American River College (ARC) is changing its method for placing students in the English Writing and mathematics course sequences to use more high school record information. Because you started at ARC before we had a process for collecting and using high school record information in your placement in English Writing and/or mathematics, you have the option of having your placement re-evaluated. To be eligible you must have graduated (or will graduate this year) from a U.S. high school within the last ten (10) years, provide a copy of your unofficial high school transcript, and complete and submit the short Placement Re-Evaluation Petition (PREP) form. This form is available at the Assessment Center, or online via our website at: www.arc.losrios.edu/assess. Form MUST be completed in BLACK INK.

Eligibility Requirements:

☐ Students must have graduated within the last ten (10) years or will graduate this year from a U.S. high school.

☐ Students must supply a copy of their high school transcript. If your high school graduation date has passed, your transcript must show your graduation date and grades for your final courses.

☐ Foreign transcripts cannot be accurately evaluated and so will not be eligible for placement re-evaluation.

Process

A. Student:
   1. Fill out the bottom of this page and the attached Placement Re-Evaluation Petition (PREP) form using BLACK INK.
   2. Attach unofficial high school transcript to the PREP form.
   3. Submit the signed forms with your unofficial high school transcript to the Assessment Center, or email to: assessment@arc.losrios.edu. Electronic submissions must be signed and scanned prior to being submitted via email. Email subject line should include ARC ID Number.
   4. Look for notification of processing in three (3) to four (4) working days in your Los Rios Gmail account at apps.losrios.edu.

B. Assessment Center:
   1. Determine whether student’s record is eligible for re-evaluation.
   2. Give a copy of completed Instruction Page to the student.
   3. Students will be notified via their Los Rios Gmail account at apps.losrios.edu within three (3) to four (4) working days regarding the results of the petition.

STUDENT NAME _______________________________ ARC ID Number _______________________________

☐ APPROVED  ☐ DENIED

☐ Student not eligible. (Graduated more than 10 years ago.)

☐ Incomplete Documentation. (Student should resubmit a new form and a high school Transcript with graduation date posted.)

☐ Student not active. (Student should submit a new College Application, fill out high school information accurately, and check eServices account the next day.)

☐ Other _______________________________

Staff Initials: _______________________________ Date: _______________________________

PREP Form: (see below)
AMERICAN RIVER COLLEGE

PLACEMENT RE-EVALUATION PETITION (PREP)

All submissions will be processed for English Writing and Math.

NAME: ___________________________ ARC ID #: ___________________________

This form allows students who are enrolled, or plan to enroll at American River College to have their initial English Writing or mathematics placements re-evaluated using the same high school information as new students who graduated from high school within the last ten (10) years. Both students currently in progress within the Los Rios Community College District and new students who did not receive placements based on high school information are eligible for this consideration, as long as they graduated from a U.S. high school within the last ten (10) years or will graduate this year. An unofficial high school transcript is required. Unfortunately, foreign transcripts cannot be accurately evaluated and so are not eligible for this process. Students will be notified via their Los Rios Gmail account at apps.losrios.edu.

Semester or Term you plan to enroll: ☐ Summer ☐ Fall ☐ Spring Year: ____________

☐ I graduated from high school in the United States within the last ten (10) years or will graduate this year.

Provide a high school transcript to verify the information provided below.

Please complete applicable fields below. Please also complete the back of this form.

High School Name: ___________________________ Month / Year of Graduation: ____________

High School City: ___________________________ State: ___________________________

GPA: ___________________________ Student Signature: ___________________________ Date: ____________

I declare under penalty of perjury that the statement and information submitted on this form are true and correct. I understand that all material and information submitted by me for the purpose of verifying course placement, which the college has deemed to be valid and necessary for success in a course, become the property of American River College and are subject to audit. I also understand that falsification and withholding pertinent data will result in immediate withdrawal from a course and further disciplinary actions.

Please complete and sign in black ink. Submit this form along with your unofficial high school transcript to the Assessment Center.

For Department Use Only

Request for re-evaluation: ☐ APPROVED ☐ DENIED

Admit Term _________________
HS GPA _________________

HS data entered into PS

Entered By ___________________________ Date ____/____/_____

New placement calculated

Student notified

Business days elapsed from date received ____________

Notified By ___________________________ Date ____/____/_____

05/03/2019