

SPECIAL ADMISSION RECOMMENDATION FORM

Concurrent Enrollment Guidelines

1. The Concurrent Enrollment Program is open to any K-12 student who, in the opinion of the Superintendent/President or designee, can benefit from advanced instruction.
2. Students may be admitted upon recommendation of the principal and parent. All students under the 11th grade must have the DVC Instructor's permission to enroll in their course. Additionally, all concurrent students, regardless of grade level, must have the permission of the DVC instructor to enroll in PE classes.
3. College level courses will only be available to high school students who do not have the course equivalencies offered in the student's home K-12 school district.
4. The College reserves the right to exclude or limit enrollment into programs where health, safety, instructional methodology, facility constraints, or legal requirements are deemed inappropriate for concurrently enrolled students.
5. Students enrolled in more than 11.0 units for the Fall or Spring semesters or more than 6.0 units in the Summer are considered full-time students at DVC and subject to full payment of the enrollment fee. Special permission is required for students wishing to enroll in more than 11 units. Contact Admissions for details. **All other fees are required and must be paid at the time of registration.** NOTE: Concurrently enrolled students below the 11th grade will be permitted to enroll in no more than two courses, or 7 units, per term.
6. All coursework at DVC becomes part of your permanent academic history. Grades received or excessive drops may have implications involving financial assistance, athletic eligibility, probation, etc.

Student Responsibilities:

1. You must register for **approved** classes only. Registering for non-approved classes will result in a loss of Concurrent Enrollment privileges.
2. Concurrent students shall conform to the College's academic rules and regulations and the code of conduct expected of all college students.
3. You are responsible for reviewing and abiding by all academic policies as listed in the Schedule of Classes and College Catalog.

Parent or Guardian Information:

1. Concurrent students are treated like every other college student. The rules regarding student records are governed by the Family Education Rights and Privacy Act (FERPA). Academic information is only released with the written consent of the student.
2. Please note: Your son or daughter will be exposed to a diverse population in educational programs designed for the adult learner, which may involve sensitive topics that might be considered controversial or offensive to some. Your signature on the reverse side of this form acknowledges your receipt of this information and stipulates your permission for your child to enroll in a college level course and participate in all required activities that may include field trips off campus.
3. All courses taken will be taken for college credit and become a part of the official college record.

Instructions:

The following documents must be completed, signed and submitted to the Admissions and Records Office before the student may enroll:

1. Application for Admissions (you should complete online prior to in-person registration).
2. Special Admission Recommendation Form and a copy of the affidavit for home schooling for those students not attending a public or private school.
3. Official High School transcript for verification of prerequisite course completion (in a sealed envelope). Prerequisites are strictly enforced and will not be waived.
4. Students below the junior level or students enrolling in PE courses must register in person after obtaining the DVC instructor signature on the first day of the class.
5. Juniors and seniors must register in person no sooner than the last day of open enrollment.

