



Kern Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5010 Admissions

References:

Education Code Section 76000;
34 Code of Federal Regulations Part 668.16 subdivision (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);
ACCJC Accreditation Standard 2

The Chief Instructional Officer at each respective college shall be responsible for evaluating the validity of a student's high school completion if the college or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.

The District may deny or place conditions on a student's enrollment upon a finding by the Board or designee that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and the applicant continues to present a danger to the physical safety of students and/or employees of the District.

Admission Procedures

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

1. Any California Resident or non-resident possessing a high school diploma or the equivalent.
2. Other persons who are over the age of 18 years and who, in the judgment of the Chief Instructional Officer 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.
3. Persons who are apprentices as defined in Section 3077 of the Labor Code.

The District may admit any non-California resident possessing a high school diploma or

the equivalent.

Admission Residency Status

Each person applying for admission or enrollment in a California Community College is assigned a residency status. The most common statuses are Resident, Non-Resident, and International. The various statuses assigned can affect the tuition and fee rates assigned to students. See Administrative Procedure 5015 Residence Determination.

Admission to Impacted Programs

In the event the number of applicants designated to be eligible for admission exceeds the number of student positions in a program, the following selection process may be used to determine student admission.

Applicants who are eligible will be admitted in the order in which their names appear on an eligibility list established for each program. The applicant's position on the list will be determined by specific procedures established for each program. Screening and selection criteria will be applied consistently for all applicants at each respective college. Criteria which may be used to establish priority for admittance are noted in the following sections or may be allowed by using other non-evaluative techniques to determine who may enroll.

Academic prerequisites may include high school graduation or equivalent, grade point average, and completion of high school courses or college courses which are directly related to the curriculum content of the impacted program.

Standard testing procedures may include aptitude tests, attitude or personality tests, skills performance, and competency tests in specific fields.

Criminal background checks, drug screening, and physical health assessments of an applicant may be used to assure that the health and safety of the public is protected and to assure the student is able to perform the work required in the program. See Title 5, Section 58106(b).

An interview procedure may be used in the screening and selection process. The interview shall be preceded by instructions to the applicant indicating the purpose, conduct, and general content of the interview. The interview procedure shall be uniform for all applicants, contain items relevant to the discipline, and result in a quantitative evaluation. The interview committee shall consist of two (2) or more persons.

Previous experience may be used as a criterion for screening and selection. Student failure to complete the application procedure may preclude admittance.

Each college shall have available for interested applicants the specific and current criteria for implementing this policy.

In Administration of Justice courses approved by the Commission on Peace Officer Standards and Training, preference in enrollment may be given to employed law enforcement trainees who are required to complete such courses pursuant to law. Preference should only be given when the trainee cannot complete the course within the time required by statute and when no other training program is reasonably available. Preference is limited to 85% of enrollment when there are sufficient numbers of non-law enforcement trainees available.

Limitations on Enrollment in Courses or Programs

Enrollment may be limited by the College President or designee to students meeting validated prerequisites and co-requisites established by the respective college's curriculum committee. See Title 5, Section 55003.

Enrollment may be limited due to health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, or legal requirements.

Enrollment will be allowed on a first-come, first-served basis or by using other non-evaluative techniques to determine who may enroll.

Enrollment in intercollegiate competition courses, honors courses, or public performance courses may be allocated to those students judged most qualified.

Enrollment in individual sections of multi-section courses may be limited to a cohort of students enrolled in one or more other courses provided, however, a reasonable percentage of all sections of the course do not have such restrictions.

The colleges will limit the total number of units in which students who have been disqualified or placed on probationary status may enroll. See AP 4250.

Students may challenge an enrollment limitation on the grounds that: The limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner; the District is not following its policy on enrollment limitations; or the basis upon which the District has established an enrollment limitation does not, in fact, exist.

The student shall bear the burden of showing that grounds exist for the challenge. Challenges shall be handled in a timely manner, and if the challenge is upheld, the District shall waive the enrollment limitation with respect to that student. In the case of a challenge under this Policy, the District shall, upon completion of the challenge procedure, advise the student that he or she may file a formal complaint for unlawful discrimination. See AP 5530.