AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students

High school students may attend Chaffey College through the High School Partnership Program as part-time students. High school students (and home schooled students) shall meet the following minimum admission criteria:

- Completion of the 10th grade.
- Overall grade point average (GPA) of 2.5 or higher.

In addition, they

- Shall apply for each annual period of attendance.
- Shall complete, obtain signatures, and submit all required admissions materials.
- May take up to 8 units for fall/spring terms. Students may appeal to take the maximum number of units allowed for special part-time students under the Education Code (11 units) for fall/spring terms.
- May take up to 6 units for summer session.
- Must be in attendance on the first day of instruction.

Home schooled students who are not affiliated with a school district may attend if they receive a Chaffey College math course placement recommendation of Mathematics 520 or higher and an English course placement recommendation of English 675 or higher. If the preceding course placement recommendations are not achieved, the student may not re-take the assessment test until the following semester.

Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance. Course in which high school and other young students are permitted to enroll will be open to the entire District population and will be taught with the rigor appropriate to college-level course in accordance with the approved course outline.

Admission is subject to seat availability. All special part-time and full-time students are assigned a low enrollment priority in order to ensure that they do not displace regularly admitted students.

Admissions Materials and Review Process

All required materials shall be sent to the Chief Admissions and Records Officer. To be considered for admittance as a special part-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.
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The student must submit:

- A district application for admission.
- Current official high school transcripts, sealed.
- Written and signed parental or guardian consent;
- written and signed approval of his/her principal (NOTE: 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.)
- Demonstration that the student is capable of profiting from instruction.

To be considered for admission as a special full-time student, the student must meet the eligibility standards as established in Education Code Section 48800.05.

The student must submit:

- A district application for admission.
- Current official high school transcripts, sealed.
- Written and signed parental or guardian consent.
- Written and signed acknowledgment of his/her principal. (NOTE: A pupil who is not enrolled in a public or private school does not need to provide written acknowledgment from his/her school principal.).
- Demonstration that the student is capable of profiting from instruction.
- Written approval of the governing board of the school district of attendance.
- A District High School Appeals Petition.

To be considered for admission as a special summer session student, the student must meet the eligibility standards as established in Education Code Section 76001.

The student must submit:

- A district application for admission.
- Current official high school transcripts, sealed.
- Written and signed parental or guardian consent.
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- Written and signed approval of his/her principal that the student has availed himself/herself of all opportunities to enroll in an equivalent course at his/her school of attendance.
- Demonstration that the student has adequate preparation in the disciplines to be studied.

**High School Students:** For students attending high school who meets the minimum criteria, the Chief Admissions and Records Officer or designee will review the materials and determine if the student has the abilities and sufficient preparation to benefit from instruction at Chaffey College. The decision of the Chief Admissions and Records Officer shall be final. This determination may be done by one or more of the following:

- A review of the materials submitted by the student.
- Meeting with the student and his/her parent or guardian.
- Consideration of the welfare and safety of the student and others.
- Consideration of local, state, and/or federal laws.

**Middle and Lower School Students:** For students attending middle and lower schools, the determination shall be made by the High School Appeals Committee. The school must provide transcripts and a letter signed by the principal indicating how in his/her opinion the student can benefit from instruction. The High School Appeals Committee will determine if the student has the abilities and sufficient preparation to benefit from instruction at Chaffey College, and that the student's safety and that of others will not be affected. The decision of the High School Appeals Committee shall be final. Once a decision has been made, the student, his/her parent or guardian and the school principal shall be informed of the decision. This determination may be done by applying one or more of the following criteria:

- Review of the materials submitted by the student.
- Meeting with the student and his/her parent or guardian.
- Consultation with the Chief Admissions and Records Officer.
- Consideration of the welfare and safety of the student and others.
- Consideration of local, state, and/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.
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- Times the class(es) meet and the effect on the safety of the minor.

If a request for special part-time or full-time enrollment is denied for a pupil who has been identified as highly gifted, the Governing Board shall provide written findings and reasons for the denial within 60 days. A recommendation regarding the request for admission, and the denial shall be submitted to the Governing Board at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted.

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

Approved: 03/08/13
(Replaces former Administrative Procedure 5.1)

Revised: 11/15/16