



## ADMINISTRATIVE PROCEDURE

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**TITLE: Admissions and Concurrent Enrollment of High School and Other Young Students**

**ADMINISTRATIVE PROCEDURE # 5011**

**RELATED TO POLICY # 5010 Admissions and Concurrent Enrollment**

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To be eligible for concurrent enrollment in accelerated learning programs, as defined by the state of Oregon, a secondary school aged student must submit:

- Umpqua Community College application for admission;
- Authorization from the high school, school district or Educational Service District in the form of the Pre-College Verification form or the Expanded Options process;
- Demonstration of adequate preparation for college courses through high school authorization and/or placement test scores.

All required documents shall be sent to the College Transitions Office. The College Transitions Specialist has the authority to make the final decision whether a student can benefit from instruction.

### **1. Students 16 or Older**

#### ***A. Dual Credit***

For students attending high school, the College Transitions Specialist will work with the high school staff and instructors to determine if the students have sufficient preparation to benefit from dual credit instruction. This determination may be done by:

- A review of the submitted materials, such as an application and needed placement measures;
- Consideration of the welfare and safety of the student and others; or
- Consideration of local, state, and/or federal laws.

***B. Expanded Options or Other Underage Students Attending College Classes***

For students attending high school, the College Transition Specialist will determine if the student has sufficient preparation to benefit from instruction at a community college. The decision of the College Transition Specialist shall be final. This determination may be done by:

- i. Authorization by the high school or school district to allow student to take college courses;
- ii. A review of the submitted materials, such as an application and needed placement measures;
- iii. Consultation with College Transition Specialist to determine academic preparedness;
- iv. Consideration of the welfare and safety of the student and others; or
- v. Consideration of local, state, and/or federal laws.

**2. Students Under 16 years**

A. For students under the age 16, the final determination for course enrollment shall be made by the Dean of Enrollment Management. The initial application materials will be submitted and reviewed by the College Transitions Office. The student must provide transcripts and a letter signed by the principal or teacher indicating how the student can benefit from instruction.

B. The Dean of Enrollment Management will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college, and that the student's safety and that of others will not be affected. This determination may be done by applying the following criteria:

- i. A review of the materials submitted, including transcripts or placement measures, the authorization from the high school, and the letter from a teacher or principal;
- ii. Consultation with College Transition Specialist;
- iii. Meeting with the student and parent/guardian;
- iv. Consideration of the welfare and safety of the student and others;
- v. Consideration of local, state, and/or federal laws;
- vi. Review of the content of the class in terms of sensitivity and possible effects on the minor;

- vii. Requirements for supervision of the minor; and
- viii. Times the class(es) meet and the effect on the safety of the minor.

Once a decision has been made, the student and their parent or guardian shall be informed of the decision.

**RESPONSIBILITY:**

The Dean of Enrollment Management is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 11/5/2019**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**