

Adult Education

All adult education programs, courses and classes and their enrollment period shall be listed in the district's catalog of adult education classes provided to the public. (Education Code [52523](#))

Enrollment

Adults shall have first priority for enrollment in any adult education class, provided they enroll during the regular enrollment period. (Education Code [52523](#))

For purposes of these programs, "adults" include persons age 18 or older or other persons not concurrently enrolled in a regular high school program. (Education Code [52610](#))

Concurrent Enrollment of High School Students

High school students shall be permitted to enroll in an adult education program, course or class for sound educational purposes. Such classes shall supplement and not supplant the regular high school curriculum. Sound educational purposes include, but are not limited to, the following: (Education Code [52523](#))

1. The adult education program, course or class is not offered in the regular high school curriculum.
2. The student needs the adult education program, course or class in order to make up deficient credits for graduation from high school.
3. The adult education program, course or class allows the student to gain vocational and technical skills beyond that provided by the regular high school's career and technical education program.

(cf. [6178](#) - Career Technical Education)

4. The adult education program, course or class supplements and enriches the high school student's educational experience.

High school students are expected to enroll in regular high school classes before seeking admission to any similar classes offered in the adult education program. A failed course, however, may be repeated through adult education.

The certificated high school representative shall ensure that the student's school record includes written documentation of the meeting and both of the following statements: (Education Code [52500.1](#), [52523](#))

1. That the student is enrolling voluntarily in the adult education class
2. That this enrollment will enhance the student's progress toward meeting educational requirements for high school graduation

The above statement shall be signed by the student, the parent/guardian and the certificated high school representative.

(cf. [6164.2](#) - Guidance/Counseling Services)

Courses

A proposed adult education class shall have an educational purpose and meet the following criteria required for approval by the California Department of Education:

1. The class shall be located in a facility which clearly identifies the class as being open to the general public, with the exception of apprenticeship training classes, classes designed to serve the needs of disabled adults, classes in state hospitals and classes in jails and prisons. (Education Code [52517](#), [52570](#))

(cf. [0410](#) - Nondiscrimination in District Programs and Activities)

2. Class time shall be devoted to instruction.
3. Course content shall be educational and intended to teach a skill or knowledge unrelated to repetitive practices.
4. The course title shall clearly indicate its educational nature.

Adult education classes or courses shall offer instruction in one or more of the following categories: (Education Code [41976](#))

1. Parenting, including parent cooperative preschools, classes in child growth and development, and parent-child relationships
2. Elementary and secondary basic skills and other courses and classes required for the high school diploma
3. English as a second language (ESL)
4. Programs for immigrants eligible for educational services in citizenship, English as a second language, and workforce preparation classes in the basic skills of speaking, listening, reading,

writing, mathematics, decision making and problem solving, and other classes required for preparation to participate in job-specific technical training

5. Programs for substantially disabled persons
6. Short-term career technical and education programs with high employment potential
7. Programs for older adults
8. Programs for apprentices
9. Home economics
10. Health and safety education

Classes for adults may be offered any day or evening, including weekends, for such length of time during the school year as determined by the Governing Board. (Education Code [52505](#), [52513](#))

Community Service Classes

As part of the adult education program, the Board may establish and maintain community service classes to provide instruction that contributes to the physical, mental, moral, economic or civil development of any persons who may wish to enroll. (Education Code [51810](#))

Independent Study

The Superintendent or designee may make independent study available as an instructional strategy for students enrolled in adult education as appropriate to meet their individual needs.

(cf. [6158](#) - Independent Study)

Participation in independent study shall be voluntary. (Education Code [51747](#))

For students 21 years of age or older, or students 19 years of age or older who have not been continuously enrolled in school since their 18th birthday, any course taken through independent study must be a course listed in Education Code [51225.3](#) or otherwise required by the Board as a prerequisite to receiving a diploma for high school graduation. (Education Code [46300.4](#))

(cf. [6143](#) - Courses of Study)

Fees

The district may charge adult education students a registration fee for each adult education class, with the following exceptions:

1. No fee shall be charged for a class for which high school credit is granted if the class is taken by an individual who does not hold a high school diploma. (Education Code [52612](#))
2. No charge shall be made for a class in an elementary subject or a class in English or citizenship for foreigners. (Education Code [52612](#), [52613](#))

The Board may fix a charge, not to exceed costs, for books furnished to adult education students. In some cases books may be obtained from the Adult Education program at cost or may be obtained on loan with the payment of a refundable deposit. In addition, materials purchased from the incidental expense account may be sold to adult school students for use in their classes. (Education Code [52615](#), [60410](#))

(cf. [3260](#) - Fees and Charges)

Graduation Requirements

A certificate of completion of the eighth grade shall be awarded through the adult school upon successful completion of the following:

1. At least one term in the adult elementary program which includes reading, writing, arithmetic, spelling, current events, geography, California and U.S. history, civics and natural science
2. Overall eighth-grade placement on a recognized standard achievement test
3. Successful passage of a district test in U.S. history and Constitution

Adult education students who fulfill the district's graduation requirements shall receive a diploma of high school graduation.

(cf. [6146.1](#) - High School Graduation Requirements)

Suspension or Dismissal of Adult Education Students

A student may be suspended or dismissed from the adult education program for engaging in activities that are disruptive to the learning process or inimical to the welfare of the students or staff.

Suspension is the temporary removal of a student from ongoing classroom instruction or from the program as initiated by a teacher or administrator, for adjustment purposes. Only the Assistant Director, Vice Principal or designee may suspend a student from the program.

Dismissal is defined as the permanent removal of the student from the adult education program. Only the Assistant Director or Vice Principal, , may dismiss a student. Students who do not meet class participation and progress criteria may be dismissed from a particular adult education program.

In the event a student is dismissed, he/she may request reinstatement the following school year. The student will initiate the request in writing to the Director of Adult and Career Education.

Appeals

A student who is suspended or dismissed from the Adult Education program may appeal to the Director of Adult and Career Education. The request for appeal must be submitted in writing. If readmission is DENIED by the Director of Adult and Career Education, THEN students may appeal to the MDUSD Board of Education. The request for appeal must be submitted in writing.

Refunds

For all Adult Education classes, not including Career Technical and Education Center programs, requests for refunds must be received no later than two working days prior to the start of class. A \$15 processing fee will be deducted from each refund. A full refund (no processing fee) will be given to students if Mt. Diablo Adult Education cancels the class.

The following apply to Career and Technical Education Center (CTEC) Programs, which are comprehensive in nature, designed to enable adults to successfully transition to employment. Programs include such training areas as Medical Assistant, Dental Assistant, Administrative Assistant, Surgical Technologist, and Sterile Processor.

Refunds

Refunds of registration and non-expended lab fees for Career and Technical Education Center programs of a duration of 13 weeks or more (Programs) are based on the percentage of class time lapsed relative to the total number of hours in the program according to the following schedule

Percentage of Class Time Lapsed	Percentage of Refunded Registration Fees
Time of Registration –Day 1 of Program	100% minus \$15 processing fee
Day 2 – 10% of class days	90%
10.1% – 25% of class days	50%
25.1% – 50% of class days	25%
50.1% and over of class days	0

- Non-refundable costs include textbooks, CPR card, uniform voucher, testing fees, and any other items or services that have already been acquired by the student.
- If a withdrawal or dismissal from a Program occurs after the student has received Title IV (Pell) funds, the student may be liable for payment to the federal government and/or to Mt. Diablo Adult Education, according to the parameters of this Refund Policy.
- This Policy applies in all instances of a student’s withdrawal from a Career Technical Education Center Program regardless of reason (voluntary withdrawal or dismissal from Program.)
- A \$15 processing fee will be deducted for each registration fee refund.

(Note: Refund Policy for CTEC classes that meet for fewer than 13 weeks is Mt. Diablo Adult Education’s standard refund policy as published in the Catalog and on website.)

Admissions

Prospective students wishing to enter a Career Technical Education Center program must satisfy the following admissions requirements:

- Possess a high school diploma or recognized equivalent (GED).
- Meet qualifying score on required assessments.
- Attend required orientation.

- Meet all program prerequisites, published in Mt. Diablo Adult Education website, course catalog, CTEC office and Main Office at Loma Vista Adult Center

Leave of Absence

A student enrolled in a Career Technical Education Center (CTEC) program may apply for a leave of absence (LOA) when circumstances result in an interruption in attendance greater than 14 days in the student's program of study. The LOA is necessary for a student receiving federal financial aid (Pell grant) funds and/or with an in-school deferment on an existing student loan; however, there may be occasions when a student who does not meet these conditions will need to apply for a leave of absence. The student must submit a request for LOA in writing for approval by the CTEC Program Coordinator and Program Assistant.

According to federal leave of absence guidelines, a student who takes an approved leave of absence is not considered to have withdrawn from the school; therefore, it is not necessary to perform a return of Title IV funds calculation. If a student's leave of absence is **not** approved, the student is considered to have withdrawn from the school, and the federal return of Title IV funds requirement applies.

According to federal financial aid regulations, a leave of absence must meet the following conditions:

- the student must make a written request for the leave of absence;
- the leave of absence cannot exceed 180 days;
- the school may grant only one leave of absence to the student in any 12-month period;
- the school cannot assess any additional charges while the student is on a leave of absence; and
- the school must determine that there is reasonable expectation that the student will return from the LOA.

These leave of absence requirements also affect a student's in-school status for the purposes of deferring federal student loans. A student on an approved leave of absence is considered to be enrolled at the school and would continue to be eligible for an in-school deferment of his/her federal student loan.

A financial aid student who takes an unapproved leave of absence or fails to return to school at the end of an approved leave of absence will be considered to have withdrawn, and a return of Title IV funds will be carried out using the date the student began the LOA. Additionally, the student is no longer enrolled at the school and will no longer be eligible for an in-school deferment of his/her loans.

Return of Title IV Funds (R2T4)

Federal regulations state that Title IV funds are awarded to students under the assumption that the student will attend school for the entire enrollment period for which the assistance is awarded.

If a student receiving Title IV (Pell grant) funds withdraws from school after beginning attendance, the student is no longer eligible for the full award. The date of the student's withdrawal could be:

- the date the student notifies the school of withdrawal
- the student's last date of attendance, OR
- the date the school became aware that the student ceased attending classes

A prorated schedule is used to determine the amount of Title IV funds the student has earned based on the number of clock hours attended as of the date of withdrawal.

If the percentage of hours attended during the payment period is greater than 60%, it is determined that 100% of attendance has been earned during that period. If the percentage of hours attended is less than 60% (by dividing the completed hours by the scheduled hours), this will determine the amount to be used to calculate unearned funds.

The school will complete the R2T4 form to determine the treatment of Title IV funds when a student withdraws.

If the amount disbursed is greater than the amount the student earned as of the date of withdrawal, the school and/or the student must return the amount of Title IV funds for which each is responsible. The school must reimburse Title IV funds no later than 45 days after the date of determination.

If the amount disbursed is less than the amount the student earned and is eligible to receive, a post-withdrawal disbursement will be made to the student as appropriate. Post-withdrawal disbursements will be made no later than 30 days after the determination.

Satisfactory Academic Progress (SAP)

Students receiving Title IV (Pell grant) funds are expected to maintain satisfactory and measurable academic progress. Satisfactory and measurable academic progress is defined as successfully maintaining average scores of 80% and meeting the program's minimum attendance requirement during each payment period.

Maximum Time Frame

Federal regulations allow students to receive financial assistance for a limited number of hours. Students are required to complete their educational goal (certificate) within 150% of the program's total clock hours.

Warning

The Financial Aid administrator will review academic progress reports submitted by instructors on a regular basis during each payment period. Students who do not meet the minimum scores and/or attendance hours requirement will be placed on financial assistance warning and will be notified in writing. Financial aid will continue during the warning period.

Suspension

Students who fail to meet the satisfactory academic progress standards by the end of the warning period will be placed on financial aid suspension for the remainder of the payment period. Students on suspension status will be ineligible for financial assistance.

Appeal

Students on suspension have the option to appeal. An appeal is a process by which a student whose financial assistance is suspended petitions for reinstatement. In the appeal, the student must explain why they failed to meet satisfactory academic progress and what has changed that will allow the student to make satisfactory academic progress at the next evaluation. Appeals are made to Mt. Diablo Adult Education CTEC Financial Aid administrator, then to CTEC Program Coordinator, then to Administrator in charge of CTEC department. Students who do not have their appeal approved will remain on suspension.

Probation

If a student's appeal is approved, they will be placed on probation and be eligible for financial assistance. Students on probation who maintain satisfactory and measurable academic progress will automatically be reinstated to full financial assistance. Students who do not meet satisfactory academic progress during their probation will be placed on suspension and will be ineligible for financial assistance.

Note

Each CTEC Program also has Attendance and Performance Standards that all students must meet for successful completion. These standards are delineated in the Student Handbook for each specific CTEC Program.

Transfer

Certificates of completion are awarded to students who meet Mt. Diablo Adult Education's Career and Technical Education Center training program objectives, standards and clock hours. Mt. Diablo Adult Education's Career Technical Education Center programs do not award academic credit. Career Technical Education Center does not allow the transfer of students between programs offered within the institution or into programs from another institution, nor does it accept clock hours earned at another institution.

Complaint Procedures

As part of the Mt. Diablo Unified School District, Mt. Diablo Adult Education is governed by a number of Board policies that relates to processes for students to communicate complaints and for the handling of such complaints. As in all departments within Mt. Diablo Adult Education, The Career and Technical Education Center (CTEC) of Mt. Diablo Adult Education is committed to responsiveness to student concerns and complaints and encourages students to bring their concerns directly to their teacher(s), the CTEC Program Coordinator, the CTEC Administrator, and/or the Director of Mt. Diablo Adult Education as important steps in voicing their complaints and seeking resolution to any concerns.

The following Mt. Diablo Unified School District Board Policies and Administrative Regulations provide for ensuring that student complaints are taken seriously and handled in a timely and appropriate manner:

Board Policy 1310: Relations Between Public and School Personnel

Board Policy 1312: Complaints Concerning The Schools

Board Policy and Administrative Regulations 1312.1 Complaints Concerning District Employees

Board Policy and Administrative Regulations 1312.3 Uniform Complaint Procedures

If a student's complaints is not settled to his/her satisfaction within Career and Technical Education Center, Mt. Diablo Adult Education or Mt. Diablo Unified School District, the Council on Occupational Education, the accrediting institution for Mt. Diablo Adult Education/Career Technical Education Center can be contacted at:

Council on Occupational Education (COE)
800-917-2081
7840 Rosewell Road, Building 300, Suite 325
Atlanta, Georgia 30350