

# CONCURRENT ENROLLMENT POLICY

## STUDENT AND INSTRUCTIONAL POLICY #3.19

**ADOPTED: 08/08/2016**

For students who are ready for the rigor of a college level course, Vista Oaks allows students to participate in a concurrent enrollment program with local community colleges.

In addition to meeting the expectations of the community college, students who wish to enroll in college level courses must meet the following minimum requirements. Unless reviewed and approved by the Executive Director, students must have:

- Completed grade 9, unless given approval by the Executive Director or designee
- Demonstrated the ability to complete rigorous, a-g approved courses with a 3.0 or better
- A history of strong academic performance and the maturity needed to thrive in a college setting
- Maintained a 2.0 or higher in all attempted community college courses

In order to be approved for application to community college courses, please complete the following steps.

- Review course options, as well as implications to meeting graduation requirements with the Academic Counselor.
- Obtain the concurrent enrollment paperwork from the desired community college and submit the forms to your teacher/advisor, who will forward to the Vista Oaks Academic Counselor for approval and required signatures.
- Allow at least one week for submission, review and completion of approved forms.
- Provide your child's teacher and the Academic Counselor with an update on any course for which your child was accepted.

In addition to the information above, please be aware of the following key pieces of information.

- Students must be considered a full time student at Vista Oaks in order to be concurrently enrolled at a community college. A full time student must be enrolled in a minimum of 20 credits through Vista Oaks Charter School.
- Unless special permission is obtained by the Executive Director, a student may not be enrolled in more than 7 units at the community college.
- Students must complete all enrollment requirements as laid out by the community college.

- It is the parent's responsibility to provide Vista Oaks with a copy of the student's transcript.
- Concurrent enrollment forms are valid for only one term. The process must be repeated each semester.