

IMPERIAL COMMUNITY COLLEGE DISTRICT

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

Reference: *Education Code Sections 48800, 48800.5, 76001, and 76002*

Admissions criteria and procedures for younger students enrolling in the college:

In accordance with the California Education Code, Imperial Valley College (IVC) will consider students in grades 11 and 12 for concurrent enrollment as Special Students; students below grade 11 will be considered on a rare-exception basis.

The Office of Admissions and Records is responsible for developing, implementing, and publishing application and admission procedures and forms, and for notifying students of admission decisions.

Students will be admitted to take courses on a part-time basis for fewer than 12 units during the Fall and Spring Semesters and for 6 or fewer units during intersessions.

Students seeking admission for full-time enrollment will be required to submit additional specific recommendations of the principal of their school with explanation of why full-time admission should be granted.

Students will be admitted to take courses that apply to IVC degree requirements and are scholastic or vocational in nature. They will not be admitted to take Physical Education (PE) courses. They also will not be admitted to take below college-level English and math which do not meet IVC degree requirements. Courses, other than PE, are acceptable as long as they are not designated as "Nontransferable, nondegree applicable" in the Class Schedule or College Catalog.

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;
- 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. The **Director of Admissions and Records** 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 48800.05.

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

- district application for admission;
- 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. The **Director of Admissions and Records** 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 Section 76001.

The student must submit:

- written and signed parental or guardian consent;
- 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; and
- demonstration that the student has adequate preparation in the disciplines to be studied.

All required documents shall be sent to the **Director of Admissions and Records**.

High School Students: For students attending high school, **Director of Admissions and Records** 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 **Director of Admissions and Records** 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 his/her parent or guardian;
- consultation with Student Services staff;
- consideration of the welfare and safety of the student and others; and/or
- consideration of local, state, and/or federal laws.

Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance. 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 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

Procedures for ensuring that claims for state apportionment for K-12 students 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 full time students.

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