

**Coast Community College District  
Administrative Procedure**

Chapter 5  
Student Services

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**AP 5010 Admission and Enrollment of Underage Students**

The District may grant special admission for certain underage students who are designated as “talented and gifted” but who are yet to receive a high school diploma or a high school equivalency certificate. Students will be considered for such admission provided that the student has met and documented one or more of the criteria below:

- Identification by the student’s public school Board of Education or private school governing board as talented and gifted.
- Completion of at least the 7th grade and an intelligence quotient of at least 14 on the Wechsler Intelligence Scale for Children (WISC).
- Admission to a recognized gifted and talented program in the State of California or identification by local, professionally-qualified individuals or entities as having outstanding abilities in a particular area such as art or music which qualifies them for advanced study in that area. The District reserves the right to determine whether or not it will recognize a program or professional entity as meeting this criterion prior to accepting the recommendation.
- Students who are home schooled may, in lieu of the first two criteria listed, be assessed by a psychometrist or other professional qualified to administer and interpret the results of a recognized achievement test which places the student at the 90th percentile or higher using norms for college-bound students. The District reserves the right to determine whether or not it will recognize the validity of such tests and requires that students check with the Director of Admissions and Records or Director of Enrollment Services at the college where they are seeking to be admitted.

Students enrolled under this category will be limited to two daytime courses per semester, with continuance at the College dependent upon satisfactory performance in all previous semesters. Students who wish to enroll in this category must complete the following in the order below:

1. Complete “Request for Special Admission” form.
2. Complete “Letter of Understanding” form.
3. Schedule a meeting with the Director of Admissions and Records or Director of Enrollment Services prior to registration.
4. Submit an admission application for the College.
5. The Director of Admissions and Records or Director of Enrollment Services will consult with the appropriate faculty and division dean for the course(s) the student is seeking to attend. The division dean and faculty reserve the right to approve or deny attendance.

All requested signatures must be present before the student proceeds further in the process. Failure to comply with any portion of this process will result in denial of admission. All required documents must be submitted, and all evaluation results must be in place, no less than two weeks prior to the start of the semester for which the student is seeking admission.

**Coast Community College District  
Letter of Understanding for Special Admissions Students**

**Students designated as gifted and talented may be admitted to Coast Community College District on a case-by-case basis and under the following conditions:**

- 1\_\_\_ We understand that Coast Community College District is a public, secular district, and courses may, at times, deal with adult subject matter. There will be no modification of course content or prerequisites for underage students.
- 2\_\_\_ We understand that academic freedom prevails in the classroom and that the student will be held to standards established by the faculty member and stated in the course syllabus.
- 3\_\_\_ We understand that the student will be in a primarily adult environment where the average age of students is 30.
- 4\_\_\_ We understand that students under the age of 16 are ineligible for any type of federal financial aid.
- 5\_\_\_ We understand that each semester/term the student must meet with a counselor and obtain his/her signature on the registration form prior to enrolling for any courses. Regular meetings with a counselor/advisor during each semester/term are strongly encouraged. We further understand that we must see the Director of Admissions and Records or Director of Enrollment Services or his/her designee in order to register.
- 6\_\_\_ We understand that Coast Community College District has the right to limit the number of courses and credits taken each semester, as well as the time within which these courses must meet.
- 7\_\_\_ We understand that the Family Educational Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.
- 8\_\_\_ We understand that the student needs to notify the Vice President of Student Services or his/her designee should any problems arise while enrolled as a student at Coast Community College District.
- 9\_\_\_ We, the parents, are responsible for arranging for transportation. We further understand that the District does not act "in loco parentis" (does not assume parental status and responsibilities) while the student is on campus.
- 10\_\_\_ We, the parents, further understand that, while we are assumed to be on campus while the student attends classes, we are not allowed to sit in or observe those classes.
- 11\_\_\_ We have reviewed this document with the Director of Admissions and Records or Director of Enrollment Services or his/her designee and understand what is required.

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Student	Date	Parent/Guardian	Date
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Director of Admissions and Records/Director of Enrollment Services	Date
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Conditions of Enrollment:

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