

**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 11<sup>th</sup> grade must obtain the DVC Instructor's permission to enroll in their course on the first day of the class. Additionally, all concurrent students, regardless of grade level, must receive the permission of the DVC instructor on the first day of class prior to enrolling in P.E. 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. Concurrently enrolled students below the 11<sup>th</sup> grade will be permitted to enroll in no more than two courses, or 7 units, per term.
6. Special Admit students are exempt from enrollment fees if enrolled in less than 12 units. However, Special Admit students must pay the student union & activity fees. 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.**
7. 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 their official college record.

**Instructions:**

1. Complete an online Application for Admissions prior to in-person registration.
2. Home schooled students must provide verification of an Affidavit for Home Schooling, filed with Department of Education, at the time of registration.
3. Submit an official or unofficial High School transcript for verification of prerequisite course completion, along with a Prerequisite Equivalency Form. 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. Registration is not permitted before the first day of class.
5. All concurrent students must register in person with a completed Special Admissions Recommendation form. Check registration calendar for dates.
6. Incomplete forms will be kept by the Admissions Office, and a new form will be required to register.

**DIABLO VALLEY COLLEGE  
SPECIAL ADMISSION RECOMMENDATION FORM**

TERM:  Fall  Spring  Summer Year: \_\_\_\_\_

PLEASE PRINT:

\_\_\_\_\_  
Last Name                                      First Name                                      Initial                                      DVC Student ID #

Grade Level\*: \_\_\_\_\_                                      Anticipated High School Graduation Date: \_\_\_\_\_  
\*Level during the term of attendance

Current High School Name: \_\_\_\_\_

I am pleased to recommend the above-named student for enrollment in DVC college courses. I believe this student is academically prepared for the **scholastically advanced course(s)** listed below, and completion of the course(s) would enhance her/his ability to compete effectively in her/his future education. **This student has availed her/himself of all opportunities to enroll in an equivalent course at their district of attendance, per the Education Code, Sections 48800, 48800.5 and 76001(a), (b). For Summer Session Only: This recommendation does not exceed 5% of students at the same grade level, per the Education Code, Sections 76000 and 76001.**

\_\_\_\_\_  
**K-12 PRINCIPAL SIGNATURE                                      TELEPHONE                                      DATE**

- Students in the 11<sup>th</sup> or 12<sup>th</sup> grade must register in person beginning on the first day of special admit/concurrent registration.
- Students below the 11<sup>th</sup> grade must indicate a course section number and obtain the instructor's signature and register the first day of class.
- All students enrolling in a P.E. class must indicate a course section number and obtain the instructor's signature.
- The principal or designee must write in the box below the approved courses. Form must be completed with courses identified prior to submission. Incomplete forms will be confiscated.
- Home schooled students must attach a copy of their Dept. of Education Private School Affidavit.
- The original form must be returned to Admissions and Records at the time of registration.
- Courses with a prerequisite must be cleared prior to enrollment. The Prerequisite Equivalency Form and transcript (official or unofficial) are to be submitted to the Admissions Office. Students are notified by email in 2-3 business days if the prerequisite has been approved or denied. Assessment test and ISSA results may also clear some prerequisites. Students receiving permission to register for waitlisted courses are required to return to Admissions to register in person.

**List Approved Courses for Enrollment (required):**

Section	Course Title & Number <small>This area must be completed by principal or designee. Incomplete forms will be withheld by A&amp;R and a new form provided.</small>	Units	DVC Instructor Signature	Late Add Code

I approve of my son/daughter taking the above listed course(s) on the Diablo Valley College Campus or San Ramon Valley Campus. I understand that there are privacy restrictions on my child's records and I will be unable to obtain information or transcripts without their written consent. I understand that my child is required to adhere to the academic standards, rules, and regulations of the College. I understand that no extra supervision is provided for minors before, during or after class. I understand that my child may be required to participate on field trips as part of the requirements of the course.

\_\_\_\_\_  
**PARENT/GUARDIAN SIGNATURE                                      TELEPHONE                                      DATE**

I declare under penalty of perjury that the statements submitted by me in connection with this recommendation form are true and correct. All materials submitted by me for purposes of admission become the property of Diablo Valley College. I understand that falsification, withholding pertinent data, or failure to report data changes may result in my dismissal.

\_\_\_\_\_  
**STUDENT SIGNATURE                                      DATE**

Processed by: \_\_\_\_\_