



## Administrative Procedure 5010 Admission and Concurrent Enrollment

Reference: *Education Code Section 48800; 48800.5; 76000; 76001; 76002*

The responsibility and authority for the admissions process lies with the district registrar. Publication of admissions policies and procedures will be in the college catalog. Admission of all students includes determination of residency in the State of California.

Any graduate of an accredited high school may be admitted to the West Hills Community College District. Additionally, any person having successfully completed the California High School Proficiency Examination (CHSPE) or the General Education Developmental (GED) test may be admitted.

The District may admit other persons 18 years of age or older without a high school diploma when the evidence indicates that the individual is capable of benefiting from the instruction offered.

### 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 Education Code Sections 48800 and 76001. Admission is subject to seat availability. The student must submit:

1. Completed district application for admission
2. Written and signed parental or guardian consent
3. Written and signed approval of his or her principal or designee (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.)
4. Demonstration that the student is capable of benefiting from instruction. The Chancellor or designee has the authority to make the final decision whether a student can benefit from instruction.

### 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 Education Code Section 48800.05. Admission is subject to seat availability. The student must submit:

1. Completed district application for admission
2. Written and signed parental or guardian consent
3. Written and signed approval of his or her principal or designee. (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).
4. Demonstration that the student is capable of profiting from instruction. The Chancellor or designee has the authority to make the final decision whether a student can benefit from instruction.
5. Written approval of the governing board of the school district of attendance.

### Special Summer Session Students

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. Admission is subject to seat availability. The student must submit:

1. Completed district application for admission
2. Written and signed parental or guardian consent
3. Written and signed approval of his or her principal or designee that the student has availed himself or herself of all opportunities to enroll in an equivalent course at his or her school of attendance (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.)
4. Demonstration that the student is capable of profiting from instruction. The Chancellor or designee has the authority to make the final decision whether a student can benefit from instruction.

### High School Students

For students attending high school, the admissions and records office will review the materials and determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. The decision shall be final. This determination may be made by applying one or more of the following criteria:

- A review of the materials submitted by the student;
- Meeting with the student and his or her parent or guardian;
- Consultation with appropriate college staff;
- 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

With the approval of the Chief Instructional Officer, students below grade seven may be allowed to participate in specific courses that target youth participation such as play production. In addition, these students will follow the same admissions process outlined below for middle school students.

For students attending middle and lower schools, the determination shall be made by the admissions and records office. The school must provide transcripts and a letter signed by the principal indicating how, in his or her opinion, the student can benefit from instruction. The admissions and records office will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college, and that the student's safety and that of others will not be affected. The decision shall be final. Once a decision has been made, the student, his or her parent or guardian, and the school principal shall be informed. This determination may be made by applying one or more of the following criteria:

- A review of the materials submitted by the student;
- Meeting with the student and his or her parent or guardian;
- Consultation with appropriate college staff;

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- 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(s) and the effect on the safety of the minor.

Admission

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 younger 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 a request for special part-time or full-time enrollment is denied for a pupil who has been identified as highly gifted, the Board shall provide written findings and reasons for the denial within sixty (60) days. A recommendation regarding the request for admission and the denial shall be submitted to the Board at a regularly scheduled meeting that falls at least thirty (30) days after the request for admission has been submitted.

Approved: 4/26/11