



MONTEREY PENINSULA
College

ADMINISTRATIVE PROCEDURES

Chapter 5 Student Services

5011

AP 5011 Admissions & Dual (Concurrent) Enrollment of High School and Other Young Students

Definitions:

Special Part-Time or Full-Time Student: Any minor student (any elementary, secondary, or homeschooled student) who attends community college courses during Fall or Spring Semesters and Summer Session(s) and meets certain eligibility standards. A special part-time student takes fewer than 12 units and a special full-time student takes 12 units or more. Dual enrollment students (see below) are a subset of special part-time or full-time students.

Dual Enrollment and Concurrent Enrollment Student:

For purposes of this administrative procedure, the terms dual enrollment student and concurrent enrollment student are used interchangeably and defined as a student concurrently receiving both high school and college credit for the same course. The District prefers the use of the term dual enrolled student.

Special Part-Time or Full-Time Students:

To be considered for admittance as a special part-time or full-time student, the student must meet the eligibility standards as established in *Education Code Sections 48800 and 76001*. All special part-time and full-time students shall receive credit for the community college courses completed in the same manner as regularly enrolled community college students.

Admission is subject to seat availability. The student must submit all required documents to Admissions & Records:

- district application for admission;
- written and signed parental or guardian consent;
- written and signed approval of the high school principal or designee. A parent or guardian of a pupil who is not enrolled in a public or private school may petition directly without the signature of a principal; and
- demonstration that the student would benefit from advanced scholastic or vocation work.

The Dean of Student Services or designee has the authority to make the final decision whether a student can benefit from advanced scholastic or vocational work.



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In addition to the eligibility standards set forth in *Education Code Sections 4880 and 76001*, a special full-time or part-time student must also meet the eligibility standards as established in *Education Code Section 48800.5*.

- If the pupil chooses to be exempt from compulsory school attendance, and the pupil is enrolled in a public school, the student must obtain proper authorization from the school district to attend community college as a full-time student.
- If the pupil is not enrolled in a public school (e.g. homeschooled), the parent or guardian must petition the Superintendent/President of Monterey Peninsula College (or authorized designee) to authorize attendance as either a full-time or part-time student.

Special Part-Time or Full-Time Students Ineligible to Enter 9th Grade or Higher:

If the pupil is not eligible to enter 9th grade or higher, the student must meet the eligibility standards as set forth above and petition the Superintendent/President of Monterey Peninsula College (or authorized designee) with the following requirements:

- Complete an MPC Application for Admission
- Complete a dual enrollment form, which includes the student's intent to attend classes, as well as approval from both the school principal or designee and student's parent or guardian
- A personal interview by a designated college official with student and parent together
- A personal interview by a designated college official with the student separately, if needed.

It is recommended all petition materials are submitted at least two weeks prior to the term the student wishes to attend. The petition shall be evaluated based upon submitted documents, evaluation of college liabilities, approval based on reasonable pedagogic and instructional criteria by the Dean of Student Services or their designee in conjunction with Admissions & Records.

The college may delineate courses that are not available.

Summer Session:

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 schools of attendance.



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In accordance with *Education Code Section 48800(d)*, summer session enrollments will be limited to five percent of the total number of pupils who completed that grade immediately prior to the time of recommendation for enrollment. It is the responsibility of the public school district to ensure that this limitation on summer school enrollment is honored.

Enrollment Fees:

In accordance with Education Code, special part-time students who meet the criteria to be considered a California resident for the purpose of enrollment fees at a California community college (enrolled up to and including 11.0 units) who are also enrolled in secondary schools and attending the Monterey Peninsula College District exempt from paying enrollment fees. All students enrolled in on-campus and online courses are required to pay the mandatory health fee. Special full-time students (11.1 units and above per semester) are not exempt from enrollment fees; they may, however, be individually considered for the California College Promise Grant (CCPG) Fee Waivers Part A, B, or C. Special full-time students who do not qualify for a CCPG Fee Waiver must pay all required enrollment fees. Special part-time and full students are exempt from paying non-resident tuition.

Physical Education Classes:

In accordance with *Education Code Section 76002(a)(4)*, enrollment in physical education classes will be limited to no more than ten percent per class section of special part-time or full-time students.

Dual Enrollment Students:

Students concurrently enrolled in a California public or private high school may enroll in college courses at Monterey Peninsula College to benefit from advanced scholastic or vocational work, and:

- may enroll in a maximum of 11.0 units;
- must enroll in courses classified as college level, as determined by the District; and
- must have satisfied skills eligibility and/or prerequisites

Homeschooled students deemed eligible and/or must meet one of the following criteria:

- affiliation with a county department of education program;
- must be taught by a person holding a California Teaching Credential; or
- must hold a current private school affidavit filed with the State Superintendent of Public Instruction (*Education Code Section 33190*).



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The District may at its discretion delineate courses that are not available to high school students.

Open Access

In accordance with *Education Code Section 76002*, courses offered on a high school campus will be:

- open to the general public;
- advertised as open to the general public in *one or more* of the following ways:
 - The college catalog;
 - The regular schedule of classes;
 - Ad addenda to the catalog or schedule
 - The web schedule of classes for a minimum of 30 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.

Appeal to Dual Enrollment Unit Limitations

Dual enrollment students demonstrating advanced scholastic standing may appeal the 11.0 maximum unit limitations.

Criteria for Appeal:

1. The student must establish and maintain a minimum GPA of 3.0 with no grade below a "C" in an academic class (high school and college, if applicable, transcript required).
2. The appeal and approval process is term-based.
3. Dual enrollment students registering in over 11.0 units are subject to payment of all enrollment fees unless awarded a California College Promise Grant (CCPG) Part A, B, or C.
4. The appeal process will be administered through the Dean of Student Services Office.

Middle and Lower School Students:

For students attending middle and lower schools, the determination shall be made by the Dean of Student Services or designee. The Dean of Student Services 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 Student Services or designee shall be final. Once a decision has been made, the



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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:

- a review of the materials submitted by the student;
- meeting with the student and their parent or guardian;
- consultation with the Dean of Student Services or designee
- consideration of the welfare and safety of the student and others
- consideration of local, state, 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; or
- times the class(es) meet and the effect on the safety of the minor.

College and Career Access Pathways (CCAP)

The governing board had adopted all the legal requirements of *Education Code Section 76004* in order to participate in the College and Career Access Pathways (CCAP) partnership with the governing board of a school district for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college-bound or who are underrepresented in higher education, with the goal of developing 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 pupils achieve college and career readiness.

The District may enter into a CCAP partnership with a school district partner that is governed by a CCAP partnership agreement approved by the governing boards of both districts. As a condition of adopting a CCAP partnership agreement, the governing board of each district, shall do both of the following:

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



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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:

- outline the terms of the CCAP partnership and shall include, but not necessarily be limited to, the total number of high school pupils to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those pupils; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses.
- establish protocols for information sharing, in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses.
- identify a point of contact for the participating community college district and school district partner.
- 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*.
- certify that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.
- 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.
- include a plan by the participating community college district to ensure all of the following:
 - 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;
 - A community college course that is oversubscribed or has a waiting list shall not be offered in the CCAP partnership; and
 - 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.
- 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.



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- specify both of the following:
 - Which participating district will be the employer of record for purposes of assignment monitoring and reporting to the county office of education; and
 - Which participating district will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
- 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, and shall involve a collaborative effort between high school and community college faculty 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 graduation.

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:

- developing seamless pathways from high school to community college for career technical education or preparation for transfer;
- improving high school graduation rates; or
- helping high school pupils achieve college and career readiness.

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.

A high school pupil enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by *Education Code Section 49011*.

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



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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 pursuant to a CCAP partnership agreement.

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

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

The governing board of the District exempts special part-time students from the following fee requirements:

- Student representation fee (*Education Code Section 76060.5*)
- Nonresident tuition fee and corresponding permissible capital outlay fee or processing fee (*Education Code Section 76140*)
- Transcript fees (*Education Code Section 76223*)
- Course enrollment fees (*Education Code Section 76300*)
- Apprenticeship course fees (*Education Code Section 76350*)
- Child development center fees (*Education Code Section 79121*)

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.

The attendance of a high school 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 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 for classroom-based instruction apportionments, at least 80 percent (80%) of the instructional time offered by a charter school pursuant to an authorized CCAP partnership agreement shall be at the school site, and the charter school shall require the attendance of a pupil for a minimum of 50 percent (50%) of the minimum instructional time required to be offered pursuant to paragraph (1) of subdivision (a) of *Education Code Section 47612.5*, if the pupil is also a special part-time student enrolled in a



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community college pursuant to this section and the pupil will receive academic credit upon satisfactory completion of enrolled courses.

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

- The total number of 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.
- The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.
- The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
- The total number of full-time equivalent students generated by CCAP partnership community college district participants.
- The total number of full-time equivalent students served online was generated by CCAP partnership community college district participants.

See Board Policy 5010 - Admissions & Concurrent Enrollment

References: *Education Code Sections 48800, 48800.5, 76001, 76002, and 76004*

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