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## 1.0 Advanced Education Students

- 1.1 These Administrative Regulations shall apply to classes offered through one of the Los Rios Community College District Colleges, centers, offsite locations, or at a high school site.
- 1.2 Students over the age of sixteen (16) or who have completed tenth grade and fall into the categories identified in section 1.2.1 or 1.2.2 may be eligible for admission as Advanced Education students.
  - 1.2.1 The student is currently enrolled in a public or private K-12 school, including home school.
  - 1.2.2 The student is under the age of eighteen (18) and is not otherwise eligible for admission to a District/College under District Policy [P-2211](#). (Ed. Code, §§ 76000, 76001)
- 1.3 Advanced Education students shall not be enrolled in courses where their safety or the safety of others may be jeopardized.
- 1.4 College coursework may include material of an adult/mature level, irrespective of the age of the student. Faculty will not be expected to alter or adapt the approved course material for a younger audience.
- 1.5 All Advanced Education students should expect to speak for themselves and be responsible for their work and behavior, as is the case with all College students.
- 1.6 Advanced Education students may enroll in up to two (2) courses during a semester or summer session.
- 1.7 If the class is a physical education class, no more than ten percent (10%) of its enrollment may be comprised of Advanced Education students. Moreover, a community college district may not receive state apportionments for Advanced Education students enrolled in physical education courses in excess of five percent (5%) of the District's total reported full-time equivalent enrollment of Advanced Education students.

## 2.0 Application and Admission

- 2.1 The Colleges shall use a common application form for Advanced Education students.
- 2.2 Advanced Education students must submit a College application the first semester, including summer session, and an Advanced Education Application. A supplemental enrollment information form and Advanced Education application must be submitted for each semester of enrollment while an Advanced Education student.

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- 2.3 Advanced Education students shall provide the following information to the College counselor:
- 2.3.1 A recommendation from the applicant's high school principal or duly authorized designee, including specific course numbers and any acceptable alternates;
  - 2.3.2 Permission from the applicant's parent or guardian;
  - 2.3.3 A statement as to why the applicant wishes to participate in the Advanced Education program;
  - 2.3.4 High school transcripts or, for students enrolled in schools where transcripts are not available, an official record of completed coursework and achievement levels;
  - 2.3.5 Appropriate District assessment results when applicable;
  - 2.3.6 Proof that the student will be either sixteen (16) years of age or have completed the sophomore year of high school by the first day of class; and
  - 2.3.7 If the student is attending a home school that is not affiliated with a public school district, a copy of the private school affidavit.
- 2.4 A College may admit an Advanced Education student enrolled in a public or private school, including home school, if:
- 2.4.1 The student has provided all required documentation;
  - 2.4.2 The student has been recommended by the student's high school principal or duly authorized designee; and
  - 2.4.3 The College counselor determines that the student would benefit from college-level work that would thereby be available.
- 2.5 A College may admit an Advanced Education student as a specially admitted full- or part-time student if:
- 2.5.1 The student is not enrolled in a public or private school, including home school;
  - 2.5.2 The student's parent or guardian submits a petition for early admission and provides documentation indicating that the student will benefit from advanced scholastic or vocational work;
  - 2.5.3 The College counselor determines that the student would benefit from college-level work that would thereby be available;
  - 2.5.4 The president or his/her designee authorizes the attendance.

- 2.6 Advanced Education students will be required to meet all course pre/co-requisites as a condition for enrollment into a course.

### 3.0 Eligibility

- 3.1 Advanced Education students shall not enroll in the following categories of courses:

3.1.1 Basic skills courses (1-99);

3.1.2 Courses requiring repetition due to unsatisfactory grades (D or F) received at the student's school;

3.1.3 Courses offered by the student's school district during the same semester the student wishes to enroll in them as an Advanced Education student, with the following exceptions:

3.1.3.1 Students who have satisfactorily completed a similar but less academically rigorous course in high school may enroll a more rigorous college course;

3.1.3.2 Students who, by high school policy, are not permitted to enroll in additional courses at the high school, may enroll in a college course even though it may be offered at the high school concurrently;

3.1.3.3 When the high school principal and/or superintendent requests a similar but more academically rigorous course be offered at the high school during a time when the high school campus is open to the public; or

3.1.3.4 When the College determines a class is not reasonably available at another school within the student's school district.

- 3.2 Advanced Education students must demonstrate exemplary academic achievement, as evidenced by multiple measures including, but not limited to, grades in similar courses, GPA of 2.7, analysis of transcripts, assessment results, other student achievements, and/or letters of support from high school counselors and teachers, except when enrolling in the following courses or programs:

3.2.1 College/High School Academies that exist in particular occupational majors, such as electronics and health care, for the purpose of strengthening occupational programs and improving the articulation of high school and college programs;

3.2.2 Human career development courses (college success courses); or

3.2.3 Special college-based programs targeted for at-risk junior high and high school students, such as AVID, PACE, Early Start Program, and courses designed as part of articulated programs.

- 3.3 In order to retain eligibility, an Advanced Education student must maintain a cumulative 2.0 GPA in college coursework.
- 3.4 On the first day of class, Advanced Education students must be at least sixteen (16) years old or have completed the sophomore year of high school.
- 3.5 The College may require Advanced Education students to take the college assessment test to ensure a prerequisite level and/or appropriate class placement.

#### 4.0 Exceptions to Eligibility Requirements

- 4.1 If a College counselor denies admission based upon the eligibility requirements described in Section 3.0, the student may appeal that decision to the College's Dean of Counseling. Approved Advanced Education Applications that are exceptions to eligibility requirements must be approved in writing by the College's Dean of Counseling. Supporting documentation for exceptions shall be attached to the Advanced Education Application.

#### 5.0 College Credit

- 5.1 Advanced Education students will receive college credit for course(s) successfully completed.
- 5.2 The grade earned for course(s) will be reflected on the student's permanent College transcript.

#### 6.0 Fees

- 6.1 Advanced Education students who are classified as California residents are exempt from the enrollment fee. (Ed. Code, § 76300)
- 6.2 Advanced Education students who have lived in the State of California for more than one (1) year immediately preceding the residence determination date are exempt from the enrollment fee, the Nonresident Tuition Fee, the Student Capital Outlay Fee, and International Student Application Fee. (Ed Code, § 76140, subd. (a)(4))
- 6.3 Advanced Education students who have attended elementary or secondary schools in the State of California for more than three (3) years preceding the residence determination date are exempt from the Nonresident Tuition Fee, the Student Capital Outlay Fee, and International Student Application Fee. (Ed Code, § 76140, subd. (a)(4))
- 6.4 Fees normally charged for all other nonresident and international students will be applied to courses taken by this population when enrolled as Advanced Education students.

#### 7.0 Appeal

- 7.1 A student may appeal action taken related to these Administrative Regulations.

- 7.1.1 A written petition must be submitted to the College Vice President of Student Services.
- 7.1.2 The petition will be reviewed by the Vice President and a response provided within seven (7) working days.
- 7.1.3 The student may appeal the determination of the Vice President by submitting a written appeal to the College President within seven (7) days of the Vice President's decision.
- 7.2 If the student is dissatisfied with the decision of the College President, the student may appeal that decision to the Los Rios Community College District Board of Trustees.

## 8.0 Documentation Standards

- 8.1 Records shall be retained in paper or electronic format for three (3) years from the last date of coursework. If the student does not complete coursework (does not enroll or drops the course), records shall be retained for three (3) years from application date.
- 8.2 Enrolled students
  - 8.2.1 College counseling offices shall retain forms used for Advanced Education students, including:
    - 8.2.1.1 Advanced Education Checklist
    - 8.2.1.2 Advanced Education Application
    - 8.2.1.3 High School transcript

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