

STUDENT SERVICES

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

Education Code Section 48800, 48800.5, 76001, 76002, and 76004 and other cited sections;

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 16 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. Admission to the District does not guarantee enrollment in a class. The final decision as to whether a minor under the age of sixteen (16) 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.) Parents of homeschooled students should provide a copy of the Private School Affidavit from the County Office of Education and sign their name as the administrator (principal) on the K-12 Minor Form.
- demonstration that the student is capable of profiting from instruction. Palomar College limits enrollment to 7 units for Fall and Spring Semester and to 5 units for the Summer Session. Students who have demonstrated academic success may petition using the K-12 Minor Unit Petition Form to take more units. Enrollment Services has the authority to make the final decision whether a student can benefit from instruction and whether a student can take more units than the established limits.

Date Approved: 11/20/07; Revised 10/21/14, 9/20/16, and 12/10/21.

(Replaces all previous versions of AP 5011.)

To be considered for admission as a special fulltime student (12 or more units), the student must meet the eligibility standards as established in Education Code Section 48800.05 and complete the K-12 Minor Form with the written and signed approval of the principal or designee. In addition, the principal or designee must sign the additional approval line authorizing fulltime attendance. K-12 students wishing to study full-time, must have demonstrated academic success and will also need to submit the K-12 Minor Unit Petition form.

Enrollment fees for special part-time students will be waived for fewer than 12 units. Special full-time students (12 or more units) will be responsible for the enrollment fee.

Non-resident fees for special part-time students will be waived based on the following criteria (Education Code section 76140):

- The student must be residing in California.
- The student must be attending a high school (public or private) in California.
- The student must be enrolled as a special part-time student in fewer than 12 units each semester or fewer than 15 units if participating in a CCAP as defined in this administrative procedure.
- The student must be recommended by the principal of the pupil's school and have parental permission to attend a community college.
- The exemption does not apply to special full-time students.
- This exemption does not apply to nonimmigrants other than "T" and "U" nonimmigrant visa.
- Students receiving this nonresident tuition exemption do not receive resident status.

Students participating in a "College and Career Access Pathways" partnership (CCAP) will be considered a special part-time student for up to 15 units per term if all of the following circumstances are satisfied (Education Code section 76004(p)):

- 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.
- The units are part of an academic program that is designed to award both a high school diploma and an associate degree or a certificate or credential.

Furthermore, if the special part-time student who is participating in a CCAP Partnership meets all three of the aforementioned requirements, the college district must exempt the following community college fees pursuant to Education Code section 76004(q);

- Student representation fee. (Section 76060.5)
- Nonresident tuition fee and corresponding permissible "capital outlay" fee. (sections 76140, 76141, and 76142)
- Transcript fees. (Section 76223)

- Course enrollment fees. (Section 76300)
- Apprenticeship course fees. (Section 76350)
- Early Childhood Education Lab School fees: Section 79121)

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 on the K-12 Minor Form
- written and signed approval of the principal or designee that the student has availed himself or herself of all opportunities to enroll in an equivalent course at the school of attendance and
- demonstration that the student has adequate preparation in the disciplines to be studied

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

High School Students: For students attending high school, the guidance counselor 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 guidance counselor 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 the parent or guardian
- consultation with the Director of Enrollment Services or designate
- consideration of the welfare and safety of the student and others or
- consideration of local, state 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 District 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 Governing 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 Governing Board at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted.

Office of Primary Responsibility: Enrollment Services