

**STUDENT SERVICES**

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

**References:**

Education Code Section 76000 and cites below

To be considered for admission, minors under 18 years of age must have completed the eighth grade or reached the age of 15 and have permission of the local accredited school district. Home-schooled minors may enroll with permission of the local accredited school district or provide the Private School Affidavit from the County Office of Education. Minors under 15 years of age, with permission from an accredited public or private school and the Palomar faculty member(s), may enroll only in courses specified by the local school district or private school. Otherwise, minors under 15 years of age are limited to enrolling in special classes devoted to children, such as child development lab classes or youth orchestra. Admission to the District does not guarantee enrollment in a class. The final decision as to whether a minor under the age of fifteen (15) may be enrolled in a class rests with the instructor. (California Education Code Sections 76000-76002).

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:

- The application for admission
- written and signed parental or guardian consent on the K-12 Minor Form
- written and signed approval of the principal or designee on the K-12 Minor Form and (**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 (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 fulltime student (over 12 units), the student must meet the eligibility standards as established in Education Code Section 48800.05 and complete the same form as for special part-time students.

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*(This is a new procedure recommended by the CC League and the League's legal counsel)*

32 To be considered for admission as a special summer session student, the student must  
33 meet the eligibility standards as established in Education Code Section 76001.

34 The student must submit:

- 35 • written and signed parental or guardian consent on the K-12 Minor Form
- 36 • written and signed approval of the principal or designee that the student has  
37 availed himself or herself of all opportunities to enroll in an equivalent course at  
38 the school of attendance and
- 39 • demonstration that the student has adequate preparation in the disciplines to be  
40 studied

41 All required documents must be submitted to the Office of Enrollment Services.

42 **High School Students:** For students attending high school, the guidance counselor  
43 will review the materials and will determine if the student has the abilities and sufficient  
44 preparation to benefit from instruction at a community college. The decision of the  
45 guidance counselor shall be final. This determination may be done by one or more of  
46 the following options:

- 47 • a review of the materials submitted by the student
- 48 • meeting with the student and the parent or guardian
- 49 • consultation with the Director of Enrollment Services or designate
- 50 • consideration of the welfare and safety of the student and others and/or
- 51 • consideration of local, state and/or federal laws

52 Students will not be admitted unless they have availed themselves of all opportunities to  
53 enroll in equivalent courses at their schools of attendance. Courses in which high  
54 school and other young students are permitted to enroll will be open to the entire District  
55 population and will be taught with the rigor appropriate to college-level courses in  
56 accordance with the approved course outline.

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

63 Office of Primary Responsibility: Enrollment Services

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