AP 5011 ADMISSION OF HIGH SCHOOL AND OTHER YOUNG STUDENTS

References:
Education Code Sections 48800, 48800.5, 76001, and 76002;
Title 5 Section 55530

Students may be admitted and enroll in courses not offered at their schools of attendance. Courses in which high school 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.

The District authorizes the admissions of “academically gifted” special part-time and full-time K-12 minor students without high school diplomas or the equivalent, who will benefit from advanced scholastic or vocational work. The responsibility to make the determination of the student’s preparation belongs to the school district in which the student is enrolled and the Marin Community College District.

The District retains the authority to restrict admission or enrollment of special part-time or full-time students in any session based on age, grade-level completion, current academic performance, or assessment and placement procedures in compliance with matriculation policies and procedures.

Once enrolled, students must meet all standards for academic performance at the college level and conform to expectations of student conduct. The school of attendance retains the right to apply course credit.

Certain restrictions apply. All classes must be open to the general public, and there may be limitations on the number of students who may enroll in a particular course. The class must be advertised as open to the general public in one or more of the following: the Catalog, the regular schedule of classes, or an addendum to the catalog or schedule of classes.

- If the decision to offer a class on a high school campus is made after publication of the 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.
I. Special Part-Time Admissions Program

Concurrent Part-Time Students (Grades 9th – 12th)
To be considered for admittance as a special part-time high school student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.

Admission Procedures
The student must submit a completed:
- College admissions application
- College Credit Program (CCP) Form which includes:
  a) Signature of the parent or guardian
  b) Signature of the high school principal or counselor
  c) Signature of a College of Marin counselor
- Depending on the requested courses, students may be required to complete the appropriate College matriculation process, prior to registration, which includes:
  a) Math and/or the English Placement Test
  b) Student Success Workshop
  c) Counseling Appointment

Academic Eligibility
- Students wanting to enroll in degree appropriate courses must have a cumulative high school grade point average of 2.0 or better.
- For all courses attempted students must meet the stated pre-requisite and/or co-requisite for the desired course.
- Students with a verifiable disability (verification to be provided by the school of origin) may be referred to Disabled Student Programs and Services for accommodation.

Limitations on Enrollment
- For the first semester, students with a cumulative high school grade point average (GPA) between 2.0 and 3.0 may be allowed to enroll in one course. Students wanting to enroll in two courses must have earned a cumulative GPA of 3.0 or better.
- Students may not enroll in physical education classes.
- Students may not initially enroll in any course numbered below 100.

Academically Talented Elementary Students (grades K - 8th)
The District may admit highly gifted elementary students through the 8th grade level for enrollment to the College provided they are eligible to participate based on the criteria established below.

Admissions Procedure
- 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.
• A parent/guardian approval form allowing the student to participate must be submitted with the College admissions application. Parents/guardian must also acknowledge that the parent/guardian understands that the student will be expected to conform to all Board Policies and Administrative Procedures.

• Students must submit a completed College Credit Program (CCP) Form which includes:
  a) Signature of the parent or guardian
  b) Signature of the high school principal or counselor
  c) Signature of a College of Marin counselor
  d) Signature of the College of Marin instructor teaching the course

• Depending on the requested courses, students may be required to complete the appropriate matriculation process, prior to registration, which includes:
  a) Math and/or the English Placement Test
  b) Student Success Workshop
  c) Counseling appointment

Academic Eligibility
• Students must have earned a cumulative grade point average of 2.5, or better, if applicable. If a GPA is not provided, academic eligibility will be based on the recommendation of the elementary or secondary principal, teacher and/or counselor.

• For all courses attempted students must meet the stated pre-requisite and/or co-requisite for the desired course.

• Students with a verifiable disability (verification to be provided by the school of origin) may be referred to Disabled Student Programs and Services for accommodation.

Limitations on Enrollment
• Students will be allowed to enroll in a single course each term.
• Students may not enroll in Physical Education Courses.
• Students may not initially enroll in any course numbered below 100.
• Students who have previously enrolled and who have not made satisfactory progress, will not be allowed to continue without an approved petition in the Special Admissions Program.

The decision of the Dean of Enrollment Services to admit or deny admissions will be final. Once a decision has been made, his/her parent of guardian and school principal shall be informed of the decision. This determination may be made by evaluating one or more of the following criteria:

• A review of the materials submitted by the student.
• Meeting with the student and his or her parent or guardian.
• Consultation with a counselor for matriculation
• 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.
• Times the class(es) meet and the effect on the safety of the minor.
• Instructor’s recommendations.

II. Full-Time Admission Program

Concurrent Full-Time High School Students (Grades 9th –12th)
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 Procedures

Students must submit:
• A completed College admissions application.
• A completed College Credit Program (CCP) Form which includes:
  a) Signature of the parental or guardian
  b) Signature of the high school principal or counselor. (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 or counselor)
  c) Signature of a College of Marin counselor
• Written approval of the governing board of the school district of attendance. The Vice President of Student Learning or designee has the authority to make the final decision whether a student can benefit from instruction.

Academic Eligibility
• Demonstration that the student is capable of benefiting from instruction.
• Official transcripts from the referring high school district.
• Student will not be allowed to register without completing the matriculation process, which includes:
  a) Math and the English Placement Test
  b) Student Success Workshop
  c) Counseling appointment
• For all courses attempted students must meet the stated pre-requisite and/or co-requisite for the desired course.

Enrollment Limitations
Students are limited to 12 units for their first semester. For additional units, students must meet with a College of Marin counselor to complete the Petition to Carry Extra Units. A counselor’s signature must be on the Petition to be accepted by the Office of Admissions and Records.
**Home Schooled Students**
In addition to meeting all the requirements as established in the above described procedures, home schooled students are required to provide an affidavit from the County Board of Education indicating they are legally home schooled or chartered.

**Appeals**
If a request for concurrent part-time or full-time enrollment is denied for a student who has been identified as highly gifted, the Board of Trustees 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 of Trustees at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted.

**III. Full-Time Student (Exempt from Compulsory School Attendance)**
To be considered for admissions as a full-time student exempt from compulsory primary or secondary school attendance, the student must meet the eligibility standards as established in Education Code Section 48800.5 and Education Code Section 76001(b).

**Admissions Procedures**
- Students must submit a completed admission application.
- A letter from the County Board of Education in which the student resides specifically exempting the student from compulsory school attendance.
- A letter for the parent/guardian requesting that his/her son/daughter be consider for admissions as a full-time student.

**Academic Eligibility**
- Official transcripts from the student’s primary/secondary school, if available.
- Students must complete the matriculation process, which includes:
  a) Math and English Placement Test
  b) Students Success Workshop
  c) Counseling appointment (development of educational plan).
- For all courses attempted students must meet the stated prerequisite and/or co-requisite for the desired course.

**Enrollment Limitations**
Students are limited to 12 units for their first semester. For additional units, students must meet with the College of Marin counselor to complete a Petition to Carry Extra Units. A counselor’s signature must be on the Petition to be accepted by the Office of Admissions and Records.

**Appeals**
If a request for full-time enrollment is denied, the Board of Trustees shall provide written findings and reasons for the denial within 60 days. A recommendation regarding the request for admissions and the denial shall be submitted to the Board of Trustees at a regular scheduled meeting that falls at least 30 days after the request for admission has been submitted.
Location of Information
Current information regarding the procedures for application, admission, and enrollment of high school students is available on the College of Marin website at http://www.marin.edu.

Office of Primary Responsibility: Vice President of Student Learning

Date Approved: June 22, 2010
(Replaces part of College of Marin Procedure 4.0003 DP.1)