or extortion.
- 6) Committed stalking as defined in Section 646.9 of the Penal Code.

- 7) Unlawfully possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object.

b. Fact Finding Interview

- 1) Within 20 instructional days from the time of application submission, the Vice Chancellor, Student Services shall conduct a fact finding with the student and previous institutions and document the fact finding session.
- 2) Based upon information obtained in the fact finding process, the Vice Chancellor, Student Services shall determine whether there is a reasonable cause to deny admission under this section, in which case the matter will proceed to an Administrative Hearing for purposes of determining admission.
- 3) The student shall be notified in writing of the outcome of the fact finding within five (5) instructional days.
- 4) The matter shall proceed to a formal hearing if, after the initial fact finding and based on information so gathered the Vice Chancellor, Student Services has determined that there is reasonable cause to deny admission under this section.

c. Formal Administrative Hearing Preparation

- 1) The Vice Chancellor, Student Services shall prepare the hearing as follows:
 - a) Obtain necessary documentation from prior college and/or student pertaining to the expulsion.
 - b) Notify the student that he/she must petition (within 10 instructional days) for admission and that the burden of proof for all facts pertaining to the circumstances of the expulsion, any mitigating circumstances, and other documentation is the responsibility of the student. The student will be asked to provide information in writing, including documents, which:
 - (1) Demonstrate the student does not pose a continuing danger to the physical safety of the students and employees of the District;
 - (2) Show any rehabilitative efforts the student has taken; and
 - (3) Disclose any convictions of the offenses listed in 2.a.1-7 above, that occurred after the expulsion from another community college, whether the subsequent offense(es) were related to the student's conduct on or off an educational campus; if no such subsequent offenses have occurred, the student may so state.
- 2) The Vice Chancellor, Student Services shall assume responsibility for making the necessary arrangements for the hearing.
- 3) The hearing shall be held within 10 instructional days of receipt of petition as stated in 2.c.1.b. above.

d. Administrative Hearing

- 1) The Administrative Hearing panel shall consist of the following participants:
 - a) Vice Chancellor, Student Services;
 - b) Vice President, Student Services of the college or Continuing Education where student has applied for admission;
 - c) College Chief of Police, or designee.
- 2) The hearing shall be conducted without the student present. If, in its sole discretion, the hearing panel unanimously believes that personal attendance by the student would be appropriate under the circumstances and helpful to the panel, it may invite the student to attend; however, if the student is invited to attend but fails to appear, the hearing shall proceed in the student's absence.
- 3) The hearing panel shall consider all facts and documentation provided by the student and the Vice Chancellor.
- 4) The hearing panel shall render a written decision.
- 5) The student shall be advised that the decision of the Administrative Hearing Panel applies to all colleges and Continuing Education in the San Diego Community College District.

e. Administrative Hearing Panel Findings and Recommendations

- 1) The Vice Chancellor, Student Services shall notify the student of the final admission decision and the student's right to appeal that decision within five (5) instructional days of the hearing.
- 2) A copy of the notification shall be sent to the president of the College or Continuing Education where the student initially applied and the Chancellor.

f. Appeals to the Governing Board

- 1) A student who is denied enrollment under this procedure may file a written appeal to the Governing Board of the community college district within 10 instructional days after receipt of notification from the Hearing Panel. Receipt shall be presumed to have occurred five (5) calendar days after the date of mailing.
- 2) The Governing Board shall consider the student's appeal within 30 instructional days of the filing of the appeal.
- 3) Final notification of the decision of the Governing Board will be sent to the student.
- 4) The decision of the Governing Board is final.

3. READMISSION AFTER ISSUANCE OF A PROTECTIVE ORDER INITIATED BY THE DISTRICT

a. In accordance with §76030 of the California Education Code, students who have a protective order initiated by the District, must submit a written request to the Vice Chancellor, Student Services for readmission.

b. Readmission Review

Within 20 instructional days from the receipt of the written request for readmission, the Vice Chancellor, Student Services shall review the facts and make a determination.

1) The review shall include, at a minimum, consideration of the following:

- a) The gravity of the offense.
- b) Evidence of subsequent offenses, if any.
- c) The likelihood that the student would cause substantial disruption if he/she is reinstated.

2) The decision of the Vice Chancellor, Student Services is final.

Approved by
the Chancellor: December 12, 2014

Supersedes: Procedure 3000.2 - 10/9/86, 1/27/97, 6/20/00, 11/1/01, 5/24/04, 10/14/10, 3/22/13, 6/26/14