



## **ADVANCED EDUCATION – POLICIES AND GUIDELINES**

Advanced Education is intended to provide high school students with educational enrichment opportunities at the community college level. To ensure success as an Advanced Education student, the following policies and guidelines have been developed to guide enrollment.

### **WHO CAN ENROLL AS AN ADVANCED EDUCATION STUDENT?**

- Students must demonstrate academic achievement, as demonstrated by multiple measures including, but not limited to, grades in similar courses, GPA of 2.70, analysis of transcript, or other student achievements, and /or letters of support from high school counselors and teachers, *except* when enrolling in the following programs: Academies (e.g., electronics or health), special college-based programs, such as AVID and the Early Start program. (EC Sec. 48800(d)(1)).
- Students must have completed the 10<sup>th</sup> grade or be 16 years of age by the first day of instruction.
- Students must be mature enough to understand the course material and to benefit from the presentation style.

### **WHAT COURSES ARE EXCLUDED FROM ADVANCED EDUCATION?**

- Basic skills courses (numbered 1-99), with the exception of co-requisite and support courses.
- Courses requiring repetition due to unsatisfactory grades ('D' or 'F') received at the student's school.
- Courses offered at the high school during the same semester the student wishes to enroll at the college. However, if a student is enrolled in the maximum units that the high school permits, the student may enroll at the college. Also, if a student has satisfactorily completed a high school course and wishes to enroll in a more rigorous college course in the same discipline, they may do so.
- If a student is receiving their education in non-traditional setting, general education courses should be taken in that setting.
- Courses where the student's safety or the safety of others would be jeopardized.
- Courses where the ability of others to benefit from instruction may be compromised due to your ability to relate to the mature nature of the subject matter or teaching methods.

Note: Students can only enroll in a maximum of TWO courses each term, not including labs, co-requisites and support courses.

### **DOCUMENTS REQUIRED:**

- New students must complete an online Los Rios admissions application, indicating they are concurrently enrolled in high school while attending college classes (Special Admit). Continuing students must complete the Supplemental Enrollment Form on eServices prior to enrollment.
- Read and follow the submission instructions found online at the college of your choice – American River, Cosumnes River, Folsom Lake or Sacramento City colleges.
- Documents in addition to the Advanced Education application will include:
  - High school transcript. If enrolled in a school where transcripts are not available, a record of completed coursework, achievement levels, grade level, and copy of current high school class schedule should be submitted.
  - A copy of Private School Affidavit, when appropriate.
  - If the application is not signed by school principal, include list of authorized designees (unless college already has the list on file).
  - Documentation of age (if home schooled or age is not reflected on high school transcript).
- Students must complete the Advanced Education application every semester they wish to enroll, including all required documentation. Upon high school graduation, student submits a new application as a 1<sup>st</sup> time, new student.

### **INFORMATION FOR HIGH SCHOOL DESIGNEE (PRINCIPAL, COUNSELOR, OR OTHER DESIGNEE):**

- The recommended classes cannot be offered at the applicant's school during this term – or the applicant is taking the maximum number of units and cannot fit these classes in his/her schedule.
- For summer session – Community college summer session attendance cannot be recommended for more than 5% of the total number of pupils who completed that grade immediately prior to the time of recommendation (IC Sec. 48800(d)(1)(2)).
- For designees – If signing this form as a designee of the principal, you must provide the college with a listing (on school letterhead and signed by the principal) of all duly authorized designees or the college must have this information on file.

### **INFORMATION FOR PARENT/GUARDIAN AND STUDENT:**

- We understand that college courses may include adult/mature subject matter.
- The course credit and grades received will become a part of the student's permanent college record.
- Students must meet all course prerequisites to enroll in a course.
- Students are expected to assume a greater responsibility for learning when enrolled in classes at the college level.
- If you are not present for the first class meeting, you may be dropped from the class.
- If initially denied eligibility to enroll, a student may file an appeal requesting further consideration.
- If student has completed prior college coursework and is seeking re-enrollment, they must maintain at least a 2.0 GPA.
- Under section 49061 of the Education code, parents of community college students do not have a right of access to their children's student records, regardless of whether the student is under the age of 18. High school students must abide by the same FERPA laws as any other college student. For more information about FERPA laws, please visit their website at <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.