

MIRACOSTA COLLEGE ADULT HIGH SCHOOL DIPLOMA PROGRAM

# Concurrent Enrollment Permit

to be completed by students who ARE currently enrolled in a day high school program

Please read the following before completing this form.

In order to enroll a student currently enrolled in a day high school must:

1. Be at least **17 years old**, credit or California High School Exit Exam deficient, and must have attended at least five semesters of high school.
2. Obtain the signature of a counselor, principal, and a parent or guardian.
3. Have this form fully completed in order to register.
4. Must present the completed form when he/she comes to register.

### PART I - TO BE COMPLETED BY STUDENT

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
(Last) (First) (Initial)

Address \_\_\_\_\_ Telephone Number \_\_\_\_\_  
(Number and Street)

\_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_  
(City) (State) (Zip)

I request to attend classes offered:  Fall 200\_\_\_\_\_  Spring 200\_\_\_\_\_  Summer 200\_\_\_\_\_

I am enrolled in and attending the following high school: \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

### PART II- TO BE COMPLETED BY PARENT/GUARDIAN, EVEN IF STUDENT IS NOT A MINOR.

**ADVISEMENT:** Community college students are protected under the Family Educational Rights and Privacy Act (FERPA). Student records and information pertaining to attendance and/or academic progress is confidential. Parents should be advised that this confidential information will not be provided to any person or agency without the student's written permission. I have read the Rights and Responsibilities of Students and Notice to Minor Students and Their Parents (see attachments) and discussed them with my son/daughter.

**I have read, understand, and agree to the conditions listed above.**

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

### PART III - TO BE COMPLETED BY HIGH SCHOOL COUNSELOR

Specific courses must be listed. If this section is not complete student may not enroll.

Please indicate whether the student is credit and/or CAHSEE deficient:  Credit Deficient  CAHSEE Deficient

Course Name \_\_\_\_\_ Course Name \_\_\_\_\_

Course Name \_\_\_\_\_ Course Name \_\_\_\_\_

Counselor's Signature \_\_\_\_\_ Date \_\_\_\_\_

### PART IV - TO BE COMPLETED BY HIGH SCHOOL PRINCIPAL

The above named student has my permission to attend MiraCosta College's Adult High School Diploma Program as per Education Code 76001 and 76002.

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_



**TO:** Minor Students and their Parents/Guardians  
**FROM:** Dean, Community Education  
**SUBJECT:** Notice to Minor Students and Their Parents/Guardians

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The number of students under the age of 18 attending MiraCosta College has increased in recent years. This makes communication between MiraCosta College and minor students increasingly important to insure a positive educational experience.

It is imperative to understand that, when a minor student, becomes a student at any college all rights accorded to, and consent required of, parents transfer to the student (section 99.5 of the Family Educational Rights and Privacy Act). That is, parents do not have the right to inspect the minor student's records or gain access to information related to their attendance at MCC. The minor's parents/guardians must have a signed release from the student before we will discuss or release any information related to the student.

Minor students and their parents/guardians must also understand that they are entering a college environment, which is designed with adults in mind. Thus, the atmosphere of the campus in general, and of classrooms in particular, will frequently reflect an adult population.

Students should be aware that:

- Courses may have frank discussions about sensitive topics
- Audio-visual presentations may be graphic in their content
- Students may be exposed to vulgar language outside of the classroom
- Instructors cannot inform anyone, including parents, of last minute class cancellations or early class releases. If classes are released early, instructors cannot sit with underage students while they wait to be picked up.

This is not meant to create undue concern – only to serve as a precaution to allow minor students and their parents/guardians to understand what a college setting is like so that they can have a safe, positive educational experience at MCC.

If MCC AHSDP credits are required for high school graduation, the student will need to go to the Support Services Office at the end of the current term to request that an official transcript be sent to the high school.

For more information you may contact the Community Learning Center at (760) 795-8710.

## ***Rights and Responsibilities of Students***

### **1. Rights and Responsibilities of Students**

For the purpose of this policy, students include those persons who are: enrolled officially in credit and noncredit classes; auditing classes; or involved in on-campus contract education projects for residents of the United States. All other persons associated with college-sponsored programs or projects (Community Services clients, LIFE members, off-campus contract education clients, foreign contract education program participants at all locations, etc.) are considered as visitors, and will be subject to non-student disciplinary action in accordance with Administrative Policy VIII.E. Section 1.c.

#### **a. Student Rights**

Each student has a right to be treated with dignity in an environment free from discrimination, harassment, or disruption of the learning process. Each student must have access to a disciplinary procedure, which ensures due process. Students with verified disabilities have the right to receive academic accommodations.

#### **b. Student Responsibilities**

Each student must obey civil and criminal laws. In addition, each student must refrain from:

- Engaging in academic dishonesty including plagiarism. (See plagiarism explanation and penalty information in the section on Special Faculty and Staff Member Disciplinary Courses of Action.)
- Committing forgery or other alteration of college records, or knowingly or negligently furnishing false information to any college office. (See Procedure VIII.E-01.d (2.e) regarding Financial Aid Fraud.)
- Disrupting of teaching, administration, or other college activities or programs.
- Abusing physically or verbally any college employee any other student or visitor, or threatening to use force or violence against any member of the college community.
- Committing theft of, or damage to, college property or the property of students, staff, or visitors.
- Using college supplies and equipment or entering college facilities without authorization.
- Violating college or California Education Code regulations pertaining to student organizations, distribution of literature, and place and manner of public expressions. (These regulations are available in the Student Activities Office in the Student Center.)
- Using, possessing, or distributing alcoholic beverages, illegal drugs or narcotics while on the college campuses. (Students should be aware that possession, use, or distribution of drug and alcohol substances on a campus violates California Health and Safety Codes (11350, 11357b, and 11377) and California Business and Professional Code (25608). Penalties include substantial fines and/or imprisonment.
- Disobeying traffic or parking regulations.
- Smoking in a designated non-smoking area.
- Disobeying directions of college officials acting in their authorized capacities.
- Possessing weapons or objects intended to be used as weapons without the expressed written consent of the college's Superintendent/President or designee.
- Providing false or misleading information, or intentionally omitting information on financial aid applications and supporting documents.
- Illegally obtaining or altering college records, electronic information, or computer application.
- Participating in any activity which might be classified as a hate crime, including but not limited to verbal or written slurs, physical attacks, defacing of property, or threats directed toward people who are protected by the college anti-discrimination policy. The college extends equal opportunity protection to all individuals regardless of, but not limited to, race, color, religion, national origin, gender, marital or parental status, disability, age, sexual orientation, or Vietnam-era veteran status.

Students must acquaint themselves with these student responsibilities and the policies of the various college offices and comply with them. For example, students are responsible for learning about, and abiding by, deadlines for submitting add or drop cards, graduation petitions, directed-studies petitions, credit-by-examination requests, credit/no-credit option requests, and financial aid paperwork.

Students with disabilities requiring academic accommodation are responsible for identifying themselves as disabled, providing verification of the disability, and providing adequate notice of accommodation needs. Generally, seven days' notice is required to provide accommodation.

**c. Non-Student Disciplinary Action**

Use of MiraCosta campuses or centers is intended for enrolled students. Non-students are welcome on the campuses or at the centers only if they abide by all college rules and regulations. If non-students abuse college facilities, violate college rules, or refuse directions from college officials, they may be asked to leave and be prohibited from returning. Campus police will enforce this policy in cooperation with college officials.

**d. Student Disciplinary Action**

(See Procedure VIII.E-01.d)

Violation of college rules and regulations may result in the Vice President of Student Services, or designee taking one or more of the following courses of action:

- Issuing an oral, or sign language warning regarding modifying behavior.
- Issuing a written warning regarding modifying behavior.
- Requiring restitution for stolen or damaged property.
- Arranging a meeting to discuss the possibility of disciplinary probation, summary suspension, disciplinary suspension, expulsion, or other appropriate action. The college must show cause for probation, suspension, or expulsion. Steps to be followed in conducting the meeting are specified in administrative procedure VII.E-01.d. The Vice President of Student Services or designee may determine that student behavior constitutes an immediate threat to members of the campus community. If that is the case, the student is subject to immediate disciplinary action. The Vice President of Student Services or designee may arrange to meet with the student and to proceed with an immediate suspension for up to five class days. Such a suspension may be appealed to the college president.

**e. Student Grievance and Due Process**

(See Procedure VII.E-01.e)

MiraCosta College encourages students, faculty, and staff members to resolve differences informally; a formal grievance may be filed.

Complaints under this policy may be brought for alleged discrimination based on, but not limited to, race, color, national origin, gender, marital or parental status, physical or mental disability, sexual orientation, Vietnam-era veteran status, or age. It is also appropriate to use this policy to file complaints about grades, college procedures, student behavior, sexual harassment, and other campus concerns.

If you are a regular non-student employee wishing to grieve against a supervisor or the institution you must use different documents and procedures, which are available in the Human Resources Office of the college.

**f. Academic Probation and Dismissal**

(See Procedure VII.E-01.f)

The faculty and administration will periodically review the academic probation and dismissal policy of the institution and recommend appropriate modifications to the Governing Board. The probation and dismissal policy will be printed in the college catalog so students can be fully informed. MiraCosta College will comply with Title V regulations. Chapter IV, Standards of Scholarship, sections 51300 through 51319.

**g. Financial Aid Progress**

Procedures will be developed by the administration, which will satisfy the basic requirements of the United States Office of Education on satisfactory progress for financial aid recipients.

**h. Student Bookstore Credit and Deferments**

(See Procedure VII.E-01.h)

**i. Free Speech and Distribution of Literature**

(See Procedure VII.E-01.i)

MiraCosta College is dedicated to the free exchange of ideas. First amendment rights guarantee freedom of speech.

Academic freedom is the freedom to express and defend one's view or beliefs and the freedom to question and differ without repression or academic penalty. In an institution of free inquiry, it is the right of all to express their views.

Freedom of speech and the distribution of literature on campus shall be permitted as long as the distributors do not obstruct free passage or interfere with programs and services of the college. The literature may not advocate the violent overthrow of the government.

The Vice President of Student Services or designee, in consultation with faculty and staff, will be responsible for developing procedures for free speech and distribution of literature on campus.

**j. Release of Student Records**

(See Procedure VIII.E-01.j)

The Family Educational Rights and Privacy Act (FERPA) requires that educational institutions:

- Provide each student, on request, with access to official records directly related to that student and further provide an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate.
- Obtain the written consent of each student before releasing personal information (addresses, telephone numbers, etc.) about that student to other than a specified list of persons or agencies.
  
- Notify each student of these rights.

The district will notify students in the class schedule or catalog of their rights to inspect, review, challenge, and maintain control of information.

**k. Appeal of Contents of Student Records**

(See Procedure VIII.E-01.k)

**l. Sexual Assault**

(See Procedure VIII.E-01.e, C.4.b))

The MiraCosta Community College District is committed to maintaining a safe environment for work and study, which encourages a mutual respect and is free of physical and psychological threat. To this end, the district will provide a program of education and service to minimize the risk of sexual assault. Sexual assault includes, but is not limited to, rape (including date rape), forced sexual acts such as sodomy, oral copulation, rape by a foreign object, and sexual battery.

To the fullest extent possible, the district ensures that students, faculty, and staff who are victims of sexual assault at a facility maintained by MiraCosta College or at an activity sponsored by the district shall receive treatment and information to deal with the assault.

Students or staff members accused of sexual assault are subject to disciplinary action using the due process procedures contained in the MiraCosta Community College District Board of Trustees Policies and Administrative Procedures Manual, Chapters I and VIII.

The district will expel or terminate any person found, through a MiraCosta College or a judicial hearing, to have committed the crimes of rape or sexual assault on the premises of MiraCosta College, at any of its facilities, or at sponsored activities.

