

CHANCELLOR FOR COMMUNITY COLLEGES MEMO

CCCM# 10100 (May 6, 1981)

SUBJECT: EARLY ADMISSIONS PROGRAM

A. References

1. Board of Regents Policy on Early Admissions, May 5, 1980.

B. Background and Purpose: To establish procedures which conform with Board of Regents Policy in (1) providing educational opportunity for academically superior and accomplished youth under 18 years of age who may be continuing high school students; and (2) providing educational opportunity for high school dropouts and applicants officially released or expelled who are under 18 yrs of age.

C. Responsibilities:

1. Chancellor for Community Colleges

- a. Will develop a program on Early Admissions including admission and enrolment criteria and procedures, in consultation with the Vice-President for Academic Affairs.
- b. Will submit an annual report to the Vice-President for Academic Affairs for the information of the BOR.

2. Provosts (and other community college executive)

- a. Will issue campus supplemental procedures, as necessary, to assure compliance with this CCCM and BOR policy.
- b. Will submit an annual report on Early Admissions to the Chancellor for the information of the BOR.

D. Definitions

1. Early Admissions Program - a special admission and enrollment program for students under 18 yrs of age to take college-level academic or vocational classes.
2. Early Admit - an academically -superior or accomplished high school student or vocationally gifted secondary student, under the age of 18, who is participating in a College's early admissions program.
3. Dropout - a former high school student, still under the age of 18, who has been

officially released or expelled by the Department of Education.

E. Procedures for Early Admits

1. High school principal or designee provides to a community college a written request that the student be permitted to enroll. Request will be justified based on student's academic, intellectual, or artistic accomplishment or exhaustion in secondary school of advancement opportunities in the field of accomplishment. This request must be renewed each semester.
2. Early Admit applicant will meet the following qualifications:
 - a. must be enrolled in courses at the high school;
 - b. should be of junior or senior status at the high school (exception may be made on an individual review basis);
 - c. must have written approval from parent(s);
 - d. must meet all course prerequisites or admission requirements other than high school graduation;
3. The Early Admit will be enrolled on a space available basis but may be enrolled under exceptional circumstances on a reserved basis.
4. The Early Admit will pay the mandatory Community College tuition and fees assessed to regular students.
5. Credits and grades earned will appear on a Community College transcript.
6. For statistical purposes, the Early Admit will not count into the college's headcount enrollment. These students will be counted as "special" students.

F. Procedures for Dropouts

1. The Dropout will provide a written release by the District Superintendent or designee.
2. The college reserves the right to determine by results of placement testing and other means whether the applicant can benefit from its academic and/or vocational offerings.
3. There will be an agreement of mutual sharing of responsibility with the releasing high school, employer or would-be employer, or a recommendation by an equivalent agency; e.g., the Family Court.
4. The Dropout will be enrolled initially on a space available basis. If he/she re-enrolls

for subsequent semesters, he/she may enroll as a regular student provided he/she is making satisfactory progress according to the college's academic standards of progress.

5. The Dropout must meet all course or program prerequisites or other admission requirements other than high school graduation.
6. The Dropout will pay the mandatory community college tuition and fees assessed to regular students.
7. Credits and grades earned will appear on the Community College's transcript.
8. For statistical purposes, the Dropout will count in the college's headcount enrollment.
9. If the Dropout transfers from the original college of enrollment to a second college, he/she must submit a new application to the second college and follow procedures 1, 2, 3, and 4 again.

G. Revisions:

None.

Dewey H. Kim
Chancellor for Community Colleges