



**Kern Community College District
Board Policy**
Chapter 5 - Student Services

BP 5010 Admission and Concurrent Enrollment

Rely Primarily Upon the Advice and Judgment

References:

Education Code Sections 52620, 52621, 76000, 76001, 76002, and 76038;
Labor Code Section 3077;

34 Code of Federal Regulations Part 668.16 subdivision (p) (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);
ACCJC Accreditation Standard II.C.6

The District shall admit students who meet one of the following requirements, and who are capable of profiting from the instruction offered:

- Any person over the age of 18 and possessing a high school diploma or its equivalent;
- Other persons who are over the age of 18 years and who, in the judgment of the Chancellor or designee, are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester; or
- Persons who are apprentices as defined in Labor Code Section 3077.

The District may deny or place conditions on a student's enrollment upon a finding by the Board or designee that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the safety of the students and employees of the District.

The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The Chancellor or designee shall establish procedures for evaluating the validity of a student's high school completion.

Admission

Any student whose age or class level is equal to grades K-12 is eligible to attend as a special part-time student for advanced scholastic or vocational courses.

Any student whose age or class level is equal to grades 7-12 is eligible to attend as a special full-time student.

Any student enrolled in 6th grade may attend summer session.

The Chancellor or designee shall establish procedures regarding ability to benefit and admission of high school and younger students.

Denial of Requests for Admission

The Chancellor or designee shall establish procedures regarding evaluation of requests for special full time or part time enrollment by a pupil who is identified as highly gifted.

If the Board of Trustees denies a request for special full-time or part-time enrollment by a pupil who is identified as highly gifted, the Board will record its findings and the reason for denying the request in writing within 60 days.

The written recommendation and denial shall be issued at the next regularly scheduled Board meeting that occurs at least 30 days after the pupil submits the request to the District.

Claims for State Apportionment for Concurrent Enrollment

Claims for state apportionment submitted by the District based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The Chancellor or designee shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

Also see AP 5010 titled Admissions, AP 5011 titled Admission and Concurrent Enrollment of High School and Other Young Students, AP 5012 titled International Students, AP 5013 titled Students in the Military, and BP/AP 5020 titled Nonresident Tuition.



**Kern Community College District
Administrative Procedure
Chapter 5 – Student Services**

AP 5010 Admissions and Concurrent Enrollment

Accreditation Related

References:

Education Code Section 76000;
34 Code of Federal Regulations Part 668.16 subdivision (p) (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);
ACCJC Accreditation Standard II.C.6

Note: This procedure is legally required.

The Chief Instructional Officer at each respective college shall be responsible for evaluating the validity of a student's high school completion if the college or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.

The District may deny or place conditions on a student's enrollment upon a finding by the Board or designee that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and the applicant continues to present a danger to the physical safety of students and/or employees of the District.

Admission to Impacted Programs

In the event the number of applicants designated to be eligible for admission exceeds the number of student positions in a program, the following selection process may be used to determine student admission.

Applicants who are eligible will be admitted in the order in which their names appear on an eligibility list established for each program. The applicant's position on the list will be determined by specific procedures established for each program. Screening and selection criteria will be applied consistently for all applicants at each respective college. Criteria which may be used to establish priority for admittance are noted in the following sections or may be allowed by using other non-evaluative techniques to determine who may enroll.

Academic prerequisites may include high school graduation or equivalent, grade point average, and completion of high school courses or college courses which are directly related to the curriculum content of the impacted program.

Standard testing procedures may include aptitude tests, attitude or personality tests, skills performance, and competency tests in specific fields.

Criminal background checks, drug screening, and physical health assessments of an applicant may be used to assure that the health and safety of the public is protected and to assure the student is able to perform the work required in the program. See Title 5, Section 58106(b).

An interview procedure may be used in the screening and selection process. The interview shall be preceded by instructions to the applicant indicating the purpose, conduct, and general content of the interview. The interview procedure shall be uniform for all applicants, contain items relevant to the discipline, and result in a quantitative evaluation. The interview committee shall consist of two (2) or more persons.

Previous experience may be used as a criterion for screening and selection. Student failure to complete the application procedure may preclude admittance.

Each college shall have available for interested applicants the specific and current criteria for implementing this policy.

In Administration of Justice courses approved by the Commission on Peace Officer Standards and Training, preference in enrollment may be given to employed law enforcement trainees who are required to complete such courses pursuant to law. Preference should only be given when the trainee cannot complete the course within the time required by statute and when no other training program is reasonably available. Preference is limited to eighty-five percent (85%) of enrollment when there are sufficient numbers of non-law enforcement trainees available.

Limitations on Enrollment in Courses or Programs

Enrollment may be limited by the College President or designee to students meeting validated prerequisites and co-requisites established by the respective college's curriculum committee. See Title 5, Section 55003.

Enrollment may be limited due to health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, or legal requirements.

Enrollment will be allowed on a first-come, first-served basis or by using other non-evaluative techniques to determine who may enroll.

Enrollment in intercollegiate competition courses, honors courses, or public performance courses may be allocated to those students judged most qualified.

Enrollment in individual sections of multi-section courses may be limited to a cohort of

students enrolled in one or more other courses provided, however, a reasonable percentage of all sections of the course do not have such restrictions.

The colleges will limit the total number of units in which students who have been disqualified or placed on probationary status may enroll. See AP 4250.

Students may challenge an enrollment limitation on the grounds that: The limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner; the District is not following its policy on enrollment limitations; or the basis upon which the District has established an enrollment limitation does not, in fact, exist.

The student shall bear the burden of showing that grounds exist for the challenge. Challenges shall be handled in a timely manner, and if the challenge is upheld, the District shall waive the enrollment limitation with respect to that student. In the case of a challenge under this Policy, the District shall, upon completion of the challenge procedure, advise the student that he or she may file a formal complaint for unlawful discrimination. See AP 5530.