

CHAPTER 7: Student Services
BOARD POLICY NO. 7.01 (BP 5010)

BOARD POLICY
San Mateo County Community College District

Subject: BP 7.01 Admissions and Concurrent Enrollment
Revision Date: 5/12; 8/13; 3/14
Policy References: Education Code Sections 48800, 48800.5, 76000, 76001, 76002 and 76038; Labor Code Section 3077; 34 Code of Federal Regulations Section 668.16(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

1. The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:
 - a. Be a person over the age of 18 and possessing a high school diploma or its equivalent. The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The College President or designee shall establish procedures for evaluating the validity of a student's high school completion.
 - b. Be a non-high school graduate who is 16 or 17 years of age, who has passed the California High School Proficiency Examination or completed the G.E.D. Examination Series with a minimum score of 50 on any one test and an average of 55 or more for all tests.
 - c. Be an apprentice as defined in Section 3077 of the Labor Code.
 - d. Be a high school student (grades 9-12) whose admission as a part-time (as defined in Education Code, Section 48800) or full time student (as defined in Education Code Section 48800.5) is recommended for advanced scholastic or vocational courses by his/her high school principal, or designee, and approved by the President of the College or designee. Any student enrolled in grades 9-12 may attend fall, spring and summer sessions. Any student whose age or class level is equal to grades 9-12 is eligible to attend as a special full-time student or part-time student.
 - i. The College President or designee shall establish procedures regarding ability to benefit and admission of high school or younger students.
 - ii. Denial of Requests of Admission
 1. If the President of the College or designee deems that a high school student does not demonstrate the ability to profit from the advanced scholastic or vocational courses recommended by the high school principal, or designee, the President of the College will provide a recommendation to the Board of Trustees to deny the student's admission as a special full time or part time student.

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2. The Board of Trustees will review the College President's recommendation. If the Board of Trustees denies a request for special full time or part time enrollment by any student, to include a student who is identified as highly gifted, the Board of Trustees will record its findings and the reason for denying the request in writing within sixty (60) days.
 3. The written recommendation and denial shall be issued at the next regularly scheduled Board of Trustees meeting that occurs at least thirty (30) days after the student submits the request to the District.
2. 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 physical safety of the students and employees of the District.
 3. The Chancellor or designee shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.
 4. The College President 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.
 5. 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.
 6. The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The College President shall establish procedures for evaluating the validity of a student's high school completion.
 7. The District will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. This paragraph shall not apply to the recruitment of foreign students residing in foreign countries who are not eligible to receive federal student assistance.