CITRUS COMMUNITY COLLEGE DISTRICT
STUDENT SERVICES

AP 5011  ADMISSION AND CONCURRENT ENROLLMENT OF HIGH SCHOOL AND OTHER YOUNG STUDENTS

References:  Education Code Sections 48800, 48800.5, 48802, 76001, 76002, and 78401

Eligibility for Admissions
The District authorizes the admission of K-12 students who can benefit from advanced scholastic or vocational work to take credit courses as special part-time students or special full-time students. The District may also admit K-12 students to take noncredit and community education classes. The limitations described in this policy only apply to the admission of K-12 students to take credit courses. The Dean of Admissions and Records in consultation with the appropriate dean shall establish procedures for concurrent enrollment in noncredit and continuing education courses.

All courses will be taken for college credit. The student’s K-12 school of attendance maintains the right to grant course credit for courses taken at Citrus College.

Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at the student’s K-12 schools of attendance. Courses in which high school and other young students are permitted to enroll will be open to the entire college population, unless a legal exemption applies, and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.

Admission of 11th and 12th Grade Students
To be considered for admission as a special part-time student, the student must meet the eligibility standards set forth in Education Code Sections 48800 and 76001. To be considered for admission as a special full-time student, the student must meet the eligibility standards set forth in Education Code Section 48800.05. The Dean of Admissions and Records shall establish procedures for the admission of special part-time and special full-time students. Special part-time students may be enrolled in up to 11 units per semester or 5 units per session. Special full-time students may be enrolled in 12 units or more per semester or 6 units or more per session.

The student must be recommended by his/her high school principal or designee. As part of the approval process, the principal must verify that the recommended student can benefit from college instruction.
The student’s parent/guardian must grant permission for the student to enroll at Citrus College. The parent/guardian must also acknowledge that the student will be expected to comply with all District policies and procedures.

**Academic Eligibility of 11th and 12th Graders**

Citrus College will admit high school juniors and seniors who meet the following conditions:

- Students wishing to enroll in degree appropriate courses must have a cumulative high school grade point average (GPA) of 2.0 or better as reflected on their most recent school transcript.
- For all courses attempted, students must complete the appropriate Citrus College assessment process and meet the stated prerequisite and/or co-requisite for the desired course.
- Students with a verifiable disability (verification to be provided by school of origin) will be referred to Disabled Student Programs and Services (DSP&S) for services.

**Limitations on Enrollment of 11th and 12th Graders**

- Students may not enroll full-time unless given special permission.
- Students may not enroll in pre-collegiate courses.
- Students may not enroll in a course to alleviate a high school deficiency.
- Students who withdraw from a course and/or have not made satisfactory progress in a course will not be allowed to enroll in subsequent terms.
- Students will not receive priority registration status.
- Students will be charged applicable fees in accordance with BP 5030 Fees.
- Students who are given permission to enroll full-time (12 units or more in a semester or 6 units or more in a session) will be assessed the enrollment fee.

**Admission of K-10 Grade Students**

To be considered for admission as a special part-time student, the student must meet the eligibility standards set forth in Education Code Sections 48800 and 76001. A special part-time student may only enroll in one class per semester or session. The District may admit highly gifted elementary and secondary students as a special part-time student based on the criteria established herein. Admission is subject to seat availability.

The student must be recommended by his/her school principal or designee. As part of the approval process, the principal must verify that the recommended student can benefit from college instruction.

The student’s parent/guardian must grant permission for the student to enroll at Citrus College. The parent/guardian must also acknowledge that the student will be expected to comply with all District policies and procedures.
The Dean of Admissions and Records shall establish procedures to determine whether a student is academically prepared to benefit from advanced scholastic or vocational work.

**Academic Eligibility of K-10 Grade Students**
Citrus College will admit elementary and secondary students who meet the following conditions:

- Students wishing to enroll in degree appropriate courses must have a cumulative school GPA of 3.0 or better as reflected on their most recent school transcript.
- For all courses attempted, students must complete the appropriate Citrus College assessment process and meet the stated prerequisite and/or co-requisite for the desired course.
- Students with a verifiable disability (verification to be provided by school of origin) will be referred to Disabled Student Programs and Services for services.

**Limitations on Enrollment of K-10 Grade Students**

- Students will be allowed to enroll in a single course each semester or session.
- Students may not enroll in pre-collegiate courses.
- Students may not enroll in a course to alleviate a school deficiency.
- Students who withdraw from a course and/or have not made satisfactory progress in a course will not be allowed to enroll in subsequent terms.
- Students will not receive priority registration.
- Students will be charged applicable fees in accordance with BP 5030 Fees.

**Procedures for Reviewing K-12 Student Admission**
The Dean of Admissions and Records or designee will determine if a student has the ability and sufficient preparation to benefit from instruction and whether the student's safety and that of other students will not be affected by their enrollment. The decision of the Dean of Admissions and Records or designee shall be final. Once a decision has been made, the student and his/her parent or guardian shall be informed of the decision. This determination may be done by applying one or more of the following criteria:

- a review of the materials submitted by the student;
- meeting with the student;
- consideration of the welfare and safety of the student and other students;
- consideration of local, state, and/or federal laws;
- review of the content of the class in terms of sensitivity and possible effects on the student;
- requirements for supervision of the student; and/or
- location and/or meeting times of the class(es).

**Denial of Requests for Admission**
If the District denies a request for special part-time or special full-time enrollment for a student who is identified as highly gifted, the District shall record and issue to the student its findings and the reason for denying the request in writing within 60 days.
Apportionment
The attendance of a student at a community college as a special part-time or special full-time student pursuant to this section is authorized attendance, for which the community college shall be credited or reimbursed pursuant to Education Code Sections 48802 and 76002.

Claims for state apportionment for K-12 students must meet all of the following criteria:
- The class is open to the general public
- The class is advertised as open to the general public in one or more of the following:
  - The college catalog
  - The regular schedule of classes
  - An addenda to the catalog or schedule

If the decision to offer a class on a high school campus is made after publication of the District’s regular schedule of classes, and the class is only advertised to the general public through electronic media, the class must be advertised for a minimum of 30 continuous 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.

If the class is a physical education class, no more than 10 percent of the enrollment of the class may consist of special part-time or special full-time students.