



## AP 5010 Admissions

Reference: Education Code 76000; ~~Accreditation Standard 5.1~~

~~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);~~

~~34 Code of Federal Regulations Section 668.16(p)~~

~~ACCCJC Accreditation Standard II.C.6~~

**Note:** This procedure is **legally required**. Local practice can be inserted here, so long as it does not conflict with the general admissions requirements of Education Code Section 76000. The District should address:

~~Admission to Imperial Valley College is governed by the laws of the State and such supplementary regulations prescribed by the Board of Trustees.~~

The Admissions and Records Office under the direction of the ~~Director~~ of the Director of Admission and Records ~~chief admissions and records officer~~, is responsible for developing, implementing, and publishing application, admission, and registration procedures.

Procedures will be published in the Class Schedule each term.

All students are admitted under one of the following classifications:

High school graduates or equivalent certificates (General Educational Development or California High School Proficiency Examination)

Non-graduates of high school who are eighteen years of age and no longer enrolled in high school.

Students who are concurrently enrolled in grades kindergarten through twelve who meet the criteria set forth in Administrative Policy 5011.

International students who meet the criteria set forth in Administrative Policy 5012.

~~Non-resident students who meet the criteria set forth in Administrative Policy 5015.~~

The Chief Instructional Officer 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.

## AP 5010 Admissions

### References:

Education Code Section 76000;

~~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);

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ACCJC Accreditation Standard II.C.6

**NOTE:** *This procedure is **legally required**. Local practice can be inserted here, so long as it does not conflict with the general admissions requirements of Education Code Section 76000. The District should address:*

- 
- Designated authority and responsibility for the admissions process
- Admission procedures for students over 18 with a high school diploma
- Admission criteria and procedures for students over 18 without a high school diploma
- Admission procedures for non-resident students that include a determination of residency status (AP 5015 titled Residence Determination)
- Publication of admissions policies and procedures

The Chief Instructional Officer 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.

Revised 7/11, 4/15



## AP 5010 Admissions

*Reference: Education Code 76000; Accreditation Standard 5.1*

Admission to Imperial Valley College is governed by the laws of the State and such supplementary regulations prescribed by the Board of Trustees.

The Admissions and Records Office under the director of the chief admissions and records officer, is responsible for developing, implementing, and publishing application, admission, and registration procedures.

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Students who are concurrently enrolled in grades kindergarten through twelve who meet the criteria set forth in Administrative Policy 5011.

International students who meet the criteria set forth in Administrative Policy 5012.



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

Reference: *Education Code Sections 48800, 48800.5, 76001, and 76002*

Admissions criteria and procedures for younger students enrolling in the college:

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 intersessions.

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, nondegree applicable" in the Class Schedule or College Catalog.

***NOTE: The following is an illustrative example of procedures. Legally required and legally advised clauses are indicated.***

**To be considered for admittance as a special part-time student**, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.

Admission is subject to seat availability. The student must submit:

- district application for admission;
- written and signed parental or guardian consent;

- written and signed approval of his/her principal (**Note:** A parent or guardian of a pupil who is not enrolled in a public or private school may petition directly without the signature of a principal.)
- demonstration that the student is capable of profiting from instruction. The **Director of Admissions and Records** has the authority to make the final decision whether a student can benefit from instruction.

**To be considered for admission as a special full-time student**, the student must meet the eligibility standards as established in Education Code Section 48800.05.

Admission is subject to seat availability. The student must submit:

- district application for admission;
- written and signed parental or guardian consent;
- written and signed acknowledgment of his/her principal. (**Note:** A pupil who is not enrolled in a public or private school does not need to provide written acknowledgment from his/her school principal.);
- demonstration that the student is capable of profiting from instruction;
- written approval of the governing board of the school district of attendance. The **Director of Admissions and Records** has the authority to make the final decision whether a student can benefit from instruction.

**To be considered for admission as a special summer session student**, the student must meet the eligibility standards as established in Education Code Section 76001.

The student must submit:

- written and signed parental or guardian consent;
- written and signed approval of his/her principal that the student has availed himself/herself of all opportunities to enroll in an equivalent course at his/her school of attendance; and
- demonstration that the student has adequate preparation in the disciplines to be studied.

All required documents shall be sent to the **Director of Admissions and Records**.

**High School Students:** For students attending high school, **Director of Admissions and Records** will review the materials, and will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. The decision of the **Director of Admissions and Records** shall be final. This determination may be done by **[one or more of the following options]**:

- a review of the materials submitted by the student;
- meeting with the student and his/her parent or guardian;
- consultation with Student Services staff;
- consideration of the welfare and safety of the student and others; and/or
- consideration of local, state, and/or federal laws.

Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance. Courses in which high

school and other young 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.

If a request for special part-time or full-time enrollment is denied for a pupil who has been identified as highly gifted, the Board shall provide written findings and reasons for the denial within 60 days. A recommendation regarding the request for admission, and the denial shall be submitted to the Board at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted

Procedures for ensuring that claims for state apportionment for K-12 students meet all of the following criteria:

- The class is open to the general public
- The class is advertised as open to the general public in one or more of the following:
  - The college catalog
  - The regular schedule of classes
  - An addenda to the catalog or schedule

If the decision to offer a class on a high school campus is made after publication of the District's regular schedule of classes, and the class is only advertised to the general public through electronic media, the class must be advertised for a minimum of 30 continuous days prior to the first meeting of the class.

If the class is offered on a high school campus, the class may not be held during the time the campus is closed to the general public, as defined by the school board.

If the class is a physical education class, no more than 10 percent of the enrollment of the class may consist of special part-time or full time students.

### **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 used 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 course in accordance with the approved course outline.~~

No BP



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

## References:

Education Code Sections 48800, 48800.5, 76001, and 76002

**NOTE:** This procedure is **legally required** if the District admits high school students or younger students. Local practice may be inserted. At a minimum the procedures should address or include:

Admission criteria and procedures for younger students enrolling in the community college:

- Special part-time students (if applicable and as defined in Board Policy)
- Special full-time students (if applicable and as defined in Board Policy)
- Summer school students (if applicable and as defined in Board Policy)
- Agreements between school District(s) and community college District
- Credit granted for courses
- Limits on the number of units for which special part time students may enroll [*See Education Code Section 76001.d for specific language*]
- Procedures for denial of request for full-time enrollment, including time constraints [*See Education Code Section 76001(b) for specific language*]
- Procedures for recording board findings and reasons for denial of a request for admission by a student identified as highly gifted.
- Procedures for assigning a low enrollment priority to special part-time or full-time students, except for students attending a middle college high school if the student is seeking to enroll in a course that is required for the student's middle college high school program, to ensure they do not displace regularly admitted students.
- Procedures for maintaining records of enrollment of these students for apportionment purposes.
- Procedures for ensuring that claims for state apportionment for K-12 students meet all of the following criteria:
  - The class is open to the general public
  - The class is advertised as open to the general public in one or more of the following:
    - The college catalog
    - The regular schedule of classes
    - An addenda to the catalog or schedule

If the decision to offer a class on a high school campus is made after publication of the District's regular schedule of classes, and the class is only advertised to the general public through electronic media, the class must be advertised for a minimum of 30 continuous days prior to the first meeting of the class.

If the class is offered on a high school campus, the class may not be held during the time the campus is closed to the general public, as defined by the school board.

If the class is a physical education class, no more than 10 percent of the enrollment of the class may consist of special part-time or full time students.

**NOTE:** *The following is an illustrative example of procedures. **Legally required and legally advised** clauses are indicated.*

**Required** To be considered for admittance as a special part-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.

**Legally advised** Admission is subject to seat availability. The student must submit:

- district application for admission;
- written and signed parental or guardian consent;
- written and signed approval of his/her principal (**Note:** A parent or guardian of a pupil who is not enrolled in a public or private school may petition directly without the signature of a principal.)
- demonstration that the student is capable of profiting from instruction. The [**designate**] has the authority to make the final decision whether a student can benefit from instruction.

**Required** To be considered for admission as a special full-time student, the student must meet the eligibility standards as established in Education Code Section 48800.05.

**Legally advised** Admission is subject to seat availability. The student must submit:

- district application for admission;
- written and signed parental or guardian consent;
- written and signed acknowledgment of his/her principal. (**Note:** A pupil who is not enrolled in a public or private school does not need to provide written acknowledgment from his/her school principal.);
- demonstration that the student is capable of profiting from instruction;
- written approval of the governing board of the school district of attendance. The [**designate**] has the authority to make the final decision whether a student can benefit from instruction.

**Required** To be considered for admission as a special summer session student, the student must meet the eligibility standards as established in Education Code Section 76001.

**Legally advised** The student must submit:

- written and signed parental or guardian consent;
- written and signed approval of his/her principal that the student has availed himself/herself of all opportunities to enroll in an equivalent course at his/her school of attendance; and

- demonstration that the student has adequate preparation in the disciplines to be studied.

All required documents shall be sent to the [*designate*].

**Legally advised**

**High School Students:** For students attending high school, [*designate*] will review the materials, and will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. The decision of the [*designate*] shall be final. This determination may be done by [**one or more of the following options**]:

- a review of the materials submitted by the student;
- meeting with the student and his/her parent or guardian;
- consultation with [**designate appropriate college staff**];
- consideration of the welfare and safety of the student and others; and/or
- consideration of local, state, and/or federal laws.

**Middle and Lower School Students:** For students attending middle and lower schools, the determination shall be made by [*designate*]. The school must provide transcripts and a letter signed by the principal indicating how in his or her opinion the student can benefit from instruction. The [*designate*] will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college, and that the student's safety and that of others will not be affected. The decision of the [**designate position**] shall be final. Once a decision has been made, the student, his/her parent or guardian and the school principal shall be informed of the decision. This determination may be done by applying the following criteria [**one or more of the following options**]:

- a review of the materials submitted by the student;
- meeting with the student and his/her parent or guardian;
- consultation with [**designate appropriate college staff**];
- consideration of the welfare and safety of the student and others;
- consideration of local, state, and/or federal laws;
- review of the content of the class in terms of sensitivity and possible effects on the minor;
- requirements for supervision of the minor; and/or
- times the class(es) meet and the effect on the safety of the minor.

**Required** Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance. Courses in which high school and other young 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.

**Required** If a request for special part-time or full-time enrollment is denied for a pupil who has been identified as highly gifted, the Board shall provide written findings and reasons for the denial within 60 days. A recommendation regarding the request for

admission, and the denial shall be submitted to the Board at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted.

Revised 8/03, 2/04, 2/05, 2/06, 2/07, 3/12



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

Reference: *Education Code Sections 48800; 76001*

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 intersessions.

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, nondegree 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**

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### **Notification of Admission Status**

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issue its written recommendation and the reasons for the denial within 60 days. The written recommendation and denial shall be used 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**

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No BP



# IMPERIAL COMMUNITY COLLEGE DISTRICT

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## AP 5012 International Students

Reference: [Education Code Sections 76141; 76142; Title 5, Section 54045; Title 8, U.S.C. Section 1101.](#) et seq.

~~Procedures and deadlines for the application and admission of international students, including appropriate forms, are developed and disseminated by the Admissions and Records Office.~~

~~International students are not admitted to begin their studies at Imperial Valley College in the summer term or winter intersession.~~

### Admission Requirements

- ~~1. Students who have completed secondary education (preparatoria in Mexico) or are 18 years of age or older and no longer enrolled in secondary/preparatoria school will be considered for admission to the college.~~
- ~~2. A local sponsor is required for all international students. Sponsors must live in the Imperial Valley or the Mexicali, Mexico area. Parents may serve as sponsors.~~
- ~~3. Evidence of sufficient financial resources verifying students' ability to meet minimum estimated tuition and living expenses for at least one year must be provided.~~
- ~~4. Students wishing to transfer to Imperial Valley College from another college or university in the United States, must submit a *Transfer Clearance* form and official transcripts from each U.S. college attended. Students must be in good standing at the last U.S. institution attended.~~

### **Foreign Transcripts**

~~Imperial Valley College does not evaluate foreign transcripts. An enrolled student may request a form from the Admissions Office to have a foreign transcript evaluated by:~~

~~—— International Education Research Foundation, Inc.~~

~~—— P. O. Box 3665~~

~~—— Culver City, CA 90231-3665~~

~~By student petition, Imperial Valley College may accept lower division course work recommended by I.E.R.F. when appropriate.~~

### ***No BP***



## International Students

Imperial Valley College defines an “international student” as a student attending college full-time while on an F-1 visa. Applications for admission in IVC’s international Student Program are available online at [www.imperial.edu](http://www.imperial.edu), on the Admissions and Records website under “Forms.” ~~Prospective students may contact the Admissions and Records Office by calling (760) 355-6101 or by visiting the college website: [www.imperial.edu](http://www.imperial.edu).~~

All international students must maintain full-time enrollment (12 or more units each semester) and demonstrate academic progress in order to maintain their F-1 visa status. ~~Students with other type of visas (not F-1) may apply and enroll online through the Admissions and Records Office at [www.imperial.edu](http://www.imperial.edu).~~

~~Other requirements include the following:~~

### Admission Requirements:

1. **Completion of an International Student Application.** ~~—paper application.~~ Application deadlines for each primary term are noted on the Application. International students are only accepted for primary terms (Fall and Spring).
2. **Completion of the online Application for admissions.** ~~to Imperial Valley College—online.~~
3. An official affidavit of support and current bank certification or bank statement that proves the student has sufficient financial support to pay tuition and living expenses to study at Imperial Valley College **for one academic year.**
4. Local Sponsor.
5. Health insurance coverage. Imperial Community College District requires that all international students have a valid health insurance plan that provides coverage during their course of study. ~~Students must have health insurance coverage in order to enroll in classes.~~ Health Insurance Information is available in the Admissions and Records Office.
6. A Transfer Clearance form completed by the institution the student presently attends that verifies his or her eligibility to transfer to Imperial Valley College (when applicable).
7. Students under 18 years of age must be living with a legal guardian as stated in the admissions requirements.
8. **Required TOEFL (Test of English as a Foreign Language) scores.**
9. Upon acceptance, students will be administered assessment testing. During the assessment session, students are given tests in writing, mathematics, and/or English as a Second Language to determine their skills levels in these areas. Based on the results of English proficiency, students will be advised as to the

recommended level of enrollment in English, math, and other courses. ~~Students will receive their results from their assessment.~~ Our English as a Second Language Courses lead into an academic program.

10. International students must meet resident determination as set forth in Administrative Policy 5015 Residency Determination.

11. Exemptions from nonresident tuition can be made only as authorized by Education Code Section 76140(a)(2) for financial need.

## AP 5012 International Students

### References:

Education Code Sections 76141 and 76142;  
Title 5 Section 54045;  
Title 8, U.S. Code Sections 1101. et seq.

**Note:** *This procedure is **legally required** if the District admits non-citizen students. Local procedures may be inserted. Districts should include provisions for adherence to federal requirements regarding immigration documentation. The procedures should address or provide for:*

- An application process that includes submission of appropriate visa information from the country of residence, including INS forms.
- Students who will be attending pursuant to an F-1 visa, submission of paperwork to substantiate issuance by the District of form I-20.
- Required TOEFL (Test of English as a Foreign Language) scores, if applicable.
- Residence determination, including review of whether student holds a visa that requires the student have a residence outside of the U.S., or entered the U.S. under a visa that permits entry solely for a temporary purpose.
- Exemptions from nonresident tuition as authorized by Education Code Section 76140(a)(2) for financial need.

**Note:** *The following procedure is **optional**.*

Calculation of nonresident tuition fee applicable to noncitizens who have not or cannot establish residence, in an amount not to exceed the amount expended by the District for capital outlay in the preceding fiscal year divided by the total full-time equivalent students. This fee cannot exceed 50 percent of the nonresident tuition charged other nonresidents.



## AP 5012 International Students

Reference: 76141; 76142; Title 5, Section 54045;  
Title 8, U.S.C. Section 1101. et seq.

Procedures and deadlines for the application and admission of international students, including appropriate forms, are developed and disseminated by the Admissions and Records Office.

International students are not admitted to begin their studies at Imperial Valley College in the summer term or winter intersession.

### Admission Requirements

1. Students who have completed secondary education (preparatoria in Mexico) or are 18 years of age or older and no longer enrolled in secondary/preparatoria school will be considered for admission to the college.
2. A local sponsor is required for all international students. Sponsors must live in the Imperial Valley or the Mexicali, Mexico area. Parents may serve as sponsors.
3. Evidence of sufficient financial resources verifying students' ability to meet minimum estimated tuition and living expenses for at least one year must be provided.
4. Students wishing to transfer to Imperial Valley College from another college or university in the United States, must submit a *Transfer Clearance* form and official transcripts from each U.S. college attended. Students must be in good standing at the last U.S. institution attended.

### **Foreign Transcripts**

Imperial Valley College does not evaluate foreign transcripts. An enrolled student may request a form from the Admissions Office to have a foreign transcript evaluated by:

International Education Research Foundation, Inc.

P. O. Box 3665

Culver City, CA 90231-3665

By student petition, Imperial Valley College may accept lower division course work recommended by I.E.R.F. when appropriate.

No BP



## AP 5013 Students in the Military

*Reference: Education Code Sections 68074, 68075, and 68075.5;  
Title 5 Sections 55023, 55024 54041, 54042, 54050, and 58620  
and Veterans Code Section 824*

### Residence Determinations for Military Personnel and Dependents

A student who is a member of the armed forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification. Such student shall retain resident classification in the event that the member of the armed forces is thereafter transferred on military orders to a place outside of California or thereafter retires from active duty, so long as the student remains continuously enrolled in the District.

An undergraduate student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. Such student shall retain resident classification if he/she is thereafter transferred on military orders to a place outside of California, so long as the student remains continuously enrolled in the District.

A veteran who was discharged or released from at least 90 days of active service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran's state of residence is entitled to resident classification.

A parent who is a federal civil service employee and his/her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.

A student claiming the residence classifications provided for in this procedure must provide a statement from the student's commanding officer or personnel officer providing evidence of the date of the assignment to California, and that the assignment to active duty in California is not for educational purposes. A student claiming the

residence classifications provided for here for the dependent of military personnel shall provide a statement from the military person's commanding officer or personnel officer that the military person's duty station is in California on active duty as of the residence determination date, or has been transferred outside of California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date. (Title 5 Sections 54041 and 54042)

### **Withdrawal Policies for Members of the Military**

A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders. A withdrawal symbol may be assigned which may be a "W" or a "MW." Military withdrawal shall not be counted in progress probation, dismissal calculations, or in calculating the permitted number of withdrawals. In no case may a military withdrawal result in a student being assigned an "FW" grade. In no case may a college require a student who is required to report for military duty to withdraw from a course by a specified date in order to receive a full refund of the tuition and fees the student paid to the college for the academic term in which the student was required to report for military service.

~~Districts may reference or include local Administrative Procedures regarding how such a student would withdraw.~~

The "MW" symbol will be assigned upon receipt of a copy of the student's official military orders by the Admissions and Records Office.

## AP 5013 Students in the Military

### References:

Education Code Sections 68074, 68075, and 68075.5;  
Title 5 Sections 55023, 55024 54041, 54042, 54050, and 58620  
Military and Veterans Code Section 824

**NOTE:** *This procedure is **optional**. The following procedures may also be placed in other Administrative Procedures as appropriate, e.g., residence determination and grading and drop/add procedures.*

### Residence Determinations for Military Personnel and Dependents

A student who is a member of the armed forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification. Such student shall retain resident classification in the event that the member of the armed forces is thereafter transferred on military orders to a place outside of California or thereafter retires from active duty, so long as the student remains continuously enrolled in the District.

An undergraduate student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. Such student shall retain resident classification if he/she is thereafter transferred on military orders to a place outside of California, so long as the student remains continuously enrolled in the District.

A veteran who was discharged or released from at least 90 days of active service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran's state of residence is entitled to resident classification.

A parent who is a federal civil service employee and his/her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.

A student claiming the residence classifications provided for in this procedure must provide a statement from the student's commanding officer or personnel officer providing evidence of the date of the assignment to California, and that the assignment to active duty in California is not for educational purposes. A student claiming the residence classifications provided for here for the dependent of military personnel shall

provide a statement from the military person's commanding officer or personnel officer that the military person's duty station is in California on active duty as of the residence determination date, or has been transferred outside of California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date. (Title 5 Sections 54041 and 54042)

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Districts may reference or include local Administrative Procedures regarding how such a student would withdraw.

***Revised 8/06, 8/07, 7/11, 3/12, 11/14***