



ADMINISTRATIVE PROCEDURE

5011

DESERT COMMUNITY COLLEGE DISTRICT

ADMISSION OF DUAL AND CONCURRENT ENROLLMENT OF HIGH SCHOOL AND OTHER YOUNG STUDENTS

The College authorizes the admission of special admit students who can benefit from advanced scholastic or career/technical work. The responsibility to make the determination of the student's preparation belongs to the school district in which the student is enrolled.

While the terms are often used interchangeably in law, for clarity of understanding, dual enrollment generally refers to college courses offered on the high school campus through a formal CCAP partnership, whereas concurrent enrollment generally refers to high school students who enroll in college courses on the community college campus or online outside of a CCAP agreement.

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.

All dual and concurrent enrollment courses shall use the same approved Course Outline of Record, Student Learning Outcomes (SLOs), grading standards, and assessment practices as the course offered on the college campus and shall be taught with equivalent academic rigor. Discipline faculty at College of the Desert retain academic oversight of course content, textbooks and instructional materials selection, and grading standards. All instructors assigned as the College of the Desert instructor of record shall meet minimum qualifications pursuant to Title 5 and local equivalency and shall be evaluated under College of the Desert procedures that apply to community college faculty. Nothing in this procedure alters the K-12 employer's responsibility to evaluate K-12 unit members, evaluation of K-12 employees remains under the K-12 district's bargaining agreement and processes.

Authority to restrict the admission or enrollment of a special part-time or full-time student in any session based on age, grade-level completion, current school performance, or assessment and placement procedures in conformance with matriculation regulations remains the prerogative of the College. Admission or enrollment is based on demonstration that the student is capable of - benefiting from instruction. The Dean of Enrollment Services has the authority to make the final decision whether a student can benefit from instruction.

The school of attendance maintains the right to apply course credit.

The parent or guardian of a pupil not enrolled in a public school retains the ability to petition directly to the Superintendent/President or designee for the pupil's special admission on a part- time or full-time basis.

If a request for special part-time or full-time enrollment is denied for a pupil who has been identified as one who can benefit from advanced scholastic or career/technical work, the Board shall provide documented findings and reasons for the denial within 60 days. A recommendation regarding the request for admission, and the denial shall be submitted to the Board at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted.

Student Admission to Dual and Concurrent Enrollment Courses:

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.

Admission is subject to seat availability. The student must submit:

- District application for admission;
- Signed parental or guardian consent;
- Signed approval of their 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 or designee;
- Demonstration that the student is capable of benefiting from instruction. The Dean of Enrollment Services has the authority to make the final decision whether a student can benefit 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 48800.5.

Admission is subject to seat availability. The student must submit:

- District application for admission;
- Signed parental or guardian consent;
- Signed acknowledgment of their principal or designee.
- A pupil who is not enrolled in a public or private school does not need to provide acknowledgment from their school principal or designee.
- Demonstration that the student is capable of benefiting from instruction;
- Written approval of the governing board of the school district of attendance. The Dean of Enrollment Services has the authority to make the final decision whether a student can benefit from instruction.

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.

The student must submit:

- Signed parental or guardian consent;
- Signed approval of their principal or designee that the student has availed themselves of all opportunities to enroll in an equivalent course at their school of attendance; and
- Demonstration that the student has adequate preparation in the disciplines to be studied.

For students attending high school, the Dean of Enrollment Services will review the materials and will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. The decision of the Dean of Enrollment Services shall be final. This determination may be done by one or more of the following options:

- A review of the materials submitted by the student;
- Meeting with the student and their parent or guardian;
- Consultation with the discipline faculty
- Consideration of the welfare and safety of the student and others; and/or
- Consideration of local, state, and/or federal laws.

College of the Desert will admit high school students for enrollment to the College who are eligible to participate based on the criteria established below.

The student must be recommended by their high school principal or designee. As part of the approval process, the principal or designee must verify through consent and signature on the Special Admit Minor Form that the recommended student can benefit from college instruction. A pupil who is not enrolled in a public or private school does not need to provide acknowledgment from their school principal or designee.

A parent/guardian consent and signature on the High School Concurrent Enrollment Form, verifying parental/guardian approval of student's participation, must be submitted in addition to the College application by the established deadlines. Parents/guardians must also acknowledge on the High School Concurrent Enrollment Form that the student will be expected to conform to all College policies.

Concurrent enrollment students are enrolled in a college course. As such, the instructor works directly with the student. Under the Family Educational Rights and Privacy Act (FERPA), instructors are not required to discuss student performance or other student-related issues with parents/guardians.

College of the Desert will admit high school students who meet the following conditions:

- For all courses attempted, students must complete the appropriate College assessment process and meet the stated prerequisite(s) and/or co-requisite(s) for the desired course.

Middle and Lower School Students: For students attending middle and lower schools, the determination shall be made by the Dean of Enrollment Services. The school must provide transcripts and a letter signed by the principal or designee indicating how in their opinion the student can benefit from instruction. The Dean of Enrollment Services 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 Enrollment Services shall be final. Once a decision has been made, the student, their parent or guardian and the school principal or designee shall be informed of the decision. This determination may be done by applying one or more of the following options:

- A review of the materials submitted by the student;
- Meeting with the student and their parent or guardian;
- Consultation with discipline faculty;
- 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.

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.

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

Dual enrollment and concurrent enrollment students are College of the Desert students, subject to the College Student Conduct Code, the Academic Integrity Policy, and all related procedures, regardless of class location or modality. Suspected academic integrity violations, including cheating and plagiarism, are reported and processed under College procedures. Conduct referrals are made to the College office responsible for student conduct. Communications and notifications are managed in accordance with FERPA. Parents or guardians may receive information only as permitted by law and any authorized release.

Limitations on Enrollment

- A high school student may be permitted to enroll in up to 11 units (or up to 15 units if the student is enrolled in a College and Career Access Pathway) per semester. The Dean of Enrollment Services may make exceptions, subject to consideration and approval.
- Students may not enroll in pre-collegiate courses or physical education activity courses.
- Students may not enroll in a College course to alleviate a high school deficiency.
- Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue in the college program without approval from the Dean of Enrollment Services.
- Students will not receive priority enrollment status.
- Students will have enrollment fees waived.

Summer Enrollment of K-12 Students

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.

In addition to the above, minor students wishing to attend summer session must submit:

- Signed parental or guardian consent;
- Signed approval of their school principal or designee that the student has availed himself/herself of all opportunities to enroll in an equivalent course at their school of attendance; and
- Demonstration that the student has adequate preparation in the disciplines to be studied.

All required documents shall be submitted to the Office of Admissions & Records.

Classes on High School Campuses

If the decision to offer a class on a high school campus is made after publication of the College'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.

When a College of the Desert course is located on a high school campus, the College of the Desert instructor of record maintains responsibility for instruction, grading, SLO assessments, and submission of grades in the College information system. To support academic quality assurance, College of the Desert may conduct syllabus reviews, classroom observations, and site visits consistent with College evaluation procedures for community college faculty. Observations on K-12 sites will be coordinated with the site administrator for scheduling and visitor access. College observations and evaluations apply only to the College of the Desert instructor of record, and do not constitute an evaluation of any K-12 employee or affect the K-12 employee's status under the K-12 collective bargaining agreement.

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 ten percent of the enrollment of the class may consist of special part-time or full-time students.

Additional Regulations

To be considered for admission as a special part-time or full-time student, the student must meet the eligibility standards established in Education Code, Sections 48800 and 76001. Special part-time and full-time students are given low enrollment priority in accordance with AB 967.

All special admit students are subject to the College Student Conduct Code and Academic Integrity Policy. Faculty submit conduct or academic integrity referrals through the College's established reporting process. Students have the same due process rights, appeal options, and timelines as any other College student, as set out in College procedures.

The College catalog, which is updated annually, contains the most recent information

regarding the admission and enrollment of high school and other young students. Additionally, the Schedule of Classes is published each term and provides the admission deadlines. This document is updated annually for currency and correctness.

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 or a county office of education 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 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 or county office of education partner that is governed by a CCAP partnership agreement approved by the governing boards of both partners. As a condition of adopting, a CCAP partnership agreement, the governing board of each partner, 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 partner shall have final decision-making authority regarding the career technical education pathways to be provided under the partnership;
- 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.

The CCAP partnership agreement shall be filed with the California Community Colleges Chancellors 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 be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; 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. The protocols shall only require a high school pupil participating in a CCAP partnership to submit one parental consent form and principal or designee recommendation for the duration of the pupil's participation in the CCAP partnership.
- Identify a point of contact for the participating community college district and

school district or county office of education 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 both 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; 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.
- Specify both of the following:
 - Which partner will be the employer of record for purposes of assignment monitoring and reporting to the county office of education; and
 - Which partner will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
- Certify that any course taught by pretransfer-level 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 mathematics, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering school district, or county office of education, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative pretransfer course as an intervention in the pupil's junior or senior year to ensure that 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 or county office of education 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 shall 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.

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 in courses offered at the community college campus or the participating high school campus, 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 students seeking to enroll in a community college course required for the student's CCAP partnership program from the following fee requirements:

- Student representation fee (Education Code Section 76060.5)
- Nonresident tuition fee and corresponding permissible capital outlay fee and/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 participating in a CCAP partnership agreement shall enroll high school pupils in any course that is part of a CCAP partnership agreement offered at a community college campus. Courses offered through the CCAP program may be offered at the community college campus or the participating high school campus.

The District or county office of education shall not receive a state allowance or apportionment for an instructional activity for which the partner 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 or county office of education 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 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/President 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 generated by CCAP partnership community college district participants.

References:

**Education Code Sections 48800, 48800.5, 76001, 76002, and 76004;
Title 5 Section 56700**

Administrators: VP of Instruction & VP Student Services

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Next Review: 2027-2028