



Book	VCCCD Administrative Procedure Manual
Section	Chapter 5 Student Services
Title	AP 5011 Dual Enrollment
Code	AP 5011
Status	Active
Legal	<a href="#">California Education Code Section 33190</a> <a href="#">California Education Code Section 48800, 48800.5</a> <a href="#">California Education Code Section 49011</a> <a href="#">California Education Code Section 66010.4</a> <a href="#">California Education Code Section 76001, 76002, 76004</a> <a href="#">California Education Code Section 76060.5</a> <a href="#">California Education Code Section 76140</a> <a href="#">California Education Code Section 76223</a> <a href="#">California Education Code Section 76300</a> <a href="#">California Education Code Section 76355, 76375</a> <a href="#">California Education Code Section 87010, 87011</a> <a href="#">Title 5, Section 58510</a>
Adopted	February 25, 2022

### Dual Enrollment Students:

Students concurrently enrolled in a California public or private schools may enroll in district college level courses to benefit from advanced scholastic or vocational education, and:

- may enroll in a maximum of 11.0 units per semester or term, unless the student (either part-time or full-time) is enrolled under the terms of an existing AB 288 College and Career Access Pathway (CCAP) Partnership Agreement effective at the time of enrollment.
- must have satisfied prerequisites.

Homeschooled students must submit a current private school affidavit filed with the State Superintendent of Public Instruction (Education Code Section 33190).

To be considered for admission as a special part-time or full-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.

### Open Access:

In accordance with Education Code Section 76002, courses offered on a high school campus will be:

- open to the general public and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline;
- advertised as open to the general public on the schedule of classes for a minimum of 30 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.

Claims for state apportionment submitted by VCCCD based on enrollment of dual enrollment students shall satisfy the criteria established by statute and any applicable regulations.

Enrollment records shall be maintained by the Admissions & Records Office.

- application for admission;
- signed consent of parent or guardian;
- signed approval of the high school principal or designee; and

- demonstration that the student is profiting from instruction. VCCCD has the authority to make the final decision whether a student can benefit from instruction.

If a request for dual enrollment student is denied, an appeal can be made to the Registrar of Admissions and Records.

**Special Part-Time or Full-Time Student:**

Minor students who attend community college courses during Fall or Spring Semesters and Summer Session(s) and meet admission eligibility standards. A special part-time student takes 11 units or less and a special full-time student takes 12 units or more.

**Middle College Students:**

Students enrolled in a Middle College must adhere to the same standards as all dual enrollment students.

**Enrollment Priority:**

Dual Enrollment students register behind other groups as designated by California Education Code, Section 76001(e)(1). Where the District has an MOU with specific high schools that designate them as partners in a "middle college high school" agreement, the students from those high schools will be afforded priority.

**Summer Session:**

In accordance with Education Code Section 48800(d), summer session enrollments will be limited to five percent of the total number of pupils who completed that grade immediately prior to the time of recommendation for enrollment. It is the responsibility of the public-school district to ensure that this limitation on summer school enrollment is honored.

**Enrollment Fees:**

Special part-time students are exempt from paying enrollment fees. All students enrolled in on-campus and online courses are required to pay the mandatory health fee. Special full-time students (12.0 units and above per semester) are not exempt from enrollment fees; they may, however, be individually considered for the California College Promise Grant (CCPG) Fee Waivers. Special full-time students who do not qualify for a CCPG Fee Waivers must pay all required enrollment fees.

**Physical Education Classes:**

In accordance with Education Code Section 76002(a)(4), enrollment in physical education classes will be limited to no more than ten percent per class section.

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

The governing board has adopted all the legal requirements of Education Code Section 76004 in order to participate in the 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.

VCCCD 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:

- 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.
- 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.
- identify a point of contact for the participating community college and high school district partner.
- 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.
- 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.
- 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.
- include a plan by the participating community college district to ensure all of the following:
  - 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;
- A community college course that is oversubscribed or has a waiting list shall not be offered in the CCAP partnership; and
- 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.
- certify that both the high 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.
- specify both of the following:
  - Which participating district will be the employer of record for purposes of assignment monitoring and reporting to the county office of education; and
  - Which participating district will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
- 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 math, 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 community college district 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:

- 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 pupils achieve college and career readiness.

VCCCD 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.

VCCCD 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.

VCCCD 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.

VCCCD 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:

- 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 established pursuant to this article; and
- 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.

The VCCCD governing board exempts special part-time students from the following fee requirements:

- Student representation fee (Education Code Section 76060.5)
- Nonresident tuition fee and corresponding permissible capital outlay fee or processing fee (Education Code Section 76140)
- Transcript fees (Education Code Section 76223)
- Course enrollment fees (Education Code Section 76300)
- Health Fee (Education Code 76355)
- Student Activities Fee
- Student Center Fee (Education Code 76375; 5 CCR 58510)

VCCCD 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 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:

- 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.
- The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.
- The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
- The total number of full-time equivalent students generated by CCAP partnership community college district participants.
- The total number of full-time equivalent students served online generated by CCAP partnership community college district participants.

Governance Review

2022 02.25 Consultation Council

2022 02.14 Chancellor's Cabinet

2022 02.10 DTRW-SS