

**CHAPTER 7: Student Services**  
**ADMINISTRATIVE PROCEDURE NO. 7.01.1 (AP 5010)**

**ADMINISTRATIVE PROCEDURE**  
**San Mateo County Community College District**

**Subject:** AP 7.01.1 Admission of Students  
**Adoption Date:** 8/13  
**Policy References:** Education Code Section 76000, 76001, 76002 and 76038; 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; 34 CFR Section 668.16(p); ACCJC Accreditation Standard II.C.6

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1. The College President or designee shall be responsible for coordinating the admission process of students, including student eligibility.
2. Any individual applying for admission to any College of the District must meet one of the following requirements and be 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 Vice President of Student Services 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 the entity that provides secondary school education.
  - 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.
3. The District may deny or place conditions on a student's enrollment upon finding out 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.
4. Each College shall admit students who are not residents of the State of California. These students shall be required to pay non-resident tuition. Further information regarding the admission procedures for non-residents is found in AP 7.02.1

AP 7.01.1 Admission of Students (continued)

5. In all impacted programs and other programs and classes requiring special screening, the final selection of students will be the prerogative of the appropriate College staff. Criteria to be used in establishing priority admittance to these programs and classes shall include a review of all applicable academic prerequisites, required college-level work, standard testing, interview, and evidence the persons meets health requirements.
6. Information regarding admission policies and procedures shall be maintained in the college catalogs.
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.