

1.0 Purpose

1.1 These regulations shall apply to the admission and enrollment of students who have applied to and have been recommended for admission to a community college pursuant to Education Code sections 48800, 48800.5, or 52620 inclusive of students attending high school, and students attending adult school, and other students whom Colleges in the Los Rios Community College District may admit as special part-time or special full-time students.

1.1.1 Special Admit students shall not be enrolled in courses where their safety or the safety of others may be jeopardized. Los Rios may set course-level enrollment limitations based on student age, grade level completed, or other factors as permitted by education code and title 5 to ensure student safety.

1.1.2 College coursework may include material of an adult/mature level, irrespective of the age of the student. Faculty will not be expected to alter or adapt the approved course material for a younger audience.

1.1.3 All college students, including Special Admit students, shall be informed of their student rights and responsibilities and are expected to advocate for themselves and be responsible for their work and behavior.

2.0 Definitions

2.1 The Los Rios Community College District recognizes the following as definitions within this regulation:

2.1.1 **Special Admit Student:** A special admit student is an admitted special part-time or special full-time student who is eligible to attend community college pursuant to Education Code section 48800, 48800.5, or 52620. (Education Code 76001(a))

2.1.2 **Special Part-Time Student:** A special part time student is an admitted student who has been recommended for special-part time attendance under Education Code section 48800, 48800.5, or 52620. Special part-time students are limited to enrolling in a maximum of eleven (11) units in a term and may enroll in any course for which the student has met properly established enrollment limitations and requisites. Special Part-Time enrollment under a College and Career Access Pathway (CCAP) program up to fifteen (15) units, in four or fewer community college courses, in a term may be allowed providing the enrollment is required under the CCAP course agreement for which the student is participating.

2.1.3 **Special Full-Time Student:** A special full-time student is an admitted student who has been recommended for special full-time attendance under Education Code section 48800.5. Special full-time students may enroll in any course for which the student has met properly established enrollment

limitations and prerequisites and are exempted from mandatory secondary school attendance.

- 2.1.4 Dual Enrollment: Dual enrollment refers to opportunities for high school or adult school students, or other eligible students, to enroll in community college courses as a special admit student and receive college credit via enrollment for which the student's high school or adult school may also award credit.
- 2.1.5 College and Career Access Pathways (CCAP) Dual Enrollment: CCAP Dual Enrollment describes dual enrollment opportunities created by the passage of AB288 whereupon Community College Districts enter into partnerships with public school districts to offer dual credit opportunities that promote 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.
- 2.1.6 Non-CCAP Dual Enrollment: Non-CCAP Dual Enrollment refers to dual enrollment in courses not affiliated with a College and Career Access Pathways agreement; this may include Concurrent Enrollment, Middle College High School, Early College High School, and Adult Dual Enrollment programs.
- 2.1.7 Middle College High School: Middle College High School programs are secondary schools located on a college campus and offer programs designed to serve at-risk high school students who are performing below their academic potential. The goal of the middle college high school is to select at-risk high school students who are performing below their academic potential and place them in an alternative high school located on a community college campus in order to reduce the likelihood that they will drop out of school before graduation.
- 2.1.8 Early College High School: Early College High Schools are innovative partnerships between charter or non-charter public secondary schools and a local community college that allow students to earn a high school diploma and up to two years of college credit in four years or less. Early college high schools are small, autonomous schools that blend high school and college into a coherent educational program. Students begin taking college courses as soon as they demonstrate readiness and the college credit earned may be applied toward completing an associate degree, transfer to a four-year university, or obtaining a certificate of achievement. (Ed. Code, § 11302).
- 2.1.9 Adult Dual Enrollment: Adult Dual Enrollment shall describe dual enrollment opportunities for special part-time adult students recommended for enrollment at the community college by an adult school pursuant to

Education Code 52620. Students enrolled under these provisions are not eligible for CCAP Dual Enrollment.

3.0 Admission of Special Admit Students

This section shall provide administrative procedures for admitting special admit students as special part-time or special full-time students inclusive of all students intending to pursue CCAP and non-CCAP special admit enrollment opportunities offered within the District.

3.1 Admission of Special Part-Time Students Enrolled in High School or Adult School: to be considered for admission as a special part-time student, the student must meet the eligibility standards as established in Education Code Sections 48800, 48800.5, or 52620 and 76001 and provide the following to the College Admissions Office:

- a. A completed District application for admission to the college for the first term in which enrollment will be requested; after a student is admitted, an application will only be required where a student has discontinued enrollment for one primary term, or upon termination of special admit status upon exiting high school or adult school.
 - i. Students continuing as special admit students must complete a supplemental enrollment application each term in which they plan to enroll.
- b. A completed District Special Admit form shall be required for the first term in which enrollment will be requested; Summer District Special Admit form shall be required for high school students requesting Summer enrollment. Both forms will include:
 - i. Consent of the student's parent or legal guardian shall be required for students attending high school regardless of student age.
 - ii. A signed recommendation of the applicant's school principal or designee, or adult school administrator, at the school in which the student is enrolled.
 1. For high school students, this recommendation shall include certification that the high school has determined the student will benefit from college level instruction.
 2. In summer terms, the high school principal or designee shall certify the student has demonstrated adequate preparation for the topic to be studied and has exhausted attempts to enroll in equivalent

coursework, as determined by the high school, at the student's high school.

3. In summer terms, the high school principal or designee shall certify that no more than the equivalent of five percent (5%) of the student's previous grade level have been recommended for summer enrollment at the college.

iii. Documentation, which may include self-certification or certification by the recommending educational institution, the student will be at least fourteen (14) years of age or have started the ninth (9th) grade by the first day of instruction in the application term.

iv. For students currently enrolled in a homeschool program unaffiliated with a public school district, a copy of the private school affidavit associated with the homeschool shall be required.

3.2 Admission of Special Full-Time Students Enrolled in Public Primary or Secondary School: to be considered for admittance as a special full-time student, the student must meet the eligibility standards as established in Education Code Section 48800.5.

a. The parent or legal guardian must provide documentation they have successfully petitioned the governing board of the school district in which the student is enrolled to authorize the attendance of the student at a community college as a special full-time student on the grounds that the student would benefit from advanced scholastic or vocational work that would be available at the community college.

b. A completed District application for admission to the college for the first term in which enrollment will be requested; after a student is admitted, an application will only be required where a student has discontinued enrollment for one primary term, or upon termination of special admit status upon exiting high school or adult school.

i. Students continuing as special admit students must complete a supplemental enrollment application each term in which they plan to enroll.

c. A completed District Special Admit form shall be required for the first term in which enrollment will be requested. This form will include:

i. Consent of the student's parent or legal guardian shall be required for students attending high school regardless of student age.

- ii. A signed recommendation of the applicant's school principal or designee.

3.3 Admission of Other Special Part-Time or Special Full-Time Students

Parents of prospective special admit students who are not eligible for admission under provisions 3.1 or 3.2, including students who are not enrolled in public or private schools, including homeschool, or students who will not be fourteen (14) or have entered the ninth (9th) grade by the first day of instruction in the application term, may alternatively petition the college for admission as special part-time or special full-time students by providing the following to the College Admissions Office:

- a. A written statement from the parent(s) or legal guardian(s) of the student explaining why the student is ineligible for admission under provisions 3.1 and 3.2, how the student has demonstrated readiness for college-level instruction, and shall clearly state whether special part-time or special full-time status is being requested.
- b. A completed District application for admission to the college for the first term in which enrollment will be requested; after a student is admitted, an application will only be required where a student has discontinued enrollment for one primary term, or upon termination of special admit status upon exiting high school or adult school.
 - i. Students continuing as special admit students must complete a supplemental enrollment application each term in which they plan to enroll.
- c. If the student is attending a public or private school, including homeschool, a completed District Special Admit form shall be required for the first term in which enrollment will be requested. This form will include:
 - i. Consent of the student's parent or legal guardian shall be required for students attending high school regardless of student age.
 - ii. A signed recommendation of the applicant's school principal or designee.
 - iii. For students currently enrolled in a homeschool program unaffiliated with a public school district, a copy of the private school affidavit associated with the homeschool shall be required.

3.4 Determination of Admission

- a. Education code sections 48800, 48800.5, and 52620 place the responsibility of determining a student's ability to benefit from college level instruction on the school designee or parent making the recommendation that the student attend community college as a special part-time or special full-time student.
- b. Admissions determinations will be based on demonstration the applicant meets the eligibility criteria established in these administrative regulations and applicable state regulations including Education Code sections 48800, 48800.5, 52620, 76001, and 76002.
- c. Students will be notified of an admissions determination in writing within seven (7) working days of submission of all application materials. In the event, admission is denied, the student shall be notified of the reason for this determination and provided instruction on the appeal process.

3.5 Denial of Admission and Appeal

- a. A prospective special admit student may appeal the denial of admission to the College President or their designee.
 - i. The appeal will be reviewed by the College President or their designee and a response provided within seven (7) working days.
 - ii. The student may appeal the determination of the College President or their designee to the Los Rios Community College District Board of Trustees.
- b. If, after appealing to the Los Rios Community College District Board of Trustees, the prospective student is denied admission to the college, written findings and reasons for the denial will be recorded within 60 days. The written recommendation and denial shall be issued at the next regularly scheduled board meeting that falls at least 30 days after the request has been submitted.

4.0 Enrollment

Special admit students may enroll in any course for which the student has satisfied applicable properly established enrollment requisites and limitations and may enroll during the assigned priority window for Special Admit as described in R-2211 and receive notation in the same manner as regularly admitted students with the following limitations:

4.1 Special Admit Holds

- a. An enrollment hold will be placed upon special admit applicants at the time of application to prevent enrollment until an admission decision is reached. The enrollment hold will be removed upon a student's admission to the College

based on a review of materials submitted with the District Special Admit form and/or petition by the parents of the student.

- b. Upon hold removal, admitted students may enroll in classes subject to their assigned enrollment appointment date using any means available to students within the District.

4.2 CCAP Limitations

- a. Enrollment in CCAP courses will be limited to special part-time students for whom the participating high school has indicated an intent to enroll. These enrollments may be entered by College personnel.

4.3 Unit Limitations

- a. Special Part-Time students may enroll in no more than eleven (11) units in a term.
- b. Special Part-Time students enrolling in courses subject to a CCAP Course Agreement may enroll in up to fifteen (15) units, in a maximum of four classes, if required by the CCAP Course Agreement.
- c. Special Part-Time students participating in CCAP programs may enroll in non-CCAP courses, but may not enroll in more than eleven (11) units of combined CCAP and non-CCAP programming.
- d. Special Full-Time students share the maximum unit load of regularly admitted students as described in R-7211.

4.4 Enrollment Requisites and Placement

- a. Special admit students must satisfy properly established enrollment requisites to enroll in courses in which the enrollment requisites apply.
- b. Special admit students may use any means available to regularly admitted students to satisfy enrollment requisites, including placement as prescribed by the college in which the student is seeking enrollment.
- c. Special admit students who are enrolled, or have recently been enrolled, in primary, secondary, or adult school may be asked to provide transcripts of prior coursework to support placement.

5.0 Student Records

- 5.1 The District shall record on the special admit student's college transcript the courses, grading notation, and units earned in which the student has enrolled and attended beyond the last date to drop without notation.
- 5.2 Board policy prohibits the release of student records without the written consent of the student regardless of student age.

6.0 Fees

- 6.1 Special Admit students will be assessed fees in accordance with existing policies and regulations.
- 6.2 CCAP participating special part-time students enrolling exclusively in courses subject to a CCAP agreement shall be exempt from the student representation fee.
- 6.3 CCAP participating special part-time students shall not be assessed instructional material fees, laboratory fees, universal transit pass fee, or any other fee prohibited by Education Code section 49011 when enrolling in courses subject to a CCAP agreement.

7.0 Documentation Standards

- 7.1 Records shall be retained in paper or electronic format for three (3) years from the last date of coursework. If the student does not complete coursework (does not enroll or drops the course), records shall be retained for three (3) years from application date.

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Adm. Regulation Adopted: 12/12/22
Adm. Regulation Revised: 12/12/22
Adm. Regulation Reviewed:
Board Policy: [P-2212](#)