

**ADMINISTRATIVE PROCEDURE 5011 ADMISSION: SPECIAL ADMISSION AND ENROLLMENT OF HIGH SCHOOL  
AND OTHER YOUNG STUDENTS**

**Introduction**

Per Education Code 48800 and 76002, the Peralta Community College District (Berkeley City College, College of Alameda, Laney College, and Merritt College) authorizes the admission of special admit students, who are “highly talented” minor students without high school diplomas, who can benefit from “advanced scholastic or career/technical work.”

Students will receive college credit in all courses. The responsibility to make the determination of the student’s preparation belongs to the school district in which the student is enrolled. However, the final determination rests with the College where the special admit student seeks to enroll.

A student participating in the special enrollment program as a special admit receives college credit. With the approval of the high school, the student also may receive high school credit. The Office of Admissions and Records will send an official transcript to the high school upon request.

The authority to restrict the admission or enrollment of a special admit student in any session based on age, grade-level completion, current school performance or assessment and placement procedures in conformance with matriculation regulations and other course or program prerequisites, remains the prerogative of the college.

Special admit students shall be restricted from enrolling in any class deemed educationally inappropriate for under-age (minor) students.

Additionally, the California Education Code section 76004 that the District may participate in a College and Career Access Pathways (CCAP) partnership with the governing board of a school district 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 students achieve college and career readiness (see below).

This procedure does not apply to (Early College High School Program), such as College of Alameda or the Laney College Gateway to College Program.

**High School Students**

High school students may be admitted for enrollment to a Peralta college who are eligible to participate based on the criteria listed below. Per Education Code sections, 76001, 76002, and 48800, persons who are 18 years of age or older and still enrolled in high school or adult high school also may be admitted as “special admit” students.

The student must be recommended by his/her high school principal. As part of the approval process, the principal must verify through consent and signature on the High School Special Enrollment form that the recommended student can benefit from college instruction. Home schooled students must provide approval/clearance from their local high school district.

A parent/guardian consent and signature on the High School Special Enrollment form verifying parental/guardian approval must be submitted in addition to the district online admission application. Parents/guardians also must acknowledge on the High School Special Enrollment form that the student

will be expected to conform to all college/district policies and that topics of instruction are appropriate for adult-level students.

A student enrolling in 6.5 to 15 units must obtain permission from the college Vice President of Student Services or designee at the College prior to enrollment (use the High School Special Enrollment Program form). Official high school transcripts must be attached to the enrollment form.

**Conditions for Enrollment:** The Peralta Community College District may admit a high school student who meets the following conditions:

Academic Eligibility:

1. Students wishing to enroll in degree appropriate courses must have a cumulative high school grade point average of 2.0 or better as verified by the high school.
2. When a student seeks to enroll in a course that has a pre-requisite of co-requisite, the students must meet the stated prerequisite and or co-requisite in order to enroll in the class.
3. Students with a verifiable disability (verification to be provided by school of origin) will be referred to Disabled Student Programs and Services for assessment and recommendation.

Limitations on Enrollment

1. Admission is subject to seat availability.
2. Special admit full-time students must meet the eligibility standards as established in Education Code Section 48800.05.
3. Students may not enroll in pre-collegiate courses (numbered 250 or higher), physical education courses, or any course comparable to a course offered at the high school.
4. Students may not enroll in a college course to alleviate a high school deficiency.
5. Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue enrollment as a special admit student.
6. Students will not receive priority enrollment status.  
Students will not be charged enrollment fees or any other college/district fees

Enrollment Steps:

1. Complete the High School Special Enrollment form that includes the approval/signature of the parent/guardian and of the student's high school principal
2. Complete the online admissions application.
3. The High School Special Enrollment form will be submitted to the Office of Admissions and Records, and the student will be enrolled in the selected classes.

**Talented Elementary and Middle School Students**

The Peralta Community College District may admit highly gifted elementary and middle school students for enrollment in a Peralta College if they are deemed eligible to participate.

Elementary and middle school students will have limited course options for enrollment and the list of these courses can be found at the following web site:

<http://web.peralta.edu/admissions/high-school-students/elementary-middle-school-students/>

Enrollment steps:

1. The student must be recommended by the school principal who signs the Elementary and Middle School Special Enrollment form. The principal must verify that the recommended

- student can benefit for college instruction. Home schooled students must provide approval/clearance from the local school principal.
2. The parent/guardian also must sign the Elementary and Middle School Special Enrollment form. The form is submitted to the Office of Admissions and Records at the college. In signing the form, parents acknowledge that the parent/guardian understands that the student will be expected to conform to all college/district policies.
  3. The student must complete the District paper admission application to be submitted with the elementary and middle school student special admissions enrollment approval form.
  4. Special part-time students are exempt from paying enrollment fees and any other college/district fees.
  5. Students enrolling as elementary or middle school special admit students can only enroll in select classes. Elementary and middle school students may only enroll in one class per semester from the list of select classes and may be permitted to enroll in two classes in summer session.

### **College Classes on High School Campuses**

If a 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. The principal of the school must sign an agreement with the college/district which agrees to the open enrollment of students. The class will be open to all students.

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

### **State Apportionment**

A community college district may include K-12<sup>th</sup> grade students who attend a community college within the District pursuant to Education Code Sections 48800 and 76001 in the District's report of full-time equivalent students (FTES) only if those students are enrolled in community college classes that meet all of the following criteria:

1. The class is open to the general public.
2. The class is advertised as open to the general public in one or more of the following:
  - a. the college catalog.
  - b. the regular schedule of classes.
  - c. an addendum to the college catalog or regular schedule of classes.

If a decision to offer a class on a high school campus is made after the publication of the regular schedule of classes, and the class is solely advertised to the general public through electronic media, the class shall be so advertised for a minimum of 30 continuous days prior to the first meeting of the class. If the class is offered at a high school campus, the class may not be held during the time the campus is closed to the general public.

### **College and Career Access Pathways (CCAP)**

Per California Education Code section 76004, the Peralta Community College District may enter into a College and Career Access Pathways (CCAP) partnership with the governing board of a school district 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, including continuation 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 partner that is governed by a CCAP partnership agreement approved by the governing boards of both districts. As a condition of adopting, a CCAP partnership agreement, the governing board of each district, 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 district shall have final decision-making authority regarding the career technical education pathways to be provided under the partnership; and
- 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 Chancellor's Office and with the department before the start of the CCAP partnership, and shall:

1. outline the terms of the CCAP partnership and shall include, but not necessarily be limited to, the total number of high school pupils to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those pupils; 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.
2. 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 recommendation for the duration of the pupil's participation in the CCAP partnership.
3. identify a point of contact for the participating Peralta Community College District and school district partner.
4. 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.
5. 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.
6. 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.
7. include a plan by the participating community college district to ensure all of the following:
  - a. 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;
  - b. a community college course that is oversubscribed or has a waiting list shall not be offered in the CCAP partnership; and
  - c. 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.
8. 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.

- a. The district shall provide to the Peralta Federation of Teachers (PFT) in a timely manner prior to the start of each assignment under the district Memorandum of Understanding (MOU) with the PFT, the names of faculty to be assigned to provide services for the school district under the PCCD-District's partnership agreement and or pursuant to Education Code section 76004, so as to assure the assignment has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the PCCD.
  - b. The PCCD shall, each applicable term, provide the PFT a list of all faculty providing services under the MOU with the PFT, along with a copy of the certifications required in Education Code section 76004. Said lists and certifications shall be provided no later than 14 calendar days after the start of the academic term or assignment.
9. specify both of the following:
- a. which participating district will be the employer of record for purposes of assignment monitoring and reporting to the county office of education; and
  - b. which participating district will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
10. certify that any remedial course taught by 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, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in the pupil's junior or senior year to ensure the pupil is prepared for college-level work upon graduation.

A Peralta Community College District when 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:

1. developing seamless pathways from high school to community college for career technical education or preparation for transfer;
2. improving high school graduation rates; or
3. helping high school pupils achieve college and career readiness.

The District will not enter into a CCAP partnership with a school district 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 may 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 if all of the following circumstances are satisfied:

1. The units constitute no more than four community college courses per term;
2. The units are part of an academic program that is part of a CCAP partnership agreement established pursuant to this article; and
3. 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.

In connection with a CCAP partnership, the governing board of the District shall exempt special part-time students from the following fee requirements:

1. Student representation fee (Education Code Section 76060.5)
2. Nonresident tuition fee (Education Code Section 76140)
3. Transcript fees (Education Code Section 76223) or processing fee (Education Code Section 76140)
4. Course enrollment fees (Education Code Section 76300)
5. Apprenticeship course fees (Education Code Section 76350)
6. Child development center fees (Education Code Section 79121)

The District shall not receive a state allowance or apportionment for an instructional activity for which the partnering district 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 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 Peralta Community College District and the school district shall report annually to the California Community Colleges Chancellor's Office, the Legislature, the Director of Finance, and the Superintendent all of the following information:

1. 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.
2. The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.
3. The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
4. The total number of full-time equivalent students generated by CCAP partnership community college district participants.
5. 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, 76004, 76060.5, 76140, 76223, 76300, 76350, and 79121

California Community Colleges Chancellor's Office Legal Opinion 04-13 and 05-01  
Memorandum of Understanding between the Peralta Federation of Teachers, AFT Local 1603,  
CFT/AFT, AFL-CIO and the Peralta Community College District and the Governing Board  
regarding course instruction or other educational services provide by the PCCD to high school  
districts.

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