

**COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)  
PARTNERSHIP AGREEMENT  
BETWEEN  
THE ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT  
AND  
CUYAMA JOINT UNIFIED SCHOOL DISTRICT**

This College and Career Access Pathway Partnership Agreement ("CCAP Agreement") is between the Allan Hancock Joint Community College District ("COLLEGE") and Cuyama Joint Unified School District ("SCHOOL DISTRICT"). COLLEGE and SCHOOL DISTRICT will collectively be referred to as "PARTIES" or individually as "PARTY".

**RECITALS**

WHEREAS, COLLEGE is a community college district whose mission includes providing educational programs and services that are responsive to the needs of the students and communities within the community college services area; and

WHEREAS, SCHOOL DISTRICT is a public school district located within the regional service area of the COLLEGE unless otherwise specified and agreed to as stated in AB 288, Sec. 2, Education Code section 76004, subdivision (e); and

WHEREAS, a high school ("HIGH SCHOOL") "includes a community school, continuation high school, juvenile court school, or adult education program offering courses for high school diplomas or high school equivalency certificates" as stated in Education Code section 76004, subdivision (a)(2); and

WHEREAS, the PARTIES desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of the Education Code, for high school students "who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and helping high school pupils achieve college and career readiness," (Ed. Code, § 76004, subdivision (a)); and

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor's Office and the COLLEGE; and

WHEREAS, the PARTIES desire to enter this CCAP, which sets forth their mutual rights and responsibilities and governs their relationship; and

WHEREAS, the PARTIES intend for COLLEGE to report full-time equivalent students ("FTES") and obtain state apportionment for the subject courses given through this CCAP Agreement in

accordance with California Education Code, section 76004 and the appropriate portions of Title 5 of the California Code of Regulations; and

**WHEREAS**, participation in the CCAP Agreement is consistent with the core mission of California Community Colleges pursuant to Education Code section 66010.4, and that pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the community college (Ed. Code, § 76004, subdivision (k)(2));

**NOW, THEREFORE**, PARTIES mutually agree as follows:

## **1. TERM OF AGREEMENT**

**1.1. Effective Date and Duration.** The term of this CCAP Agreement shall be effective on **July 1, 2025**, and continue in effect until **June 30, 2026**, or until duly modified or terminated by the PARTIES in accordance with Section 1.2 of this CCAP Agreement.

### **1.2. Early Termination.**

- a. This agreement may be terminated by either PARTY without cause or for any reason upon giving at least sixty (60) days prior written notice to the other PARTY. Any students currently enrolled in COLLEGE courses under this CCAP Agreement shall be allowed to complete those courses prior to the termination of this CCAP Agreement.
- b. This CCAP Agreement may be terminated by either PARTY with cause if another PARTY fails to comply with the insurance or indemnification requirements or otherwise commits a material breach. Termination will be effective no sooner than 15 calendar days after a written demand to cure is provided and the PARTY fails to cure. This remedy is in addition to any other remedy which may be provided for by law.

**1.3. The CCAP Agreement Appendix.** This CCAP Agreement outlines the terms of the Agreement.

- a. The CCAP Agreement Appendix shall specify CCAP Agreement Courses as well as additional details regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students ("FTES") projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses:

Appendix A: Agreement with Instructor.

Appendix B: Identification of CCAP Pathways for Course-Specific College and Career Pathway Opportunities.

Appendix C: CCAP Agreement Courses Approved for 2025-2026.

Appendix D: Registration Timeline 2025-2026.

- b. The CCAP Agreement Appendix C shall be reviewed and approved annually by both PARTIES by a duly adopted written amendment to this Agreement.

**1.4. Points of contact and Educational Administrators are as follows:**

COLLEGE: Thomas Lamica, dean, academic affairs

**SCHOOL DISTRICT:**

**HIGH SCHOOL SITE:**

(Ed. Code, § 76004, subdivision (c)(2))

1.5. A copy of the COLLEGE and SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the California Department of Education before the start of the CCAP partnership. (Ed. Code, § 76004, subdivision (c)(3).)

1.6. COLLEGE and SCHOOL DISTRICT shall present this CCAP agreement at an open public meeting of their respective governing boards, allowing for public comments prior to consideration for approval or disapproval of this CCAP agreement. (Ed. Code, § 76004, subdivision (b)(2).)

**2. DEFINITIONS**

2.1. **CCAP Agreement Courses.** CCAP Agreement Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. (Ed. Code § 76004, subdivision (a).) All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of COLLEGE and applicable law. Courses offered at the COLLEGE that are open to the public for enrollment fall outside of this CCAP agreement and are subject to all conditions and rules of the COLLEGE.

2.2. **Pupil or Student Fees.** Pupil or Student is defined as a resident or nonresident student attending HIGH SCHOOL in California. SCHOOL DISTRICT pupils enrolled in a course offered through this CCAP Agreement shall not be assessed any fee that is prohibited by Education Code section 49011 (Ed. Code § 76004, subdivision (f)), including a fee charged to a student or a student's parent or guardian as a condition for course registration or for textbooks, supplies, materials and equipment needed to participate in the course. Students who are enrolled in a combination of CCAP and regular credit college courses will be subject to all fees assessed for the regular credit college enrollment for the regular credit college courses.

**3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY**

3.1. **Student Eligibility.** Students who "may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from

high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils to achieve college and career readiness" and "underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate" are eligible to participate in CCAP courses hosted at a SCHOOL DISTRICT site. (Education Code § 76004, subdivision (a); Assembly Bill 288 (2015) Section I, subdivision (d))

- 3.2. **Student Selection and Enrollment.** Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria will be further specified in the CCAP Agreement Appendix C. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and COLLEGE standards and policies.
- 3.3. **College Admission and Registration.** Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines outlined in applicable law and COLLEGE policy.
- 3.4. **Records of Student Attendance.** All records of student attendance and achievement shall be submitted to COLLEGE periodically using the COLLEGE student information system or upon demand and shall be maintained by COLLEGE.
- 3.5. **Priority Enrollment.** Students enrolling in a CCAP course will have priority enrollment by virtue of their status. High school students enrolling in non-CCAP college courses will not be eligible for priority registration.
- 3.6. **Physical Education Courses.** As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. (Ed. Code § 76004, subdivision (d)).
- 3.7. **Maximum Units.** Students participating under a CCAP Agreement may enroll in up to a maximum of 15 units per term, without exception, if all the following conditions specified in Assembly Bill 288, Sec. 2 (p)(1)(2)(3) are satisfied:
  - a. The units constitute no more than four community college courses per term.
  - b. The units are part of an academic program that is part of a CCAP partnership agreement established pursuant to this article.
  - c. The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.
- 3.8. **Minimum School Day.** The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code sections 46141 and 46142.
- 3.9. **Enrollment Restriction.** COLLEGE reserves the right to block students from enrolling in any courses for students who incur an unpaid debt for a non-CCAP class at the college. COLLEGE agrees to remove the enrollment block when debt is paid in full.

#### **4. COLLEGE APPLICATION PROCEDURE**

- 4.1. The COLLEGE will be responsible for processing student applications.
- 4.2. The COLLEGE will provide the necessary admission and registration forms and procedures, and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements.
- 4.3. The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.

#### **5. PARTICIPATING STUDENTS**

- 5.1. The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be borne by SCHOOL DISTRICT.
- 5.2. Both COLLEGE and SCHOOL DISTRICT will ensure that ancillary and support services are accessible to students (e.g., Tutoring.)
- 5.3. A student taking courses under this CCAP Agreement with an Individual Education Plan or 504 Plan with the SCHOOL DISTRICT may request accommodation for his or her disability to participate in the educational programs and activities required by the COURSE and COLLEGE. Accommodation required by state law or SCHOOL DISTRICT policy will be provided through SCHOOL DISTRICT in consultation with the COLLEGE Learning Assistance Program (LAP) Office. Students requesting services by the LAP office will need to follow the standard process for requesting accommodations.

#### **6. CCAP AGREEMENT COURSES**

- 6.1. The COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to this CCAP Agreement.
- 6.2. The COLLEGE is responsible for all courses and educational programs offered as part of CCAP Agreement .
- 6.3. The scope, nature, time, location, and listing of courses offered by a COLLEGE shall be determined by COLLEGE in consultation with the SCHOOL DISTRICT and with the approval of the COLLEGE and will be recorded in the Appendix C to this CCAP Agreement.
- 6.4. Courses offered as part of a CCAP Agreement shall be jointly selected and approved by COLLEGE and SCHOOL DISTRICT.
- 6.5. Courses offered as part of this CCAP Agreement shall have a minimum enrollment of fifteen (15) students.
- 6.6. The SCHOOL DISTRICT confirms that each approved CCAP course is held for no less than 50 minutes each class day in full compliance with the course outcomes determined by the COLLEGE.
- 6.7. Degree and certificate programs that are included in the CCAP agreement must have been approved by the California Community College Chancellor's Office and courses offered at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student

learning outcomes established by the associated academic department within the COLLEGE, approved by the COLLEGE Academic Policy & Planning (AP&P) Committee and submitted to the Chancellor's Office. Course outlines will be provided to the SCHOOL DISTRICT.

- 6.8. Courses must meet the number of hours sufficient to meet the stated performance objectives as outlined in the course outlines provided to the SCHOOL DISTRICT on a semester basis.
- 6.9. Courses offered at the SCHOOL DISTRICT as part of this CCAP Agreement shall be of the same quality and rigor as those offered on the COLLEGE campus and shall be in compliance with COLLEGE academic standards.
- 6.10. Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites, and standards applicable to the COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between the COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the COLLEGE regulations, policies, procedures, prerequisites, and standards, shall prevail.
- 6.11. A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with COLLEGE guidelines, policies, pertinent statutes and regulations.
- 6.12. Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with COLLEGE guidelines, policies, pertinent statutes and regulations.
- 6.13. COLLEGE has the sole right to control and direct the instructional activities for all CCAP Agreement courses and all instructors, including those who are SCHOOL DISTRICT employees.
- 6.14. This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation.
- 6.15. CCAP Agreement Courses outlined in Appendix C shall be updated annually and approved before the start of each academic year.

## **7. INSTRUCTORS**

- 7.1. All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended.
- 7.2. The CCAP Agreement Appendix C shall specify which participating SCHOOL DISTRICT or COLLEGE will be the employer of record for purposes of assignment monitoring and reporting to the county office of education.
- 7.3. This CCAP Agreement specifies that the SCHOOL DISTRICT will assume reporting

responsibilities pursuant to applicable federal teacher quality mandates.

- 7.4. Instructors who teach COLLEGE courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity.
- 7.5. Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Education Code section 45125 or as amended and the tuberculosis testing and risk assessment requirements of California Health and Safety Code section 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site. SCHOOL DISTRICT shall immediately notify COLLEGE if an instructor is charged with an offense prohibited by Education Code sections 44010 or 44011.
- 7.6. Prior to teaching, faculty provided by the SCHOOL DISTRICT shall participate in required discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Such training shall be approved and provided by the COLLEGE.
- 7.7. Prior to teaching, instructors provided by the COLLEGE may receive training and orientation from SCHOOL DISTRICT regarding, but not limited to, SCHOOL DISTRICT policies, practices, and requirements. Such training may be approved and provided by the SCHOOL DISTRICT.
- 7.8. Faculty provided by the SCHOOL DISTRICT are eligible to participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited to, addressing course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 7.9. The COLLEGE shall evaluate faculty performance for the college courses using the adopted evaluation of process and standards for faculty of the COLLEGE, subject to the approval of COLLEGE.
- 7.10. The COLLEGE and SCHOOL DISTRICT will work collaboratively to identify instructors from SCHOOL DISTRICT who may meet minimum qualification requirements or local equivalency standards to teach a COLLEGE course and encourage them to apply for consideration. Instructors will be required to go through the COLLEGE screening process for possible selection and assignment to the course.
- 7.11. The SCHOOL DISTRICT teachers approved to teach COLLEGE courses remain employees of the SCHOOL DISTRICT, subject to the authority of the SCHOOL DISTRICT, but will also be subject to the authority of COLLEGE specifically with regard to their duties as COLLEGE instructors, pursuant to the terms of Appendix A.
- 7.12. The COLLEGE shall determine the number of instructors, the ratio of instructors to students, and the subject areas of instruction.
- 7.13. Faculty provided by the SCHOOL DISTRICT who do not comply with the policies, regulations, standards, and expectations of the COLLEGE shall be ineligible to teach college courses under this CCAP Agreement.
- 7.14. SCHOOL DISTRICT teachers approved to teach CCAP Courses under this CCAP

Agreement must submit grades to both the COLLEGE and SCHOOL DISTRICT using the COLLEGE student information system by the established timeline (Appendix D).

- 7.15. SCHOOL DISTRICT teachers approved by the COLLEGE shall sign an Agreement with the Instructor (Appendix A) prior to the start of each academic year.
- 7.16. SCHOOL DISTRICT teachers approved by the COLLEGE shall provide support to high school students taking COLLEGE courses under CCAP agreement with COLLEGE admission and registration procedures.

## **8. ASSESSMENT OF LEARNING AND CONDUCT**

- 8.1. Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.
- 8.2. Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.
- 8.3. Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.
- 8.4. Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.

## **9. LIAISON AND COORDINATION OF RESPONSIBILITIES**

- 9.1. The COLLEGE shall appoint an educational administrator who will serve as point of contact to facilitate coordination and cooperation between COLLEGE, SCHOOL DISTRICT, and HIGH SCHOOL in conformity with COLLEGE policies and standards. (Ed. Code, § 76004, subd. (c)(2).) Among other things, the COMMUNITY COLLEGE DISTRICT Educational Administrator and the SCHOOL DISTRICT Educational Administrator described in Section 9.2, shall collaborate to determine the process for timely receiving, investigating, and remediating complaints of sexual misconduct or other conduct covered by Title IX of the Education Amendments of 1972 alleged to have occurred in or related to the CCAP program.
- 9.2. The SCHOOL DISTRICT shall appoint an educational administrator who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT, COLLEGE, HIGH SCHOOL in conformity with SCHOOL DISTRICT policies and standards.
- 9.3. This CCAP Agreement requires an annual report to the office of the Chancellor of the California Community Colleges by COLLEGE and SCHOOL DISTRICT. COLLEGE shall complete and file the Apportionment Attendance Report (CCFS-320); SCHOOL DISTRICT agrees to provide the following information, when requested by COLLEGE, in accordance with AB 288 Section 2, Education Code Section 76004:
  - a. The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.



- b. The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.
- c. The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
- d. The total number of full-time equivalent students generated by CCAP partnership community college district participants.

## **10. DISPUTES**

- 10.1. COLLEGE and SCHOOL DISTRICT recognize that, from time to time, disputes may arise between COLLEGE employees or students and SCHOOL DISTRICT employees or students. When such disputes arise, COLLEGE and SCHOOL DISTRICT shall collaborate and use their best efforts to resolve them informally. Where informal resolution is not successful or the PARTIES must address a formal inter-agency complaint, the following process will be utilized to resolve the matter.
  - a. The PARTY receiving the complaint will timely notify the other, and promptly provide the other PARTY with any written complaint received.
  - b. The Educational Administrators will review the complaint to determine, based on the nature of the complaint, whether any statutory or regulatory timelines or other procedural requirements apply, including but not limited to:
    - 10.1.b.1. Whether COLLEGE is required to investigate the complaint to the State Chancellor pursuant to Title 5 of the California Code of Regulations.
    - 10.1.b.2. Whether, based on the nature of the complaint, the complainant is entitled to any rights or protections with regard to how the complaint is handled, pursuant to Title 5 or applicable state or federal laws, including but not limited to Title IX of the Education Amendments of 1972.
    - 10.1.b.3. If either Educational Administrator finds such rights to exist, he or she shall notify the other Educational Administrator, and COLLEGE and SCHOOL DISTRICT shall cooperate as needed in carrying out these requirements. It is understood that such requirements may include but are not limited to conducting a formal investigation within regulatory timelines or the implementation of interim safety measures for the complainant.
  - c. Within a reasonable time, either PARTY receiving the complaint, the PARTIES will discuss the nature and severity of the allegations and come to a mutual agreement regarding the need for and scope of any investigation required. If it is agreed that a formal investigation is required, the PARTIES will mutually agree upon an investigator, who may be an outside investigator, or qualified employee of COLLEGE or SCHOOL DISTRICT. If the PARTIES agree to have the matter investigated internally by either a COLLEGE or SCHOOL DISTRICT employee, the other PARTY may designate an employee to attend all witness interviews. Where it is determined that an outside investigator will be used, the cost will be divided between the PARTIES.
  - d. If, despite the good faith effort of the PARTIES, they are unable to agree on a process for investigating the complaint, the PARTY whose employee/student is the subject of the complaint will determine the process.

- e. The COLLEGE and SCHOOL DISTRICT will cooperate in any investigation initiated and make its employees available to the investigator.
- f. Interviews of COLLEGE and SCHOOL DISTRICT employees shall comply with any rights and protections afforded to them under an applicable collective bargaining agreement or state or federal law, including but not limited to the right to have a representative present during an interview that could lead to discipline.
- g. The investigator will prepare a report that will be provided to both PARTIES setting forth findings as to the allegations and the basis for the findings.
- h. The COLLEGE and SCHOOL DISTRICT shall share any and all materials from the investigation, unless sharing would cause a PARTY to violate confidentiality or privacy laws.
- i. The COLLEGE and SCHOOL DISTRICT have sole discretion in determining any disciplinary measures to be imposed against their respective employees or students.
- j. Regardless of any disciplinary measures taken by the COLLEGE or SCHOOL DISTRICT against its respective employees or students, the other PARTY retains the right to have the subject of a sustained complaint removed from participating in or providing services for the program that is the subject of this CCAP Agreement.

## **11. APPORTIONMENT**

- 11.1. COLLEGE shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.
- 11.2. For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils.
- 11.3. The COLLEGE shall not receive a state allowance or apportionment for an instructional activity for which the SCHOOL DISTRICT has been, or shall be, paid an allowance or apportionment. (Ed. Code § 76004, subdivision (o)(2)).
- 11.4. The attendance of a SCHOOL DISTRICT pupil at the COLLEGE as a special part-time or full-time student pursuant to this section is authorized attendance for which the COLLEGE shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity.

## **12. CERTIFICATIONS**

- 12.1. The SCHOOL DISTRICT certifies that:
  - a. The direct education costs of the courses offered as part of this CCAP Agreement are not fully funded through other sources.
  - b. It agrees and acknowledges that the COLLEGE will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.

- c. Any COLLEGE instructor teaching a course at the SCHOOL DISTRICT has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.

12.2. The COLLEGE certifies that:

- a. A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE.
- b. The COLLEGE has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.
- c. The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4 and students participating in this CCAP Agreement will not lead to displacement of otherwise eligible adults at the COLLEGE.
- d. A qualified SCHOOL DISTRICT instructor teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing COLLEGE faculty member teaching the same course at the partnering community college campus.

12.3. The PARTIES certify that:

- a. Any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Education Code section 44010 or as amended, or any controlled substance offense as defined in Education Code section 44011 or as amended.
- b. The SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. (AB288 Sec. 2 (I).)

### 13. PROGRAM IMPROVEMENT

- 13.1. The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT pupils, instructors, principals, and school counselors for the purpose of informing practice, adjusting, and improving the quality of courses offered as part of this CCAP Agreement.

### 14. RECORDS

- 14.1. Permanent records of student attendance, grades and achievement will be maintained by both the SCHOOL DISTRICT and COLLEGE for SCHOOL DISTRICT students who enroll in course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades, and achievement for COLLEGE students shall be maintained by COLLEGE.
- 14.2. Each PARTY shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each PARTY may review and obtain a copy of the other

PARTY'S pertinent records subject to federal and state privacy statutes.

14.3. SCHOOL DISTRICT instructors will submit grades to the COLLEGE when due according to the COLLEGE schedule per section 7.14. The SCHOOL DISTRICT will include all criteria identified by the COLLEGE for grading purposes.

14.4. COLLEGE may provide the SCHOOL DISTRICT with a report on participating students' final grades after each term.

## **15. CCAP AGREEMENT DATA MATCH AND REPORTING**

15.1. COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.

15.2. COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

## **16. DATA SHARING**

16.1. COLLEGE and SCHOOL DISTRICT may share confidential student data for the purposes of evaluating the educational services provided under this CCAP agreement and for evaluating student performance pursuant to participating in CCAP courses. Any data shared will be for research and analytical purposes aimed at understanding student performance and improving applicable federal and state laws concerning access to and confidentiality of student record information as described in Section 17 of this agreement.

## **17. PRIVACY OF STUDENT RECORDS**

17.1. COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in a CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as outlined in Education Code section 49064 and section 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence and further agree not to disclose such records except as authorized by applicable law or regulation for COLLEGE records or by the parent or guardian's prior written consent for HIGH SCHOOL records. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)

17.2. **Limitation on Use.** COLLEGE and SCHOOL DISTRICT shall use each student education record that they may receive pursuant to this CCAP Agreement solely for purposes consistent with their authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)

17.3. **Recordkeeping Requirements.** COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.

17.4. **Acknowledgement of Receipt of Notice of FERPA Regulations.** By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under

34 C.F.R. § 99.33(d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation. Parent or guardian requests for information will need to be addressed directly by the HIGH SCHOOL or SCHOOL DISTRICT personnel.

## **18. REIMBURSEMENT**

18.1. The SCHOOL DISTRICT shall invoice the COLLEGE no later than 30 (thirty) days after the start of each term for the instructional services provided through this CCAP agreement as follows:

- a. For courses taught by COLLEGE-approved SCHOOL DISTRICT teachers and COLLEGE instructors on HIGH SCHOOL campuses during regular high school hours rendered at the rate of \$1,000.00 per course unit delivered to CCAP students.

Example: 3 CCAP courses @ 3 units each = 9 units x \$1,000.00 = \$9,000.00

18.2. The COLLEGE shall make payment to the SCHOOL DISTRICT within 30 days of receiving the invoice for instructional services rendered.

18.3. The COLLEGE is required to report to the state the percentage of funds paid to an agency to the SCHOOL DISTRICT that will provide direct instruction on behalf of the college as part of the CCAP partnership agreement. The SCHOOL DISTRICT will use 100% of all funds received from Allan Hancock College in fulfillment of this agreement to pay for direct instructional costs. (Ed. Code § 84632).

## **19. FACILITIES**

19.1. The SCHOOL DISTRICT will provide adequate classroom space at its facilities or other mutually agreed upon locations to conduct the instruction and do so without charge to COLLEGE or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable buildings, fire, and safety codes.

19.2. The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are the SCHOOL DISTRICT's sole property.

19.3. The SCHOOL DISTRICT facilities may be used by COLLEGE for COLLEGE course offerings before or after regular high school schedule at no additional cost. Prior approval by the SCHOOL DISTRICT is required. COLLEGE courses offered before or after the regular high school schedule will be open to the public.

## **20. INDEMNIFICATION**

20.1. The SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE, and its governing board, officers, employees, administrators, independent

contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT's performance of this CCAP Agreement. The obligation to indemnify shall extend to all claims and losses that arise out of SCHOOL DISTRICT's or its trustees', officers', agents', or employees' negligence, wrongful acts or omissions, or willful misconduct related to this CCAP Agreement or performance of this CCAP Agreement. The provisions of this section shall survive the termination or expiration of this CCAP Agreement.

20.2. The COLLEGE agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of COLLEGE'S performance of this CCAP Agreement. The obligation to indemnify shall extend to all claims and losses that arise out of COLLEGE'S or its trustees', officers', agents', or employees' negligence, wrongful acts or omissions, or willful misconduct related to this CCAP Agreement or performance of this CCAP Agreement. The provisions of this section shall survive the termination or expiration of this CCAP Agreement.

## **21. INSURANCE**

21.1. The SCHOOL DISTRICT, in order to protect the COLLEGE, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this CCAP Agreement, shall secure and maintain in force during the entire term of this CCAP Agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident and TWO MILLION DOLLARS (\$2,000,000) general aggregate for personal injury, bodily injury, death, and property and other damage, with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA, or program of self-insurance shall expressly name the COLLEGE, its agents, employees and officers as an additional insured for the purposes of this CCAP Agreement. A certificate of insurance including such endorsement shall be furnished to the COLLEGE.

21.2. The COLLEGE, in order to protect the SCHOOL DISTRICT, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this CCAP Agreement, shall secure and maintain in force during the entire term of this CCAP Agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident and TWO MILLION DOLLARS (\$2,000,000) general aggregate for personal injury, bodily injury, death, and property and other damage, with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the State

of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the SCHOOL DISTRICT, its agents, employees and officers as an additional insured for the purposes of this CCAP Agreement. A certificate of insurance including such endorsement shall be furnished to the SCHOOL DISTRICT.

- 21.3. For the purpose of Workers' Compensation, SCHOOL DISTRICT shall be the "primary employer" for all its employees who perform services as instructors and support staff. SCHOOL DISTRICT shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective SCHOOL DISTRICT employees made in connection with performing services and receiving instruction under this CCAP Agreement. SCHOOL DISTRICT agrees to hold harmless, indemnify, and defend COLLEGE, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by SCHOOL DISTRICT employees connected with providing services under this CCAP Agreement.

## **22. NON-DISCRIMINATION**

- 22.1. Neither the SCHOOL DISTRICT nor the COLLEGE shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

## **23. NOTICES**

- 23.1. Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

Allan Hancock College Joint Community College District  
800 S. College Drive  
Santa Maria, CA 93460  
Attn: Dennis Curran

Cuyama Joint Unified School District  
2300 Highway 166, New Cuyama, CA 93254  
Attn:

## **24. MODIFICATION AND AMENDMENT**

- 24.1. Appendix A through D to this CCAP Agreement is incorporated by this reference into this CCAP Agreement.
- 24.2. This CCAP Agreement and Appendix A through D to this CCAP Agreement set forth the entire agreement between the PARTIES relating to the subject matter of this CCAP Agreement. This CCAP Agreement and Appendix A through D to this CCAP Agreement supersede any prior agreements, promises, negotiations, or representations, express or implied, oral or written, not included in this CCAP Agreement and Appendix A through D

to this CCAP Agreement.

- 24.3. This Agreement may be amended only with the mutual consent of the Parties. All amendments must be in writing and must be approved by the Parties' respective governing Boards.

## 25. GOVERNING LAWS

- 25.1. This CCAP Agreement will be governed by and construed in accordance with California law, and the venue of any action or proceeding in connection with this CCAP Agreement shall be Santa Barbara County, California.

## 26. COMMUNITY COLLEGE DISTRICT BOUNDARIES

- 26.1. For locations outside the geographical boundaries of Allan Hancock College Joint Community College District, the COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 55300 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

## 27. SEVERABILITY

- 27.1. This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

## 28. COUNTERPARTS

- 28.1. This CCAP Agreement may be executed by the PARTIES in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

**IN WITNESS WHEREOF**, the PARTIES hereto have caused this CCAP Agreement to be executed on the dates set forth below, to be effective as of the Effective Date.

ALLAN HANCOCK JOINT COMMUNITY  
COLLEGE DISTRICT

By: \_\_\_\_\_  
Associate Superintendent/Vice President of  
Finance and Administration

Date: \_\_\_\_\_

CUYAMA JOINT UNIFIED SCHOOL  
DISTRICT

By: \_\_\_\_\_  
Superintendent/Principal

Date: \_\_\_\_\_



**ALLAN HANCOCK JOINT COMMUNITY  
COLLEGE DISTRICT BOARD MEETINGS**

**Information Board Meeting Date:**

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**Public Comment  
and Approval Board Meeting Date:**

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**CUYAMA JOINT UNIFIED SCHOOL  
DISTRICT BOARD MEETINGS**

**Information Board Meeting Date:**

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**Public Comment  
and Approval Board Meeting Date:**

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## APPENDIX A

### ALLAN HANCOCK COLLEGE JOINT COMMUNITY COLLEGE DISTRICT

#### Agreement with INSTRUCTOR

This agreement is made and entered into this \_\_\_\_ [day] of \_\_\_\_\_ [month] \_\_\_\_ [year] by three parties: The Allan Hancock College Joint Community College District (hereinafter "COLLEGE"), the \_\_\_\_\_ [high school district] (hereinafter "SCHOOL DISTRICT") and \_\_\_\_\_ [first name, last name], an employee of the SCHOOL DISTRICT (hereinafter "INSTRUCTOR") who is being assigned to the COLLEGE on a part-time basis pursuant to Title 5, California Code of Regulations, section 58058(b).

**WHEREAS**, the SCHOOL DISTRICT has the experience, training, equipment and other resources, and staff necessary to provide instruction to COLLEGE students through the CCAP Agreement;

**WHEREAS**, Title 5, California Code of Regulations, section 58050, subdivision (a) provides authority for claiming apportionment;

**NOW, THEREFORE**, the three parties to this Agreement hereby agree as follows:

1. The SCHOOL DISTRICT's INSTRUCTOR is an employee of the SCHOOL DISTRICT who shall meet "Minimum Qualifications" for the academic position of COLLEGE's INSTRUCTOR as established by the COLLEGE and as determined by the COLLEGE.
2. The SCHOOL DISTRICT's INSTRUCTOR is professionally and specially trained and competent to provide the supervisory and/or instructional services required by the COLLEGE.
3. The INSTRUCTOR will be an employee of the COLLEGE for purposes of the Attendance Accounting Standards (Ed. Code, § 58050). COLLEGE has the right to; 1) evaluate and terminate INSTRUCTOR; 2) evaluate the quality of instruction to ensure that it meets the needs of students; 3) evaluate the quality and rigor equal to the COLLEGE'S approved course outline of record and the accreditation requirements of COLLEGE. The COLLEGE will not provide INSTRUCTOR evaluation results to the SCHOOL DISTRICT.
4. The SCHOOL DISTRICT's INSTRUCTOR shall at all times comply with the supervisory and/or instructional requirements outlined in Title 5, California Code of Regulations, section 58055, which require direct instruction by the SCHOOL DISTRICT's INSTRUCTOR except in limited circumstances. The SCHOOL DISTRICT's INSTRUCTOR's responsibilities and duties as an employee of the COLLEGE shall include, but are not limited to, the following:
  - 4.1. Ensure that an instructional time of 50 minutes per class each day is expended in full compliance with the course objectives determined by the COLLEGE.
  - 4.2. Ensure the safety and well-being of students.
  - 4.3. Be in sufficient physical proximity and range of communication to provide immediate instructional supervision and control of all students in his/her classes.
  - 4.4. Attend periodic staff meetings with the COLLEGE.
  - 4.5. Regularly check and respond to communication from COLLEGE.
  - 4.6. Priority in class enrollment shall be given to students desiring to take the course for college credit towards a degree or certificate (Ed. Code § 76370). Ensure accurate and current daily student attendance records, accurate calculation of final student grades of

all students enrolled in the course for college credit, and the prompt submission of all data necessary for the calculation of FTES to the DISTRICT within 3 (three) calendar days of course completion (Ed. Code § 84500).

- 4.7. Ensure the effective use of instructional methods, technology, testing and remediation.
  - 4.8. Ensure that he/she does not have any other assigned duties during the instructional activity where multiple skill levels of students are being taught for which attendance is being claimed.
  - 4.9. Be familiar with and comply with all relevant COLLEGE policies, rules and regulations, including but not limited, to those related to student safety, grading, attendance, sexual harassment and discrimination.
  - 4.10. Provide support to SCHOOL DISTRICT students taking COLLEGE courses under CCAP agreement with COLLEGE admission and registration procedures.
5. The SCHOOL DISTRICT shall indemnify and hold harmless the COLLEGE and its authorized agents, officers, and employees against any and all claims and actions arising from the SCHOOL DISTRICT's INSTRUCTOR's or SCHOOL DISTRICT's negligent, reckless or intentional acts, errors or omissions and for any cost or expense incurred by the COLLEGE on account of any claim therefor.
  6. The COLLEGE shall provide no compensation to the SCHOOL DISTRICT's INSTRUCTOR for any services rendered pursuant to this Agreement, but compensation, as well as workers' compensation insurance, shall be the responsibility of the SCHOOL DISTRICT in accordance with its established and standard practices.
  7. This Agreement may be terminated at any time by the COLLEGE within the sole and exclusive discretion of the COLLEGE upon written notice to the SCHOOL DISTRICT and the SCHOOL DISTRICT's INSTRUCTOR. This Agreement may be terminated upon thirty (30) days' prior written notice to COLLEGE by either the SCHOOL DISTRICT or the SCHOOL DISTRICT's INSTRUCTOR within either's sole and exclusive discretion.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement the day and year last written below.

INSTRUCTOR

ALLAN HANCOCK COLLEGE JOINT  
COMMUNITY COLLEGE DISTRICT

\_\_\_\_\_  
Print

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

## **APPENDIX B**

### **Identification of CCAP Pathways for Course-Specific College and Career Pathway Opportunities**

Pursuant to California Assembly Bill No. 288, the COLLEGE and SCHOOL DISTRICT enter into this partnership agreement to offer College and Career Pathways (CCAP) to high school students to expand dual enrollment opportunities to facilitate college and career readiness, particularly among students who may not already be college-bound or who are underrepresented in higher education.

The goal of the CCAP partnership is to offer seamless pathways from high school to community college to promote: 1) academic preparation for transfer to four-year colleges and universities; 2) completion of career and technical education programs for entry into the workforce; (3) improving high school graduation rates, and (4) helping high school pupils achieve college and career readiness.

The following pathways are included in the CCAP partnership agreement between the COLLEGE and SCHOOL DISTRICT:

#### ***Career and Technical Education:***

1. This pathway includes COLLEGE courses in a Career and Technical education ("CTE") pathway at the college level that apply to an Allan Hancock College degree or certificate in the pathway. This includes:
  - a. Naming of HIGH SCHOOL Pathway and Course Location in Sequence (Introductory, Concentrator, Capstone, or Practicum)
  - b. Naming of COLLEGE Pathway – Degree or Certificate
  - c. Identifying Career/Employment Outcomes associated with CTE Pathway
  - d. Identifying the course(s) in the Pathway to be offered under the CCAP Agreement.
2. Examples of CTE Technical Pathways include Automotive, Digital Art and Graphic Design, Culinary, Early Childhood Studies, Welding etc.

#### ***College and Career Readiness:***

1. This pathway includes COLLEGE courses in career exploration and career development that prepare students in college and career planning. Successful completion of these courses will allow students to matriculate at college level in courses in a CTE pathway or General Education/California State University ("CSU") Transfer pathway.
2. Course examples include: WEE (Work Experience); PD (Career Planning).

#### ***Preparation for Transfer:***

1. California General Education Transfer Curriculum (Cal-GETC). This pathway includes COLLEGE courses which have been approved to meet the lower-division general education requirements at any CSU or University of California campus (i.e. Areas 1-6)

#### ***Improve High School Graduation Rates:***

1. Student participation in college courses improves graduation rates of students who participate compared to peers who do not participate in college-level coursework.



## APPENDIX D

### Registration Timeline 2025 - 2026

2025-2026 Week Ranges	Process	Timeline	Type
Week 1: July 1, 2025 - July 7, 2025			
Week 2: July 8, 2025 - July 14, 2025			
Week 3: July 15, 2025 - July 21, 2025			
Week 4: July 22, 2025 - July 28, 2025			
Week 5: July 29, 2025 - August 4, 2025	Ideal	CRNs available for DualEnroll & we see bulk of forms (Would like Aug 1 deadline for CRNs)	CCAP
Week 6: August 5, 2025 - August 11, 2025	Ideal	(NonCCAP) Late Add Intflux, Appeal Delays, Registration Processing Delays	
Week 6: August 5, 2025 - August 11, 2025	Ideal	Firm Deadline for NonCCAP Petitions (Fall 2025)	NonCCAP
Week 6: August 5, 2025 - August 11, 2025	Ideal	(NonCCAP) Bulk of Petitions come in around this time through first day of AHC classes	NonCCAP
Week 7: August 12, 2025 - August 18, 2025		Start of Fall Term for HS Partners (Average)	
Week 8: August 19, 2025 - August 25, 2025		Start of Fall Term for AHC	
Week 8: August 19, 2025 - August 25, 2025	Actual	(NonCCAP) We accepted petitions for up until the start of classes (extended)	NonCCAP
Week 8: August 19, 2025 - August 25, 2025		Winter app opens	
Week 9: August 26, 2025 - September 1, 2025	Actual	Influx of Fall Petitions Timetable	Both
Week 9: August 26, 2025 - September 1, 2025	Actual	(NonCCAP) Late Add Intflux, Appeal Delays, Registration Processing Delays	NonCCAP
Week 10: September 2, 2025 - September 8, 2025	Actual	CRNs available in DualEnroll & we see beginning of bulk of forms	CCAP
Week 10: September 2, 2025 - September 8, 2025	Ideal	Spring app opens for CCAP students	CCAP
Week 11: September 9, 2025 - September 15, 2025			
Week 12: September 16, 2025 - September 22, 2025			
Week 14: September 30, 2025 - October 6, 2025	Ideal	CCAP CRNs available (Spring 2026)	CCAP
Week 14: September 30, 2025 - October 6, 2025	Ideal	CCAP Registration Begins (Spring 2026)	CCAP
Week 14: September 30, 2025 - October 6, 2025		Spring app opens	
Week 14: September 30, 2025 - October 6, 2025	Actual	Deadline for NonCCAP Petitions (Fall 2025 Term 2)	NonCCAP
Week 15: October 7, 2025 - October 13, 2025			
Week 16: October 14, 2025 - October 20, 2025	Actual	AHC accepting NonCCAP petitions (Winter/Spring 2026)	NonCCAP
Week 16: October 14, 2025 - October 20, 2025		Class Search opens	
Week 17: October 21, 2025 - October 27, 2025			
Week 18: October 28, 2025 - November 3, 2025	Ideal	Fall processing complete for CCAP	CCAP
Week 19: November 4, 2025 - November 10, 2025	Actual	CRN available for CCAP for spring	CCAP
Week 20: November 11, 2025 - November 17, 2025	Actual	NonCCAP Registration Begins (Winter/Spring 2026)	NonCCAP
Week 20: November 11, 2025 - November 17, 2025	Actual	CCAP Registration Begins (Early Spring 2026)	CCAP
Week 21: November 18, 2025 - November 24, 2025			
Week 22: November 25, 2025 - December 1, 2025			
Week 23: December 2, 2025 - December 8, 2025	Ideal	Influx of CN Spring Petitions Timetable	NonCCAP

PRING

FALL

## APPENDIX D

### Registration Timeline 2025 - 2026

S	Week 23: December 2, 2025 - December 8, 2025	Ideal	Deadline for NonCCAP Petitions (Winter 2026)	
	Week 24: December 9, 2025 - December 15, 2025	Ideal	Bulk of CCAP registrations submitted for Spring	CCAP
	Week 25: December 16, 2025 - December 22, 2024	Actual	Processing completed for Fall CCAP	CCAP
	Week 25: December 16, 2025 - December 22, 2025	Actual	Start of Winter Term for AHC	
	Week 26: December 23, 2025 - December 29, 2025			
	Week 27: December 30, 2025 - January 5, 2026			
	Week 28: January 6, 2026 - January 12, 2026	Actual	Deadline for NonCCAP Petitions (Spring 2026)	Both
	Week 29: January 13, 2026 - January 19, 2026	Actual	Start of Spring Term for HS Partners (Average)	Both
	Week 29: January 13, 2026 - January 19, 2026	Actual	Influx of CN petitions	Both
	Week 30: January 20, 2026 - January 26, 2026	Actual	Start of Spring Term for AHC	
	Week 31: January 27, 2026 - February 2, 2026			
	Week 32: February 3, 2026 - February 9, 2026	Actual	We see bulk of our CCAP forms being turned in	CCAP
	Week 33: February 10, 2026 - February 16, 2026	Actual	We see bulk of our CCAP forms being turned in	CCAP
	Week 34: February 17, 2026 - February 23, 2026		CCAP Sections Identify and Created - Alicia to meet with High Schools (summer/fall 2026)	
	Week 35: February 24, 2026 - March 2, 2026			
	Week 36: March 3, 2026 - March 9, 2026			
	Week 37: March 10, 2026 - March 16, 2026			
	Week 38: March 17, 2026 - March 23, 2026			
	Week 39: March 24, 2026 - March 30, 2026		CCAP Sections CRNs Complete (summer/fall 2026)	
	Week 40: March 31, 2026 - April 6, 2026			
	Week 41: April 7, 2026 - April 13, 2026		AHC accepting NonCCAP petitions (summer/fall 2026)	
	Week 41: April 7, 2026 - April 13, 2026	Actual	Summer/Fall Class Search Opens	
	Week 42: April 14, 2026 - April 20, 2026			
	Week 42: April 14, 2026 - April 20, 2026		Priority Reg	
	Week 43: April 21, 2026 - April 27, 2026	Ideal	Spring processing complete for CCAP	CCAP
	Week 44: April 28, 2026 - May 4, 2026			
	Week 45: May 5, 2026 - May 11, 2026	Ideal	NonCCAP Registration Begins (Summer/Fall 2026)	
	Week 46: May 12, 2026 - May 18, 2026	Actual	Deadline for NonCCAP Petitions (Spring Term 2 2026)	
	Week 47: May 19, 2026 - May 25, 2026	Actual	Spring processing complete for CCAP	
	Week 48: May 26, 2026 - June 1, 2026			
FALL	Week 49: June 2, 2026 - June 8, 2026	Ideal	Influx of Fall Petitions Timeframe	NonCCAP
	Week 50: June 9, 2026 - June 15, 2026	Actual	Start of Summer Term for AHC	
	Week 51: June 16, 2026 - June 22, 2026			
	Week 52: June 23, 2026 - June 29, 2026			



## APPENDIX C

### CCAP Agreement Courses Approved for 2025 - 2026

HIGH SCHOOL DISTRICT:

Cuyama Joint Unified School District

HIGH SCHOOL SITE:

Cuyama Valley High School

PROJECTED NUMBER

OF STUDENTS TO BE SERVED: \_\_\_\_\_

TOTAL PROJECTED FTES: \_\_\_\_\_

CCAP Pathway	College Degree or Certificate	High School Pathway	CCAP Course Offerings		Number of Sections, High School period(s) & Times		Instructor Name & Employer of Record (AHC or HS)		Projected Number of Students	Projected FTES
			FALL	SPRING	FALL	SPRING	FALL	SPRING		
Career Technical Education	Agricultural Science - AS									
Career Technical Education	Agricultural Science - AS									
Preparation for Transfer										

1. **Required:** Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered:

In consultation with their SCHOOL DISTRICT counselors, students self-select a pathway based on their academic readiness and alignment of course content to students' educational and career goals. SCHOOL DISTRICT and COLLEGE faculty identified CCAP courses using the following criteria:

- a. Alignment with HIGH SCHOOL pathways and COLLEGE programs of study.
- b. Potential for course completion to accelerate students' time to completion of postsecondary degree or certificate.
- c. Potential to earn a Certificate of Training and be eligible to enter the workforce in their selected career technical pathway.

d. Potential to work toward completion of an associate degree or an associate degree for transfer.

2. **MINIMUM QUALIFICATIONS FOR INSTRUCTION:** All instructors teaching CCAP Agreement Courses must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 of the California Code of Regulations, sections 53410 and 58060 or as amended. The minimum qualifications for instruction are:

Course Name & Number	Minimum Qualifications For Instructors
AG 152 AG 154 AG 156	<ul style="list-style-type: none"><li>Any bachelor's degree or higher and two years of professional experience</li><li>OR any associate degree and six years of professional experience.</li></ul> The professional experience is required when the application possesses a master's degree. The professional experience required must be directly related to the teaching assignment. <ul style="list-style-type: none"><li>OR a master's degree in agriculture, agricultural science, education with a specialization in agriculture or other agricultural area, including agricultural business, agricultural engineering, agricultural mechanics, agronomy, animal science, enology, environmental (ornamental) horticulture, equine science, forestry, natural resources, plant science, pomology, soil science, viticulture or other agriculture science</li><li>OR the equivalent</li></ul>

3. **BOOKS AND INSTRUCTIONAL MATERIALS:** The total cost of books and instructional materials for SCHOOL DISTRICT students participating in CCAP course as part of this CCAP Agreement will be borne by SCHOOL DISTRICT. Current pricing and textbook availability are published on the COLLEGE bookstore website each semester.

4. **JOINT FACILITIES USE PROTOCOLS:** COLLEGE and SCHOOL DISTRICT shall adhere to the terms and protocols outlined in Section 19, Facilities, of the CCAP Agreement. SCHOOL DISTRICT, shall extend access and use of the following SCHOOL DISTRICT facilities:

BUILDING NAME & ADDRESS	CLASSROOM	DAYS	HOURS

ALLAN HANCOCK JOINT COMMUNITY COLLEGE  
DISTRICT

By: \_\_\_\_\_

Vice-President, Academic Affairs

Date: \_\_\_\_\_

By: \_\_\_\_\_

Vice-President, Finance & Administration

Date: \_\_\_\_\_

CUYAMA VALLEY HIGH SCHOOL

By: \_\_\_\_\_

Principal

Date: \_\_\_\_\_

By: \_\_\_\_\_

Head Counselor

Date: \_\_\_\_\_

