



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4323

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CATEGORY: **Instruction, Extended Program**

EFFECTIVE: **12-04-91**

SUBJECT: **Enrollment of Students in College Classes
on a Full-Time Basis**

REVISED: **10-06-2000**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing enrollment of students in a community college as “special full-time students.”
2. **Related Procedures:**
 Enrollment of students in
 college courses on a part-time basis 4322
 Transfer and withdrawal, 7–12 6146

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F–2000, F–2200, F–2550, F–3300, F–7000, F–7100; Education Code Section 48800.5.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Placement and Appeal Office, Center for Student Support and Special Education.
2. A parent or guardian of any pupil, regardless of the pupil’s age or class level, may petition the governing board of the school district in which the pupil is *enrolled* to authorize the attendance of the pupil at a community college as a special full-time student, provided the student meets the community college district’s admissions standards. The basis for the request is that the student would benefit from advanced scholastic or vocational training available only at the community college. A parent or guardian of a pupil who is *not enrolled* in a public school may directly petition the president of any community college to authorize the attendance of the pupil at the community college as a special full-time student.
3. **Limitations**
 - a. Prior to petitioning the governing board, a student must take the Assessment/Placement test at the community college and receive a score that qualifies the student for enrollment in English 101 (or equivalent) and Math 095 (or equivalent).

- b. Such a petition by a parent or guardian of a district pupil must be approved by board action before a student may enroll in a community college as a special full-time student.
- 4. A review panel consisting of the placement and appeal specialist, another placement and appeal representative, and a site representative reviews each petition and makes a recommendation to the Board of Education.

D. IMPLEMENTATION

1. Petition Process

- a. **Parent or guardian** sends a written request to the placement and appeal specialist requesting full-time enrollment in community college district.
- b. **Placement and Appeal Office** schedules a hearing date.
- c. **Review panel**
 - (1) Reviews pertinent academic and social data concerning pupil.
 - (2) Confers with pupil and parents.
 - (3) Discusses recommendation with school site administrator.
 - (4) Makes a recommendation to Board of Education about whether or not student should be allowed to attend a community college full time.

2. Recommendation of Petition

- a. Placement and appeal specialist prepares a board agenda item recommending approval or denial of petition.
- b. If approval of petition is granted by the Board of Education, *pupil* applies to community college district for enrollment.
- c. If the Board of Education denies petition, *pupil's parent or guardian* may appeal to the San Diego County Board of Education to render a final decision.
- d. If student is denied enrollment by community college district, *pupil* returns to last school of attendance.

SUBJECT: **Enrollment of Students in College Classes
Classes on a Full-Time Basis**

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E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education