

## Instructions for Placement Re-Evaluation Petition (PREP)

American River College (ARC) has changed 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 Admissions Office or online via our website at: [www.arc.losrios.edu/placement-and-assessment-services](http://www.arc.losrios.edu/placement-and-assessment-services)

**Form MUST be completed in BLACK INK.**

### Eligibility Requirements:

- Students must have an active record at American River College (ARC) in order to submit their PREP form.
- 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.
2. Attach unofficial high school transcript to the PREP form.
3. Use your Los Rios Gmail account at *apps.losrios.edu* to email the completed forms with your unofficial high school transcript to **assessment@arc.losrios.edu**. Email subject line should include ARC ID Number. (Forms may also be submitted in person to Admissions Office when the college re-opens. Use BLACK INK.)
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. Admissions Office:**

1. Determine whether student's record is eligible for re-evaluation.
2. 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   W \_\_\_\_\_

<input type="checkbox"/> <b>APPROVED</b>	<input type="checkbox"/> <b>DENIED</b> <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Student not eligible.</b> (<i>Graduated more than 10 years ago.</i>)</li><li><input type="checkbox"/> <b>Incomplete Documentation.</b> (<i>Student should resubmit a new form and a high school Transcript with graduation date posted.</i>)</li><li><input type="checkbox"/> <b>Student not active.</b> (<i>Student should submit a new College Application, fill out high school information accurately, and check eServices account the next day.</i>)</li><li><input type="checkbox"/> <b>Other</b> _____</li></ul>
Staff Initials: _____	Date: _____



## PLACEMENT RE-EVALUATION PETITION (PREP)

**All submissions will be processed for English Writing and Math.**

**NAME:** \_\_\_\_\_ **ARC ID #:** W **DAY PHONE:** \_\_\_\_\_

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.**

<b>High School Name:</b>	<b>Month / Year of Graduation:</b>
<b>High School City:</b>	<b>State:</b>
	<b>GPA:</b>

*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.*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please follow the directions for submission on the first page under *Process > A. Student: > #3.***

For Department Use Only															
Request for re-evaluation: <input type="checkbox"/> <b>APPROVED</b> <input type="checkbox"/> <b>DENIED</b>  Received: Via <input type="checkbox"/> <b>EMAIL</b> <input type="checkbox"/> <b>IN PERSON</b> <input type="checkbox"/> <b>OTHER</b>  By _____  Date ____/____/____	Admit Term _____  HS GPA _____  <input type="checkbox"/> HS data entered into PS  Entered By _____  Date ____/____/____	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center; padding: 5px;">English Writing Level</th> <th colspan="2" style="text-align: center; padding: 5px;">Math Level</th> </tr> </thead> <tbody> <tr> <td style="width: 25%; height: 30px;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td style="width: 25%; height: 30px;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </tbody> </table> <input type="checkbox"/> New placement calculated <input type="checkbox"/> Placement change Yes___ No___ <input type="checkbox"/> Student notified  Notified By _____ Date ____/____/____		English Writing Level		Math Level									
English Writing Level		Math Level													