1.0 Dual Enrollment

1.1 This Administrative Regulation shall apply to classes offered through one of the Los Rios Community College District Colleges, centers, off-site locations, or at a high school site.

1.2 Students who are at least fourteen (14) years of age and fall into the categories identified in section 1.2.1 or 1.2.2 may be eligible for admission as dual enrollment students.

1.2.1 The student is currently enrolled in a public or private K-12 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.

1.3 Dual enrollment students shall not be enrolled in courses where their safety or the safety of others may be jeopardized.

1.4 College coursework may include materials 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 dual enrollment 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 Dual enrollment students may enroll in up to three (3) courses during a semester or summer session.

2.0 Application and Admission

2.1 The Colleges shall use a common Dual Enrollment Approval Form.

2.2 Dual enrollment students must submit a College application the first semester, including summer session, and a Dual Enrollment Approval Form. A supplemental enrollment information form and Dual Enrollment Approval Form must be submitted for each semester of enrollment while a dual enrollment student.

2.3 Dual enrollment students shall provide the following information to the College:

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 Appropriate District assessment for students planning to enroll in English, Reading or Mathematics;
2.3.4 Proof that the student will be at least fourteen (14) years of age by the first
day of class.

2.4 A College may admit a dual enrollment student enrolled in a public 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.

3.0 Eligibility

3.1 Dual enrollment students must have a GPA of 2.0.

3.2 In order to retain eligibility, a dual enrollment student must maintain a cumulative
2.0 GPA in college coursework.

3.3 On the first day of class, dual enrollment students must be at least fourteen (14)
years old.

4.0 College Credit

4.1 Dual enrollment students will receive college credit for course(s) successfully
completed.

4.2 The grade earned for course(s) will be reflected on the student’s permanent
College transcript.

5.0 Fees

5.1 Dual enrollment students are exempt from the enrollment fee.

6.0 Appeal

6.1 A student may appeal action taken related to this Administrative Regulation.

6.1.1 A written petition must be submitted to the College Vice President of
Student Services.

6.1.2 The petition will be reviewed by the Vice President and a response
provided within seven (7) working days.

6.1.3 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.

6.2 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.
7.0 Documentation Standards

7.1 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.

7.2 Enrolled students

7.2.1 The College shall retain forms used for dual enrollment students, including:

7.2.2 Dual Enrollment Approval Form.

Adm. Regulation Adopted: 12/12/16
Adm. Regulation Revised:
Adm. Regulation Reviewed: P-2218
Board Policy: P-2218