



TO: Chief Executive Officers
Chief Instructional Officers
Chief Student Services Officers
Chief Business Officers
Admissions and Registrars Professionals
Academic Senate Presidents

FROM: Dr. LaTonya M. Williams
Dean, Educational Services and Support Division
Office of Equitable Student Learning, Experience, and Impact

RE: Required Action
Changes to Title 5, California Code of Regulations Regarding Dual Enrollment
Programs: Participation Consent and Documentation

As is codified in Vision 2030 (adopted by the Board of Governors at their September 2023 meeting), Equitable Baccalaureate Degree Attainment is the first strategic direction. Central to fulfilling the vision of that strategic direction is the strategic action of increasing equitable access, success, and support for dual enrollment in degree pathways.

This memorandum provides guidance for districts and colleges to implement changes to dual enrollment policies and practices regarding dual enrollment participation consent and required documentation based on amendments to [Section 56700, Subchapter 6, of Chapter 7, of Division 6, of Title 5 of the California Code of Regulations](#). This is the first in an upcoming series of memorandums, tools and resources that will be made available to support equitable expansion of dual enrollment.

BACKGROUND

Dual enrollment has been identified as an evidence-driven strategy to expand equitable access to California Community Colleges (CCC), advancing students' progress toward higher education attainment while also reducing their time to completion. In consultation with CCC system stakeholders and dual enrollment experts, the Chancellor's Office is deepening efforts to support the expansion of pathway-aligned dual enrollment opportunities throughout the state with a focus on the people, resources, systems, and policy needed for implementation success. As an initial policy action, two areas of regulatory change were identified with the intent of reducing barriers to student participation in dual enrollment programs:

First, parental or guardian consent for student participation in dual enrollment should not be required by community college districts each time a student enrolls in a dual enrollment course. This regulatory action establishes that parental or guardian consent, once given, is effective until

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it is revoked. This clarification will eliminate substantial administrative burden on parents, students, and at community college districts associated with maintaining and updating consents.

Second, community college districts are prohibited from requiring student transcripts or social security numbers as a condition of dual enrollment. The current statute, which mandates evidence of high school enrollment and preparedness, along with the principal's support, is sufficient. In addition, the requirement of a social security number is an unnecessary barrier as dual enrollment students do not currently qualify for financial aid programs.

TITLE 5 CHANGES REGARDING DUAL ENROLLMENT PROGRAMS

Process

The California Community Colleges Board of Governors approved regulatory action entitled "Dual Enrollment" on September 26, 2023, and it was subsequently filed with the Office of Administrative Law and the California Secretary of State on **October 17, 2023**. This regulation becomes effective 30 days from the filing date or **November 16, 2023**.

New Regulation 56700

California allows pupils to enroll in community college courses offered at their local community college district. This "dual enrollment" is available under two statutorily defined programs known as the special admit program and the College and Career Access Pathways ("CCAP") partnership program.

The following rules apply to both the special admit and CCAP programs:

- (a) When parental or guardian consent is required to admit a student to a community college dual enrollment course, the consent obtained shall apply to all community college dual enrollment courses attempted by the student until parental or guardian consent is withdrawn in writing.
- (b) Community college districts may accept but shall not require students to provide high school transcripts or social security numbers as a condition of dual enrollment.

ACTION REQUIRED

Pursuant to California Code of Regulations, section 52010, college districts shall conform their policies and procedures to the regulatory requirements within one hundred and eighty (180) days of the effective date (on or before May 16, 2024).

Districts and colleges are encouraged to evaluate and update any policies, procedures, processes, and communications (forms, websites, etc.) related to dual enrollment participation consent and required documentation as necessary to conform with the regulatory change. It is further recommended that districts and colleges inform K-12 dual enrollment partners and any other stakeholders of related changes, working collaboratively as possible to ensure changes are implemented with fidelity and in alignment with intent of improving equitable student access to dual enrollment opportunities.

For questions regarding this memorandum, please contact:
Dr. LaTonya M. Williams

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Dean

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