Admission criteria and procedures for students under 18 years of age enrolling in the community college include the following:

To be considered for admittance as a concurrently enrolled student for any semester, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.

The student must submit all required documents to the Admissions & Records Office:

- The Cabrillo application for admission for each semester of enrollment.
- The Special Admit form, available in the Admissions & Records Office, which contains written and signed parental or guardian consent as well as a written and signed approval of his/her principal indicating that the student has availed himself/herself of all opportunities to enroll in an equivalent course at his/her school of attendance.
- 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.

Concurrent enrollment is subject to the following:

- Enrollment priority of concurrently enrolled students is outlined in the AP 5055, Enrollment Priorities and is subject to seat availability.
- Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance. For students attending high school, the high school principal or authorized district authority will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. The decision of the high school principal or authorized district authority shall be final. This determination may be done by consultations with the student and a review of the materials submitted by the student.
- The student must demonstrate that they have adequate preparation in the disciplines to be studied by meeting the required assessment scores or course requisites.
- The Admissions & Records office maintains a list of courses for which the Curriculum committee has deemed inappropriate for minors due to the course content. Concurrently enrolled students will not be allowed to register for these courses.

Procedures for ensuring that claims for state apportionment for K-12 students meet all of the following criteria:

- Courses in which high school and other young students are permitted to enroll will be open to the entire college population, and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.
- 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.
• If the class is a physical education class, no more than 10 percent of the enrollment of the class may consist of concurrently enrolled students.

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 District at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted.

See BP 5010 Admission and Concurrent Enrollment of High School and Other Young Students.

References: Education Code Sections 48800, 48800.5, 76001, and 76002

Approved by Student Services Council May 15, 2013