

AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students

Reference:

***Education Code Sections 48800; 76001
(New Procedure)***

In accordance with the California Education Code, Imperial Valley College (IVC) will consider students in grades 11 and 12 for concurrent enrollment as Special Students; students below grade 11 will be considered on a rare-exception basis.

The Office of Admissions and Records is responsible for developing, implementing, and publishing application and admission procedures and forms, and for notifying students of admission decisions.

Students will be admitted to take courses on a part-time basis for fewer than 12 units during the Fall and Spring Semesters and for 6 or fewer units during inter-sessions.

Students seeking admission for full-time enrollment will be required to submit additional specific recommendations of the principal of their school with explanation of why full-time admission should be granted.

Students will be admitted to take courses that apply to IVC degree requirements and are scholastic or vocational in nature. They will not be admitted to take Physical Education (PE) courses. They also will not be admitted to take below college-level English and math which do not meet IVC degree requirements. Courses, other than PE, are acceptable as long as they are not designated as "Nontransferable, non-degree applicable" in the Class Schedule or College Catalog.

Admission Requirements

To be considered for admission, students must meet the eligibility standards as established in Education Code Sections 48800 and 76001.

Applicants will be evaluated for readiness for college-level work based on the following:

- ◆ Cumulative grade point average (GPA). Minimum desired GPA is 3.00 (B average).
- ◆ If cumulative GPA is below 3.00, a letter of recommendation from a counselor, principal, or teacher is required.
- ◆ Grade level completed. Students will be expected to complete grade 10 before the semester/term for which they are applying begins. Rare exceptions may be made for highly qualified students below grade 11. At least one letter of recommendation is required for students below grade 11.
- ◆ Personal statement written by the student on why he/she wants and needs to take the course and why permission to do so should be granted.
- ◆ Approval of the IVC course instructor and/or a personal interview with the IVC instructor, counselor, or Associate Dean for Admissions and Records may be required after the application packet has been evaluated.

It is strongly recommended that students wishing to enroll in English courses take advantage of IVC's assessment services. Assessment scores greatly enhance a student's chance of enrolling in the high demand English courses, and help ensure appropriate placement. Assessment should be done at least one month prior to the beginning of the semester.

Application Requirements – Students must submit:

IVC online application for admission.

Special Student Application for K-12 Concurrent Enrollment completed by student and signed by student, parent or legal guardian, and student's school principal.

Transcript of school work completed showing all grades or marks earned.

Personal statement.

Letter of recommendation, if required as indicated above under *Admission Requirements*.

Home-schooled students also must provide copies of forms their parents have submitted to the California State Superintendent of Public Instruction verifying they have notified the state appropriately of their student's home-school status.

Exceptions to the Above

Students who have auditioned and been accepted for a performing role in a theatre arts or music production need only submit the IVC Application for Admission, the *Special Student Application for K-12 Concurrent Enrollment*, and written permission of the appropriate IVC faculty member.

Students below grade 11 wishing to enroll in a vocational course (i.e., Automotive) need not submit a letter of recommendation, if recommended for enrollment by the IVC instructor. All other documents must be submitted.

Notification of Admission Status

Students will be notified by the Admissions and Records Office of their acceptance or denial of admission. If denied, written notification will be mailed. If a request for enrollment is denied for a pupil who has been identified as highly gifted, the Board shall issue its written recommendation and the reasons for the denial within 60 days. The written recommendation and denial shall be issued at the next regularly scheduled Board meeting that falls at least 30 days after the request has been submitted.

The attendance of a student at community college as a special student pursuant to this section shall be credited to the district maintaining the community college for the purposes of allowances and apportionments from the State School Fund and the student shall receive credit for community college courses completed, in the same manner as if a regularly enrolled community college student. (E.C. 76001).

Registration for Classes

Students will not be permitted to register until after priority registration has ended. Courses in which high school and other Special 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.