

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Special Admission of Non-High School Graduates

**Revision Date:** 11/09; February 12, 2013; December 8, 2015

**Responsible Area:** Vice President, Student Services

**Responsible Office:** Enrollment Services, Counseling Services

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

California Education Code allows Community Colleges to admit non-high school graduates on a special admission, part-time basis if the applicable approvals are obtained. The intent of the Education Code is “to provide educational enrichment opportunities for a limited number of eligible pupils.” Ed. Code 48800(a). A Special Admission Request is not required for students who show proof that they have passed the California High School Proficiency Exam (CHSPE) or the GED examination, or are not attending school and are 18 years of age or older.

**1) General Provisions**

- a. Total units limits:** Each term, students may enroll in the number of units shown below:

Age 1-8	0 units	<i>These students may only enroll in zero-unit courses.</i>
Age 9-13	6 units	
Age 14+	11 units	<i>11-unit maximum as per Ed. Code 76001(d).</i>

There are no exceptions to these unit limits.
- b. Age:** The age determination date is the student’s age on the first day of the COS semester for which enrollment is approved.
- c. Academic year limits:** During the fall and spring semesters, there is no limit to the number of students from each school that may enroll in COS courses. 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. 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.
- d. Summer limits:** 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. During the summer, the number of students who may enroll in COS credit courses is limited to a maximum of five percent of each grade level in each school. It is the responsibility of the school principal to monitor the five percent limit. There is no limit to the number of students from each school that may enroll in:
  - Zero-unit courses.
  - Any university general education course that is on the IGETC or CSUGE course lists.
  - Any course that is part of a COS occupational degree or certificate.

-Any ENGL, MATH, or READ course numbered 999 or below that would assist a student who has not passed the California High School Exit Examination (CAHSEE).

- e. **Physical education courses:** Special Admissions Students may only enroll in non credit community education physical education courses.
- f. **Assessment:** Math and English assessment is required for enrollment in some courses.
- g. **Online registration:** Online registration is not available for Special Admission students.

## **2) Enrollment Procedure**

**Step 1:** The student completes a current edition of the enrollment form.

**Step 2:** The parent or guardian of the student signs the request.

**Step 3:** The principal or designee where the student attends school reviews and signs the request.

**Step 4:** Students age 15 or under take the completed enrollment form to Counseling Services who will determine if the student has the ability to benefit from instruction. If approval is granted, the student submits the completed request form to COS Admissions and Records in Weed or Yreka to register for their course(s).

**Step 5:** Students age 16 or over submits the completed enrollment form to COS Admissions and Records in Weed or Yreka to register for their course(s).

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% of the enrollment of the class may consist of special part-time or full-time students. COS does not allow Special Admissions students to take physical education courses.

Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance. Classes 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 potential student, 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.

### **Federal Law Regarding the Release of Records for Minor Students**

Parents have certain rights with respect to their children's educational records. These rights transfer to the student when they reach 18 years of age or when they attend college. In the case of a special admission student who is attending the College of the Siskiyous, the student is considered a college student. As such, access to the student's records by parents or guardians is only permitted with a "Release of Information" form signed by the student. The form is available in Enrollment Services and at <http://www.siskiyous.edu/counseling/forms/recordinforelease.pdf>.