

- Students must have achieved a grade point average of 2.5 in their last 15 semester units, or 2.0 in their last 30 semester units completed at any accredited college or university, and
- At least one calendar year must have passed since the course work to be removed was completed.

Granted, academic renewal shall result in:

- Eliminating up to 30 semester units of coursework taken within the Los Angeles Community College District from consideration in the student's cumulative grade point average, and
- Annotating the student academic record to note which courses have been removed through academic renewal. Academic renewal actions are irreversible.

Repetitions and Withdrawals

Effective Summer 2012, course withdrawal ("W") and/or a substandard grade ("D," "F," or "NP") count as an attempt at a course. Only three attempts at any one course will be allowed, with some exceptions. Listed below are the new rules that all students need to know about.

- Students who drop or are excluded after the last day to drop without a grade of "W" will have a "W" appear on their transcript. The "W" will count as an attempt for that course.
- A course in a student's transcript which currently shows a recorded "W" counts as an attempt for that course.
- Students will not be allowed to register for any course within the LACCD if there are three recorded attempts for that course in any combination of W, D, F, or NP grades.
- Add permits for a course within the LACCD will not be processed if there are three recorded attempts for that course in any combination of W, D, F, or NP grades.
- For courses specifically designated as "repeatable," students may repeat up to three times. (See Title 5 California Code of Regulations sections 55040, 55041, 58161).
- When the student's number of enrollments in a course exceeds the allowable amount, the student may petition for an additional enrollment in cases of extenuating circumstances.
- Be sure you are academically ready for classes you enroll in.
- If you must drop a course, drop before the specified deadline for dropping a class without a grade of "W."
- See a counselor before making decisions that could affect your educational plan.

Course Repetition: Special Circumstances

Repetition of courses for which a satisfactory grade ("A," "B," "C," "CR," "P") has been recorded shall be permitted only upon advance petition of the student and with the written permission from the college president, or designee, based on a finding that extenuating circumstances exist which justify such repetition or that there has been a significant lapse of time since the student previously took the course. Significant lapse of time is defined as no less than 36 months since the most recent grade was awarded.

When course repetition under this section occurs, the student's permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

Grades awarded for courses repeated under the provisions of subsection "a" and "b" of this section shall not be counted in calculating a student's grade point average.

When such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment, such courses may be repeated for credit any number of times, and the grade received each time shall be included for purposes of calculating the student's grade point average. The college shall establish

policies and procedures requiring students to certify or document that course repetition is necessary to complete legally mandated training pursuant to this subsection. The college's process for certification or documentation of legal training requirements shall be developed in accordance with the provisions of Chapter XVIII of the Board Rules -- ACADEMIC SENATE AND BOARD OF TRUSTEES SHARED GOVERNANCE POLICY.

A student may repeat any course if the college has properly established a recency prerequisite for a course, if there has been "significant lapse of time." In no instance shall this be less than three years.

A student with a disability may repeat a class any number of times, if such repetition is required as a disability-related accommodation for that particular student.

(Board Rule 6704.30. See Title 5, C.C.R., Sections 55763 and 58161)

CREDIT BY EXAMINATION (BOARD RULE 6702)

LATTC Adopted Policy: That the LATTC Process for Recommending Courses to College President for Credit by Exam and/or Pass/No-Pass Catalog Designation: Pursuant to Board Rule, 6702, discipline/program faculty will determine courses to recommend to the College President for Credit by Examination designation. Faculty will review and/or affirm the current Catalog listing of courses available for credit by exam designation on a regular periodic basis. (Approved, LATTC Academic Senate, 06/05/17)

For courses listed in the college catalog wherein any student who satisfies the following requirements may be granted credit by examination:

- Be currently registered and be in good standing (i.e., the student is not on academic or progress probation).
- Is not currently enrolled in, or have completed a more advanced course in this discipline.

a. The governing board shall adopt and publish policies and procedures pertaining to credit by examination; and

b. The governing board may grant credit to any student who satisfactorily passes an examination approved and conducted by proper authorities at each college. Such credit may be granted only to a student who is registered at the college and in good standing and only for a course listed in the college catalog.

c. The nature and content of the examination shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted in accordance with policies and procedures approved by the college curriculum committee. The faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record. The faculty may accept an examination conducted at a location other than the college.

d. A separate examination shall be conducted for each course for which credit is to be granted. Credit may be awarded for prior experience or prior learning only in terms of individually identified courses for which examinations are conducted.

e. The student's academic record shall be clearly annotated to reflect credit was earned by examination.

f. Grading shall be according to the regular grading system, except that students shall be offered a "pass-no pass" option if that option is ordinarily available for the course.

g. Units for which credit is given for credit by examination shall not be

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counted in determining the 12 semester units in residence required for an associate degree.

h. The college may charge a student fee for administering an examination provided the fee does not exceed the enrollment fee which would be associated with enrollment in the course for which the student seeks credit by examination.

Title 5, C.C.R., Section 55050

COURSES OFFERED ON A CREDIT-BY-EXAM BASIS

The following Credit by Examination listing has been established per LACCD Board Rule 6702

Accounting:	All courses
Architecture:	All courses
Automotive Collision Repair:	All courses
Automotive Technology:	All courses
Astronomy	001
Baking, Professional	112
Building Construction Techniques:	All courses
Business:	All courses
Carpentry:	All courses
Chemical Technology	113, 123, 141
Child Development	001, 010, 011, 065
Computer Applications & Office Technologies:	All courses
Computer Information Systems:	All courses
Culinary Arts	112
Diesel and Related Technology:	All courses
Drafting:	All courses
Electrical Construction and Maintenance:	All courses
Electronics Technology:	All courses
English	101
Environmental Science	001
Fashion Design	111, 112, 120, 122, 222, 223, 224, 225, 226, 227, 228, 229, 236, 237, 238, 239, 240, 241
Fashion Merchandising	001, 010
Finance:	All courses
Geography	001
Geology	001
Health	046
Health Occupations	062, 063, 064, 065
History	011, 012
Machine Shop-CNC:	All courses
Management:	All courses
Marketing:	All courses
Mathematics:	All courses

Manufacturing and Industrial Technology:	All courses
Microcomputer Technician:	All courses
Motorcycle Repair Mechanic:	All courses
Nursing, Registered	131, 132
Office Machines	002
Physics	012, 029A
Psychology	001
Plumbing:	All courses
Public Relations:	All courses
Refrigeration and Air Conditioning:	All courses
Sign Graphics	101, 102
Spanish	001, 002
Solid Waste Management Technology:	All courses
Street Maintenance:	All courses
Supervision:	All courses
Supply Water Technology:	All courses
Tailoring	250
Visual Communications	103, 105, 118, 119, 129
Waste Water Technology:	All courses
Welding Gas and Electric:	All courses

Board Rule 6701.10

Acceptance of Pass Credits. All courses and units (including those units earned on a "pass-no pass" basis) used to satisfy requirements, including graduation requirements, educational program requirements and transfer core curriculum requirements, shall be from accredited institutions, unless otherwise specified in this Board Rule.

"Accredited institution" shall mean a postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. It shall not mean an institution "approved" by the California Department of Education or by the California Council for Private Postsecondary and Vocational Education.

E.C. 66721. Title 5, C.C.R., 53406, 55000, 55022

Courses which have a grade of "C- (C minus grade)" do not satisfy any LACCD curriculum requirement that requires a grade of "C" or higher.

TRANSFER CREDIT POLICY

Transfer credit for lower division courses taken at regionally accredited institutions of higher education in the United States is accepted toward Associate Degrees or Certificates. Students must provide official transcripts. Please have your school(s) mail them directly to Admissions & Records.

Students should make an appointment with a counselor for transcript evaluation.

Disclaimer: Every effort has been made to ensure the articulation information for the California State Universities and the University of California institutions are accurate, including the CSU GE and IGETC areas. However, this information is unofficial and should be checked against the official information found on the ASSIST website at www.assist.org.