

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

**Reference:**

Education Code Sections 48800, 48800.5, 76000, 76001, and 76002

The Riverside Community College District, authorizes the enrollment of eligible minor students whom the Board of Trustees determines would benefit from collegiate educational course work. It is the intent of the Board of Trustees to consider the enrollment of eligible minor students in compliance with the District priority admission mandates and in the District's fulfillment of its educational mission. Further, the Board of Trustees may authorize the acceptance of eligible minor students, when the collegiate educational course work being requested provides course work otherwise not available to the minor student, when the enrollment of the minor student in college course work is not in conflict or in lieu of the compulsory school attendance laws of the state, and when the exceptions to allow enrollment of minors is consistent with the philosophy and mission of the District.

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Date Adopted: November 18, 2008  
(Replaces RCCD Policy 6058)

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

**Reference:**

Education Code Sections 46100, et seq., 48800, 48800.5, and 76000, et seq.

The District authorizes the admission of eligible minor students without high school diplomas, who are capable of profiting from instruction offered.

Authority to restrict the admission of a special part-time or full-time student in any session based on age, grade-level completion, current school performance or assessment and placement procedures in conformance with matriculation regulations, remains the prerogative of the District.

All special part-time and full-time students are assigned a low enrollment priority in order to ensure that they do not displace regularly admitted students.

Approved high school students may take up to 8 units for Fall/Spring terms and 5 units for Winter/Summer terms. High school students are not allowed to take physical education classes. Students may appeal to take the maximum number of units allowed under the Education Code for Fall/Spring terms (11) by going through the campus office of Matriculation.

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 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.

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.

## ADMISSION CRITERIA AND PROCEDURES FOR MINOR STUDENTS ENROLLING IN THE DISTRICT:

### SPECIAL PART-TIME STUDENTS

To be considered for admittance as a special part-time student, the student must meet the eligibility standards as established in the Education Code. Special part-time students do not pay enrollment fees, but must pay health fees. Approved students must wait until the first day of class to register. Students must have the consent of the individual faculty member assigned to teach the course.

To apply, the student must submit the following documents by published deadlines:

- District application for admission;
- Results from the RCCD Concurrent Enrollment Test;
- Official transcript, sealed and no more than 90 days old;
- Written and signed parental or guardian consent;
- Written and signed approval of his or 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 or designee(s) appointed by the principal.)

All required documents shall be sent to the Matriculation Specialist at each campus.

### SPECIAL FULL-TIME STUDENTS

To be considered for admittance as a special full-time student, the student must meet the eligibility standards as established in the Education Code. Special full-time students pay enrollment and health fees. Approved students must wait until the first day of class to register. Students must have the consent of the individual faculty member assigned to teach the course.

The student must petition the governing board of the school district in which the pupil is enrolled to authorize the attendance of the pupil as a full-time student. A pupil who attends a community college as a special full-time student is exempt from compulsory school attendance under the Education Code.

To apply, the student must submit the following documents by published deadlines:

- District application for admission;
- Results from RCCD Concurrent Enrollment Test;
- Official transcript, sealed and no more than 90 days old;
- Written and signed parental or guardian consent;
- Written and signed acknowledgment of his or her principal. (Note: A pupil who is not enrolled in a public or private school may petition directly without the signature of a principal or designee(s) appointed by the principal);

- Must have completed, if accepted by the District, all matriculation requirements for admission. She or he must participate in the placement process, attend student orientation, obtain college counseling support prior to registration, and pay all applicable fees.

All required documents shall be sent to the Matriculation Specialist at each campus.

## REVIEW PROCESS FOR HIGH SCHOOL STUDENTS

The Matriculation Specialist will review the materials and will determine if the student has met the requirements. This determination may be done by one or more of the following options:

- Review of the materials submitted by the student;
- Consultation with the Chief Admissions and Records Officer, or their designee;
- Consideration of the welfare and safety of the student and others; and/or
- Consideration of local, state and/or federal laws.

## MIDDLE AND LOWER SCHOOL STUDENTS

For students attending middle and lower schools, the determination of eligibility to apply shall be made by the Dean of Student Services (DSS), or designee. The student must meet all the requirements of regular high school students by published deadlines and meet with the DSS who will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college, and if the student's safety and that of others will not be affected. The decision of the DSS shall be final. Once a decision has been made, the student, his or her parent or guardian, and the school principal shall be informed of the decision. This determination may be done by applying the following criteria (one or more of the following options):

- Review of the materials submitted by the student;
- Meeting with the student and his or her parent or guardian;
- Consultation with the Chief Admissions and Records Officer, or their designee;
- 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; and/or
- Times the class(es) meet and the effect on the safety of the minor.

## STUDENTS IN MIDDLE AND/OR EARLY COLLEGE HIGH SCHOOL PROGRAMS

Students are recommended by their school principal, or designee(s), and are required to apply and submit the School/Parent Approval form. Students must register or be registered by the Add deadline.

Office of Primary Responsibility: Admissions and Records

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Administrative Approval: December 8, 2008  
(Replaces current RCCD Regulation 6058)  
Revised August 30, 2010