

## **Students and Student Services**

### **Administrative Rules and Procedures**

#### **5124 Concurrent Enrollment for High School Students**

The District will provide opportunities for students enrolled in high school courses to enroll concurrently in courses at either college for credit. The concurrent enrollment conditions and eligibility requirements for high school students are herein described.

##### **1. Conditions of Enrollment**

- a. The colleges may determine which student shall be admitted. Such decisions shall be based on:
  - 1) completion of course prerequisites
  - 2) appropriateness of the course(s) requested
  - 3) space availability: students who are concurrently enrolled will register during the first week of classes.
- b. High school students will be held to the same academic standards as any other college student enrolled in the class.
- c. High school students will remain a member of the high school. High school students may not participate in the co-curricular programs of the college.
- d. High school students will not be permitted to enroll in more than 12 units per semester.
- e. High school students will arrange for transportation to and from the college.
- f. High school students will attend the high school for at least the minimum high school day.
- g. High school students will purchase the required books and supplies for the college course(s).
- h. High school students will share grade reports with the high school counselor or principal.

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##### **2. Eligibility of Students**

To be eligible for concurrent enrollment, students must:

- a. be concurrently enrolled in high school
- b. be authorized by the high school principal and counselor to pursue specific courses
- c. have written parental approval secured in advance by the high school.

##### **3. Procedures for Enrollment**

The college will inform the high schools about the process that high school students must follow for concurrent enrollment. The college will also develop with each high school district a policy related to high school students receiving credit for completed courses at either college. High school credit is determined by the student's high school district.