

## Chapter 5 - Student Services

### AP 5011 Dual Enrollment of High School and Other Young Students

#### References:

Education Code Sections 11300 (a), 48800, 48800.5, 48802, 52620, 76001, 76002, and 76004; AB 30; BP 5030, BP 3255, BP 5010, and AP 5055

#### Dual Enrollment

The College may allow the admission of K-12 grade level students, noncredit students, or K-12 without high school diplomas, who can benefit from instruction offered by the College through its Dual Enrollment programs. Allowing a greater and more varied segment of high school pupils to take community college courses provides numerous benefits such as reducing the number of high school dropouts, increasing the number of community college students who transfer and complete a degree, shortening the time to completion of educational goals, and improving the level of preparation of students to successfully complete for-credit, college-level courses. All such students shall be referred to as Special Admit students regardless of whether those courses are taught on the College's campus, a high school campus, or elsewhere.

All courses will be taken for college credit. The responsibility to make the determination of the student's preparation to undertake college coursework belongs to both the school district in which the student is enrolled and the College. The student's school of attendance maintains the right to either award or deny high school credit for the college course completed in the Dual Enrollment program.

Dual Enrollment students must complete the College's admission application and Dual Enrollment application.

The authority to restrict the admission or enrollment of a Special Admit student is based on one or more of the following factors: age, grade-level completion, current school performance or assessment procedures in conformance with matriculation regulations and other course or program prerequisites, including disapproved courses for minors remains the prerogative of the College.

Students with a verifiable disability (verification to be provided by school of origin) may apply to Accessibility Resource Centers for Students (ACCESS) for appropriate accommodations.

The attendance of a pupil at the College as a Special Admit student, pursuant to this Administrative Procedure, is an authorized attendance for which the College shall be credited or reimbursed pursuant to Education Code Sections 48802 and 76002.

Class rosters will denote that the student is a minor.

For all courses attempted in which the College has established specific pre- or co-requisite(s), students must complete the College assessment process or meet other eligibility requirements for the stated pre-requisite and/or co-requisite for the desired course.

Special Admit students are given low enrollment priority in accordance with Education Code 76001(e). However, courses completed as part of the College and Career Access Pathways (CCAP) partnership are calculated as part of future enrollment priority.

Below are the Dual Enrollment programs offered by the College in the following order: Credit Dual Enrollment Program, Noncredit and Adult Education Dual Enrollment Program, Dual Enrollment CCAP Program, Dual Enrollment Non-College and Career Access Pathways (Non-CCAP) Program, and Early College Academies. Each program will list its requirements for participation in the following order: Academic Eligibility, Admissions Process, Eligible Terms, and Unit and Other Limitations.

Mt. San Antonio College may approve eligible K-12 students for the Dual Enrollment program. To be considered for admittance the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001. Criteria for enrollment are listed below.

#### 1. Credit Dual Enrollment Program:

A Dual Enrollment student is a student currently in the K-12 system or home school program who enrolls in a Mt. SAC college credit course:

- As a student attending class(es) at the College for which the student qualifies.
- Has the abilities and sufficient preparation to benefit from instruction at a community college.
- The student's safety and that of others will not be affected.

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.

#### Minors Not Enrolled in a Public School

The College may admit students not enrolled in a public school into the Dual Enrollment program. Students who are eligible to participate must meet the academic eligibility criteria below and submit the appropriate College forms for approval.

If the College denies a request for Credit Dual Enrollment, the College shall record its findings and the reasons for denial of the request in writing within 60 days. The written recommendation and denial shall be issued to the student within 30 days after the request has been submitted.

#### Academic Eligibility

For students attending high school, grades 9-12, the high school district and College will review the application materials and will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. The decision for admission shall be final. This determination may be done by:

- a review of the materials submitted by the student;
- meeting with the student and their guardian;
- consideration of the welfare and safety of the student and others;
- consideration of local, state, or federal laws.

Students in K–8th grade wishing to enroll must provide sufficient documentation related to the area of advanced instruction. For students attending middle and lower schools, the determination shall be made by the Dean of Counseling or designee.

- The school must provide transcripts and a letter signed by the principal indicating how, in their opinion, the student can benefit from instruction.
- The Dean of Counseling 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 Counseling or designee shall be final. Once a decision has been made, the student, their 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 guardian.

### Admissions Process

Special Admit K-12 students attending classes at the College must submit the appropriate College forms for approval by the Mt. San Antonio College Dean of Counseling or designee that verifies the following:

- The grade level of the student;
- Guardian consent form to admit the student to community college course(s).

### Eligible Terms

Enrollment may occur during Fall, Winter, Spring, and Summer terms.

### Unit and Other Limitations

- Special Admit students will be able to enroll in a maximum of 11 units per term. Students requesting more than 11 units will need special approval.
- Full-time enrollment of K-12 grade level students who have not graduated or have not been released is not permitted without program special approval.
- Students may not enroll in a college course to alleviate a high school deficiency unless approved by the local high school.
- Special Admit student registration dates will be assigned as referenced in AP 5055 - Enrollment Priorities.

- Special Admit students will be charged all applicable fees paid by regular and provisionally admitted students, except for student representation, nonresident tuition, transcript, enrollment, health, and student activities fees, as referenced in BP 5030 – Fees.
- Enrollment may be limited in a particular course for Special Admit and other minor students, including those from a particular high school, if enrollment exceeds the maximum allowable per State Education Code.

## 2. Noncredit and Adult Education Dual Enrollment Program:

A noncredit or K-12 Special Admit student is enrolled in and attending either a community college noncredit program or K-12 Adult School and pursuing a high school diploma or a California High School Equivalency Certificate and who intends to concurrently enroll in a Mt. SAC credit course.

### Academic Eligibility

Noncredit or K-12 Adult School students wishing to enroll as a Special Admit student must be pursuing a high school diploma or California High School Equivalency Certificate.

### Admissions Process

- Complete the Adult Education Dual Enrollment program application packet.
- Complete an orientation with a School of Continuing Education (SCE) counselor.

### Eligible Terms

For noncredit Special Admit students, enrollment may occur during Fall, Winter, Spring, and Summer terms.

### Unit and Other Limitations

Noncredit or K-12 Adult School Special Admit students will be able to enroll in up to a maximum of 11 units per term.

## 3. College and Career Access Pathways (CCAP) and Non-CCAP Dual Enrollment Program:

A CCAP and Non-CCAP Special Admit student is a high school student who enrolls in CCAP and Non-CCAP college credit courses in partnership with a high school district and offered on or through their high school campus.

### Academic Eligibility

- A student must be currently enrolled in 9th, 10th, 11th, or 12th grade.
- A 9th grade high school student is a student who has completed the 8th grade.
- Recommendation of high school administrator or designee.

### Admissions Process

- Complete the guardian consent form to admit the student to community college course(s). The consent obtained shall apply to all community college courses attempted by the student until guardian consent is withdrawn in writing.
- Complete Assessment Questionnaire (AQ) for Math and English courses and courses with Math and English pre-requisites.

### Eligible Terms

Enrollment may occur during Fall, Winter, Spring, and Summer terms.

### Unit and Other Limitations

- CCAP Special Admit students will be able to enroll in a maximum of 15 units or four courses per semester through Dual Enrollment.
- A Non-CCAP Special Admit student will be able to enroll in a maximum of 11 units per semester. Students requesting to take more than 11 units will need special approval and will be responsible for enrollment fees above the 11-unit cap.
- Students may not enroll in a college course to alleviate a high school deficiency unless approved by the local high school.

#### 4. Early College Academy:

The Early College Academies are comprehensive high schools that have been established through a partnership between Mt. San Antonio College and a partner school district. Ninth to 12th grade students shall be considered for admission to an Early College Academy through an admissions process, including review by Mt. SAC and high school personnel. Mt. SAC college credit courses shall be offered to students in the 9th, 10th, 11th, and 12th grades.

### Academic Eligibility

Recommendation for an Early College Academy student to take a college credit course will come from the principal or designee.

### Admission Process

- Complete the Guardian Consent Form to admit the student to community college course(s). The consent obtained shall apply to all community college courses attempted by the student until guardian consent is withdrawn in writing.
- Complete Assessment Questionnaire (AQ) for Math and English courses and courses with Math and English pre-requisites.

### Eligible Terms

Enrollment may occur during Fall, Winter, Spring, and Summer terms.

## Unit and Other Limitations

- Early College Academy students will be able to enroll in up to a maximum of 15 units or four courses per term through Dual Enrollment combined. Students requesting more than 15 units will need special approval.
- Students may not enroll in a college course to alleviate a high school deficiency unless approved by the local high school.

Dual Enrollment Course Partnerships through Career Access Pathways (CCAP) or Non CCAP Agreements (this applies to our Dual Enrollment program and Early College Academy).

The College may enter into an agreement with high school districts to offer College courses to Special Admit students, as defined above, at local high schools through the establishment of Career Access Pathways (CCAP) Partnerships or similar other agreements.

Before the offering of any dual enrollment course, the College shall consult with faculty from the respective department(s) and/or program(s) to select those courses that are most appropriate for such offerings. Factors that may be considered in the selection include, but are not limited to, the following: assessment results, success rates of students for the same courses taken at the College, the likelihood of success in the course by high school students, the existence of pre-requisites or co-requisites, credentials and availability of the teaching faculty assigned to a specific discipline, the ability of the course to serve as an entry point into further college studies, and any other consideration deemed reasonable by the College and faculty involved.

All courses taught at local high schools as part of any dual enrollment offering shall follow the College's official Course Outline of Record, maintain the rigor of the college-level course, adhere to the department and/or program's grading standards and shall be, in all other respects, the equivalent of the course as offered on the College's campus.

The College shall be solely responsible for determining and administering the dual enrollment partnerships and for offering and/or cancelling classes.

All persons assigned to teach a dual enrollment course shall be selected and hired solely by the College, shall be its employees, and shall be subject to its direction, control, compensation, evaluation, and discharge. Such employees shall be covered under the Faculty Association bargaining agreement.

In cases where the College chooses to enter into a CCAP Partnership Agreement with a school district partner, that agreement must be approved by the governing boards of the College and the district. As a condition of, and before adopting the agreement, the governing board of each district shall take comments from the public and approve or disapprove the proposed agreement.

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