Admission Criteria and Procedures for Younger Students Enrolling in the College

A. Special Part-Time Students

Concurrently enrolled high school students may enroll in no more than 11.0 credit units per semester (8.0 during summer) with permission from the high school principal or designee and a parent. The high school principal must certify that the student is able to benefit from advanced course work. The student will submit a completed credit application. The Concurrent Enrollment Permit with appropriate signatures is required for each semester of enrollment or until high school graduation.

B. Special Full-Time Students

Students under eighteen (18) years of age who have not completed high school and are not pursuing the equivalent of a high school education or who are requesting enrollment as a full-time student may directly petition the president of the college to authorize attendance by having their parents submit a petition. The student and the parent must complete a minor’s petition. The student must submit a credit application, provide high school and any college transcripts, participate in English and math assessment and meet with the Dean of Counseling. The Dean of Counseling will determine if the student is able to benefit from advanced scholastic or vocational coursework through placement into college level work (at a minimum Math 100 and English 100), verifying previous coursework and consultation with the student. The Dean of Counseling will determine acceptance or denial of admission to the college.

C. Summer School Students

Concurrently enrolled high school students may enroll in no more than 8.0 credit units during summer session with permission from the high school principal and a parent. The high school principal must certify that the student is able to benefit from advanced course work. During summer session, the principal must certify that the student demonstrates adequate preparation in the discipline to be studied, has exhausted all opportunities to enroll in an equivalent course, if any, at the student’s school of attendance and that the recommendation was not given to greater than five percent of the students at the same grade level. The student will submit a credit application. A Concurrent Enrollment Permit with appropriate signatures is required for each semester of enrollment or until high school graduation.
D.  Credit Granted for Courses

Concurrently enrolled high school students will be granted college credit for completion of credit coursework. Determination of applicability towards high school graduation will be made by the student's high school. High school students are subject to all appropriate fees.

E.  Procedures for Denial of Request for Full-time Enrollment:  If the Dean of Counseling and Special Services denies a request for special part-time or full-time enrollment for a pupil who is identified as highly gifted, the Board of Trustees shall review the decision and either approve or deny the request for enrollment. The board shall record its findings and the reasons for denial of the request in writing within sixty (60) days. The written recommendation and denial shall be issued at the next regularly scheduled board meeting that falls at least thirty (30) days after the request has been submitted.

F.  Concurrently enrolled high school students, both special part-time and full-time, shall be assigned a low enrollment priority to ensure that these students do not displace regularly admitted students.

G. Concurrent enrollment permits and minors permits, or an electronic copy of the original, will be classified as Class 1 permanent records. The documents will be stored in the Admissions and Records Office for a two-year period and will be made available to state and local auditors.

H.  In order to ensure that all claims for state apportionment for K-12 students are met, the class must be open to the general public and published in at least two of the following: 1) an approved advertisement, (2) the regular printed schedule of classes, and (3) the online schedule of classes.

I.  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 thirty (30) continuous days prior to the first meeting of the class.

J.  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.

K.  If the class is a physical education class, no more than ten percent of the enrollment of the class may consist of special part-time or full-time students and be claimed for apportionment. The attendance of special part-time or full-time students will be monitored by Admissions and Records and apportionment claims adjusted as necessary so as not to exceed the ten percent allowed.