

Student Services

BP 5010 ADMISSIONS AND CONCURRENT ENROLLMENT**References:**

Education Code Sections 52620, 52621, 76000, 76001, 76002, and 76038;

Labor Code Sections 3077;

34 Code of Federal Regulations Part 668.16 (p) (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

Apprenticeship Attendance Report (CCFS-321);

ACCJC Accreditation Standard II. C.6.

The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- Any person over the age of 18 and possessing a high school diploma or its equivalent.
- Other persons who are over the age of 18 years and who, in the judgment of the Superintendent/President or his/her/their designee, are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in Labor Code Section 3077.
- Secondary school students and other special admit students who are able to demonstrate their ability to benefit from advanced scholastic or vocational work and who meet the specified admissions and enrollment criteria per applicable Education Code, state regulations, and Board policies and administrative procedures.

The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The Superintendent/President shall establish procedures for evaluating the validity of a student's high school completion.

International Students

International students seeking admission to the College of Marin credit program under an F-1 student visa must file a Foreign Student Admissions Application by the published deadlines. These students must meet all United States Immigration requirements and District's admissions requirements as published in the current Catalog. (See AP 5012 International Students)

International students seeking admission to the College of Marin Intensive English Program under an F-1 student visa must file an Intensive English Language Application for Admissions by the published deadline dates. These students must meet United States Immigration requirements.

Admission – Any student whose age or class level is equal to grades 9, 10, 11, or 12 is eligible to attend as a special part-time student for advanced scholastic or vocational courses.

Any student in an adult education program administered by a school district or noncredit program administered by a community college district who is pursuing a high school diploma or high school equivalency certificate, and receives the recommendation of the administrator of the student's adult school or noncredit program of attendance, is eligible to attend as a special part-time student.

Any student whose age or class level is equal to grades 9, 10, 11, or 12 is eligible to attend as a special full-time student.

Any student enrolled in grades 9, 10, 11, or 12 may attend summer session.

Admissions to Special Programs

In addition to meeting the standards for admission to the District, students wishing to enroll in a special course of study or to an impacted program must satisfy additional admission requirements. Specific criteria for admission to such programs shall be approved by the Superintendent/President and published in the Catalog.

The Superintendent/President or designee shall establish procedures regarding ability to benefit and admission of high school students, including students who are home-schooled and/or exempt from compulsory high school education. Those procedures will be described in AP 5011 titled Admission of High School and Other Young Students and the current Catalog.

Admission of Special Part-Time, Full-Time, and Summer School High School Students

Any high school student is eligible to attend as a special part-time, full-time, or summer school student provided he/she/they is able to demonstrate his/her/their ability to benefit from advanced scholastic or career/technical courses and who meet the specified admissions and enrollment criteria per applicable Education Code, state regulations, and Board policies and administrative procedures as described in AP 5011 Admission of High School and Other Young Students.

Admission of Other Young Students

The Superintendent/President or designee shall establish procedures regarding evaluation of requests for special full-time, part-time, or summer school enrollment by a pupil who is enrolled in grades kindergarten through eighth grade or identified as highly gifted.

If the request for admission is denied, the applicant may appeal according to the process below.

Denial of Requests for Admission of High School and Younger Students

If the Board of Trustees denies a request for special full-time or part-time enrollment by a pupil who is identified as highly gifted, the Board will record its findings and the reason for denying the request in writing within sixty (60) days.

The written recommendation and denial shall be issued at the next regularly scheduled Board meeting that occurs at least thirty (30) days after the pupil submits the request to the District.

Claims for State Apportionment for Concurrent Enrollment

Any claims for state apportionment submitted by the District based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The Superintendent/President or designee shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

Date Adopted: July 27, 2010 (*Replaced College of Marin Policy 4.0002 and a portion of Procedure 4.0003 DP.1*)

Date Revised: July 17, 2012

Date Reviewed/Revised: May 17, 2022