PREUSS SCHOOL
Site Operations Circular 1002

Date:	August 17, 2020
Subject:	Enrollment in College/University Coursework
Departments and/or Persons Concerned:	School Administrators, School Counselors, School Registrar
Reference:	*Assembly Bill 288 (Holden) and California EC 76004, California EC Section 51225.3(b), California EC Section 68130.5 (AB540)*
Action Requested:	Review Ed Code below and develop policies for The Preuss School at UC San Diego
Purpose:	The purpose of this circular is to provide the foundation for policies: 1. Regarding enrollment of high school students in college/university course work to earn high school credit and satisfy graduation requirements.

Background:

Assembly Bill 288 (Holden) was enacted January 1, 2016 and added to the California Education Code section 76004. Assembly Bill 288 enables the governing board of a community college district to enter into a College and Career Access Pathways (CCAP) partnership with the governing board of a school district. For the first time in California's Education Code, the term "dual enrollment" is identified to define "special part-time" or "special full-time" students – that is, high school or other eligible special admit students enrolling in community college credit courses.

California EC Section 51225.3(b) provides for a governing board to adopt alternative means for students to complete course requirements for a high school diploma, including credit earned at a postsecondary institution.
California EC Section 68130.5 (AB540) exempts payment of non-resident tuition for certain non-resident students who have attended high school in California and intend to receive or have received a California high school diploma or its equivalent.

- Concurrent enrollment: High school students independently attend college classes outside the regular school day in addition to the student's regular academic program. (The term concurrent enrollment does not appear in the California EC)

- Dual enrollment: High school student attends college classes during the regular instructional day as part of the student's academic program, but outside of the minimum instructional day, which allows students to experience college level courses, explore career options, and shorten the time required to complete an Associate or Baccalaureate degree.

Student Participation Criteria: Eligibility for participation in college coursework includes:

- Review of a student's transcript to ensure appropriate pre-requisite coursework has been satisfactorily met so that the student is prepared to be successful in a college-level course.
- It is recommended that students have a minimum grade point average (GPA) of 2.5 or higher.

- School counselor and/or site principal/administrator meeting with student and parent/guardian to review program requirements, college application form.

Considerations. School counselors and site administrators must consider if any of the situations/conditions below create a negative impact on a student.

- Effect of participation in a college/university course as a high school student on the student's eligibility to apply for college (UC first time student vs. transfer student).
- Effect of participation in a college/university course on the student's eligibility to apply for financial aid.
- A plan is in place for the student if they drop or withdraw from the course.
- A plan is in place for the student if a D or F is earned and permanently reflected on the student's college transcript.
- The student's level of maturity, as minor students taking college/university courses are expected to take primary responsibility for their own safety and conduct.
- Confidentiality laws and Education Code 49061 prohibits parents/guardians from accessing student records at community colleges. College instructors are not required to discuss student performance with parents/guardians.
- Enrollment of students into college courses during the regular school day is not intended to reduce the number of credentialed high school staff.
- College semester start and end dates do not always align to district semester dates. Students and parents/guardians must be informed of course dates and that is the student's responsibility to be in attendance for all course sessions.

Textbooks and materials

- The Preuss School at UC San Diego is responsible for ensuring that necessary textbooks and materials are provided for students taking coursework during the school day as part of their regular instructional program.

APPROVED:

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