



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Administrative Procedure

### Chapter 5 – Student Services

#### AP 3000.2 – STUDENT ADMISSION STATUS

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##### 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 10<sup>th</sup> 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 10<sup>th</sup> 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



# San Diego Community College District Supplemental Application and Certification of Special Part-Time Joint High School Diploma Student

City  Mesa  Miramar  **ECC**  Fall  Spring  Summer Year: 20 \_\_\_\_\_

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_  
(PRINT) Last First MI

Current Grade Level: \_\_\_\_\_ Expected High School Graduation Date: \_\_\_\_\_

### Admission Regulations:

1. Students must have completed the 10<sup>th</sup> grade.
2. Students must have a Joint High School Diploma Program plan on file at their respective site.
3. A student may take a maximum of one course per semester or session. This maximum includes classes at City, Mesa, Miramar Colleges and ECC.
4. Students must satisfy prerequisites and eligibility requirements for each course.
5. Students must maintain a 2.0 grade point average each semester in all college work.
6. If the number of units of "W", "I" and "NP" exceed 40% in any semester or session the student will be academically disqualified.
7. Enrollment in Physical Education classes will not be permitted.
8. The course is advanced scholastic or technical.
9. Students will be given college credit for all courses. Grades will be part of the student's permanent college record.

### Academic Standing Rules:

1. **Academic Probation/Disqualification**  
A joint diploma student whose grade point average falls below a 2.0 for all college work completed in the San Diego Community College District will be placed on academic **disqualification**. Probationary status will not apply.
2. **Lack Of Progress Probation/Disqualification**  
A joint diploma student shall be placed on lack of progress **disqualification** when the percentage of all units for which entries of "W", "I" and "NP" are recorded reaches or exceeds 40%. Probationary status will not apply.

**I have read the Admission Regulations and Academic Standing Rules stated above and understand the eligibility requirements thereof.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### HIGH SCHOOL CERTIFICATION (to be completed by the high school)

- This is to certify that: \_\_\_\_\_ at: \_\_\_\_\_ high school has my  
(Student's Name) (Name of High School)  
recommendation to attend community college based upon his/her their ability to benefit from advanced scholastic work in accordance with California Education Code Section 48800.5.
- He/sheThe above student is approved to attend the course listed below with the San Diego Community College District during the:  Fall  Spring  Summer Year: 20\_\_\_\_\_

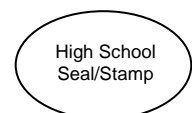
Course Number	Course Reference Number (CRN)	Subject Area	Units	Class Meets						
				Hours (Begin/End)	M	T	W	Th	F	S

- I certify that this student is not being claimed for ADA if the class meets during the regular school day.

Supervising Administrator Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(PRINT) Last First

Supervising Administrator Signature: \_\_\_\_\_

School Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_



Student ID Number: \_\_\_\_\_  
Student's Name (PRINT): \_\_\_\_\_

**PARENT/GUARDIAN PERMISSION FOR ~~SON/DAUGHTER~~ MINOR CHILD TO ENROLL IN A COLLEGE CLASS**  
*(to be completed by the Parent/Guardian)*

I grant permission for my ~~son/daughter~~child, \_\_\_\_\_, to  
(Student's Name)  
enroll in the indicated class(es) below-listed herein during the:  Fall  Spring  Summer Year: 20\_\_\_\_\_  
Indicate College:  City  Mesa  Miramar  ECC  
**I understand that in accordance with state & federal law, I will not have the right to access my child's college records without his/her/their written consent or a court order.**  
Parent/Guardian Name: \_\_\_\_\_  
(PRINT) Last First MI  
Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
**Parent/Guardian signature required for all high school students – NO EXCEPTIONS**

**MINOR'S AUTHORIZATION CONSENT FOR MEDICAL TREATMENT**  
*(to be completed by the Parent/Guardian)*

- In cases of illness, injury or life threatening emergencies I hereby authorize San Diego City, Mesa and/or Miramar College Student Health Services staff to assess and treat my ~~son/daughter~~child.
- Permission is also granted to provide a referral to an outside physician and facility, if deemed necessary by health care providers.
- This permission does not cover special elective procedures requiring local anesthesia (suturing, biopsy, toenail removal). Parent/guardian will be contacted via telephone, and sent consent form for permission to perform these procedures.
- Per State law, parental permission is NOT required in cases of treatment of sexually transmitted disease and contraception (birth control).
- Nominal fees may be charged for laboratory, pharmacy and special procedures deemed necessary by health care providers at the college Student Health Services. Payment of these fees will be required at the time services are received.
- I authorize the college to provide medical treatment to my ~~son/daughter~~child in case of emergencies.

Parent/Guardian Name: \_\_\_\_\_  
(PRINT) Last First MI  
Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ACCESS TO STUDENT RECORDS**  
*(to be completed by the student)*

I, \_\_\_\_\_, hereby authorize access to all of my academic records  
(Student Name)  
maintained by the San Diego Community College District to the individual or agency listed below:  
\_\_\_\_\_  
This authorization will be effective beginning: \_\_\_\_\_ through: \_\_\_\_\_  
(Term) (Term)  
Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# Supplemental Application and Certification of Special Part-Time High School Student

City  Mesa  Miramar  ECC  Fall  Spring  Summer Year: 20\_\_\_\_\_

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_  
(PRINT) Last First MI

Current Grade Level: \_\_\_\_\_ Expected High School Graduation Date: \_\_\_\_\_

### Admission Regulations:

1. Students must have completed the 10<sup>th</sup> grade.
2. A student may take a maximum of **one course** per college semester. This maximum includes classes at City, Mesa, and Miramar Colleges and ECC (including classes taught on the high school campus or in partnership programs). High school students taking college classes on campus are required to pay both the enrollment and health fees.
3. Partnership agreements may have alternative or other specific enrollment guidelines.
4. High school students must satisfy course prerequisites and eligibility requirements. Proof required – contact the college for information.
5. Physical education activity classes will not be permitted for enrollment.
6. The course must be advanced scholastic or technical (college degree applicable). Contact the college Admissions Office for details.
7. Students will be given college credit for all courses. Grades will be part of the student's permanent college record.
8. I have received and read the *Important Facts of Concurrent Enrollment*.

### Academic Standing Rules:

1. Students must maintain a 2.0 grade point average each semester in all college work.
2. Students must not receive a "W", "I" and "NP" in any college semester or the student will be academically disqualified.
3. A special part-time student whose grade point average falls below a 2.0, or who does not complete 60% of all units attempted will not be permitted to re-enroll.

**I have read the Admission Regulations and Academic Standing Rules stated above and understand the eligibility requirements thereof.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### HIGH SCHOOL CERTIFICATION (to be completed by the high school)

- This is to certify that at \_\_\_\_\_ at: \_\_\_\_\_ high school has  
(Student's Name) (Name of High School)  
my recommendation to attend community college based upon their ability to benefit from advanced scholastic work in accordance with California Education Code Section 48800.5.
- The above student is approved to attend the course listed below with the San Diego Community College District during the:  Fall  Spring  Summer Year: 20\_\_\_\_\_

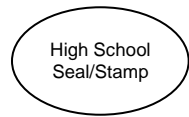
Course Number	Course Reference Number (CRN)	Subject Area	Units	Class Meets						
				Hours (Begin/End)	M	T	W	Th	F	S

- I certify that the course is not available at the school of attendance.
- I certify that any ADA for this student is claimed in accordance with the law.
- I certify that in conformity with California Education Code, no more than 5% of this student's class is participating in concurrent summer enrollment at a community college.
- I certify that this student's enrollment is consistent with the admission regulations above.

Principal/Vice Principal Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(PRINT) Last First

Principal/Vice Principal Signature: \_\_\_\_\_

School Telephone: (\_\_\_\_\_) \_\_\_\_\_



Student ID Number: \_\_\_\_\_

Student's Name (PRINT): \_\_\_\_\_

**PARENT/GUARDIAN PERMISSION FOR MINOR CHILD TO ENROLL IN A COLLEGE CLASS**

*(to be completed by the Parent/Guardian)*

I grant permission for my child, \_\_\_\_\_, to  
(Student's Name)  
enroll in the indicated class(es) listed herein during the:  Fall  Spring  Summer Year 20\_\_\_\_\_

Indicate College:  City  Mesa  Miramar  ECC

- I understand that in accordance with state & federal law, I will not have the right to access my child's college records without their written consent or a court order.
- I understand that students attending classes on the college campuses are guests and must comply with all policies of the District including the Student Code of Conduct (Board of Trustees Policy, *BP 3100*). Students who violate District policies will be subject to removal.
- I have received and read the *Important Facts of Concurrent Enrollment*.
- **Note that some private institutions may not grant college credit if the student also received high school credit for the same course.**

Parent/Guardian Name: \_\_\_\_\_  
(PRINT) Last First MI

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MINOR'S AUTHORIZATION CONSENT FOR MEDICAL TREATMENT**

*(to be completed by the Parent/Guardian)*

- In cases of illness, injury or life threatening emergencies, I hereby authorize San Diego City, Mesa and/or Miramar College Student Health Services staff to assess and treat my child.
- Permission is also granted to provide a referral to an outside physician and facility, if deemed necessary by health care providers.
- This permission does not cover special elective procedures requiring local anesthesia (suturing, biopsy, toenail removal). Parent/guardian will be contacted via telephone, and sent consent form for permission to perform these procedures.
- Per state law, parental permission is NOT required in cases of treatment of sexually transmitted disease and contraception (birth control).
- Nominal fees may be charged for laboratory, pharmacy, and special procedures deemed necessary by health care providers at the college Student Health Services. Payment of these fees will be required at the time services are received.
- I authorize the college to provide medical treatment to my child in case of emergencies.

Parent/Guardian Name: \_\_\_\_\_  
(PRINT) Last First MI

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ACCESS TO STUDENT RECORDS**

*(to be completed by the student)*

I, \_\_\_\_\_, hereby authorize access to all of my academic records  
(Student Name)  
maintained by the San Diego Community College District to the following school/person/organization listed below:

School/District: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Organization/Other Third Party Designee: \_\_\_\_\_

This authorization will be effective beginning: \_\_\_\_\_ through: \_\_\_\_\_  
(Term) (Term)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_