

# SECTION II: ADMISSIONS AND ACADEMIC POLICIES

## ADMISSIONS POLICIES

### RESIDENCY REQUIREMENTS

#### CALIFORNIA RESIDENCE REQUIREMENT

A California resident is defined as one who has established both physical presence and intent to make California their permanent home, for more than a year and a day immediately preceding the opening day of instruction. Physical presence is defined as continuous physical presence within the State of California, excluding temporary absences. Intent to make California the permanent home is determined based upon acceptable evidence showing California is the student's permanent home and evidence showing the student is not precluded from establishing permanent residency in the United States.

1. If the applicant is under the age of 18, his or her parents must have had legal residence in California for a minimum of 12 consecutive months preceding the day before the first day of the semester or session.
2. If the applicant is 18 but not yet 19 years of age, the applicant and the applicant's parents or legal guardian must have combined residence in California for a minimum of 12 consecutive months preceding the day before the first day of the semester or session.
3. If the applicant is 19 years of age or older, the applicant must have had legal residence in California for a minimum of 12 consecutive months preceding the day before the first day of the semester or session.

#### NON-RESIDENT STATUS

A non-resident student is one who has not resided in the State of California for more than one year and one day immediately preceding the start of the semester or who has shown conduct inconsistent with a claim for California residence or who is precluded from establishing domicile in the United States within the last 12 months. Non-residents still may attend the college subject to non-resident tuition fees as established by the District's Board of Trustees.

#### RESIDENCE RECLASSIFICATION

Students who have been classified non-residents may petition to be reclassified as California residents if their status has changed. The Residence Reclassification form is available in the Admissions and Records Office and must be submitted with the appropriate documentation showing both physical presence and intent to make California their permanent home, for more than one year and one day before the start of an upcoming semester. Reclassification requests must be submitted prior to the start of the semester in which reclassification is requested to be effective.

#### RESIDENCE CLASSIFICATION APPEAL

A student may appeal the residence classification determined by the college. The appeal must be made within 30 calendar days of receipt of notification of the residence classification from the Enrollment Center. The

written appeal along with supporting documents must be submitted to the college Admissions Dean. Any further appeals will be forwarded to the District Residency Appeal Officer.

#### AB 540 NON-RESIDENT TUITION EXEMPTION

AB 540 is a bill authored by Marco Firebaugh (D-Los Angeles), which was signed into law by the Governor on October 12, 2001. In some cases, this new legislation waives non-resident tuition for students, regardless of immigration status, who have attended and graduated from California high schools.

Students are eligible for exemptions for semesters or terms beginning on or after January 1, 2002 as long as they meet the following conditions:

1. Attended a California K-12 for three or more years.
2. Graduated from a California high school or earned an equivalent of a high school diploma (for example a GED or a passing score on the high school proficiency exam).
3. Signed an affidavit stating that the student meets these conditions and stating that the student has filed, or will file, an application with the United States Citizenship and Immigration Service (USCIS) to legalize his/her immigration status as soon as possible.
4. Do not currently have "nonimmigrant alien" immigration status (for example F-series student visas and B-series visitor visas).

Additional proof of residency (for example, high school transcripts or diploma) is not required unless the college has conflicting information. Otherwise, the student's signed application for admission and the affidavit requesting the exemption will be all that is required for the exemption from non-resident tuition. Also, the college is not required to explore the student's eligibility for legalization of residency status nor is the college required to monitor future changes in eligibility. AB 540 does not grant residency in California for Financial Aid or any other purpose; it only exempts eligible students from non-resident tuition fees.

#### APPLICATION FOR ADMISSION

Prior to the Start of the Semester/Session: Students must apply online at [www.lattc.edu](http://www.lattc.edu).

At the Start of the Semester/Session: Students may apply in-person through the late add process. Applications are available from the Bridges To Success Center. In person application requires photo identification and immigration/visa documents.

The Los Angeles Community College District maintains a student record system that uses student identification numbers assigned by the college.

Transcripts: Official transcripts mailed directly from the last high school attended and from each college attended should be submitted at the time of application. All transcripts become the property of the college and cannot be returned to the applicant.

Transcripts are required if students wish to claim credit for prerequisites taken at other colleges. High school transcripts are required if a student wishes to use high school foreign language courses for IGETC language certification.

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### BRIDGE TO COLLEGE (K-12)

The Bridge to College Program at Los Angeles Trade Tech College (LATTC) provides students the opportunity to concurrently enroll in college courses while still in high school. The purpose of the program is to provide advanced scholastic and educational enrichment opportunities for eligible students.

Advanced scholastic academic work: courses applicable towards a two or four year degree or courses beyond the scope of a high school's program.

1. Vocational Training: any course in any vocational field (e.g. Architecture, Automotive, Cosmetology, Electrical, etc).
2. Non-Credit Courses: open entry/exit courses that do not carry any college unit credit intended for personal enrichment.
3. Early college experience: students will become familiar with college work and procedures while still in high school.

Students who desire to participate in concurrent enrollment must be recommended by their principal or counselor and have parental permission.

### Admission Basis

Although the K-12 school makes recommendations, LATTC can deny admissions based on:

1. Age Restrictions for specific courses (e.g. Cosmetology).
2. Completion of a specified grade level.
3. Demonstrated eligibility for instruction using assessment methods (e.g. Math and English).
4. Limitation on enrollment of credit Physical Education (limited on average to four students per section).
5. K-12 concurrent students will be treated as regular college students and are expected to comply with all college rules and regulations.

### Fees

The enrollment fees are waived for concurrent students as long as they are enrolled in 11 units or less during a regular term in the Los Angeles Community College District. Students must arrange for their own transportation to and from the college and provide their own books and equipment.

## REGISTRATION POLICIES

### UNITS OF WORK/STUDY LOAD

Maximum and minimum unit requirements may apply, as follows:

#### Unit Maximum

- The maximum study load is 19 units during a regular semester, 9 units in two summer sessions, and winter sessions. The normal class load for students in the Fall or Spring semester is from 12 to

18 units a semester for full-time students. Students who desire to take 19 1/2 or more units must obtain approval from the Registrar through a petition.

- Those students who will be employed while attending college should consider reducing their classes accordingly. It is suggested that those students who are employed full-time should enroll in no more than one or two classes or 9 units maximum.

### Full-Time Definition

- A program of study 12 units or more (4 units or more in Summer and Winter intersession) is considered a full-time study program.

### Minimum study loads for specific programs:

- Veterans and veterans' dependents: 12 units
- Social Security benefits: 12 units
- Foreign Students (F-1 visa): 12 units
- Athletes: 12 academic units

### The Veterans Administration uses the following definition for eligibility:

- full-time benefits: 12 or more units
- 3/4-time benefits: 9 — 11 units
- 1/2-time benefits: 6 — 8 units
- less than 1/2 time: 3 — 5 units (Reservist and National Guard)

### ONLINE REGISTRATION

Prior to the semester/session start date students must utilize the Student Information System at <http://college.lattc.edu/student/new-students/register-now/>

### IN-PERSON LATE REGISTRATION

Late registration for open classes begins the first day of class. Students may register up until the add deadline with the permission of the instructor. See the class schedule for registration deadlines. Students should be aware that missing the first class meeting might severely affect their chances to succeed in the course. Students entering classes late are responsible for making up missed work.

### SECTION TRANSFER

Students who have a change of work schedule or other extenuating circumstances may request a section transfer from one class to another class in the same Subject.

Consent must be granted by the new instructor for the new class, and may involve instructor-to-instructor transfer of grade records. The section transfer request requires incoming instructor and student consent and must be submitted to the Admissions and Records Office by the section transfer deadline (see class schedule).

### LATE ADDS

It is the student's responsibility to know the add deadline for any courses they want to add once the semester has started. The add deadline is posted in the class schedule each semester. Please note short-term classes have earlier deadlines than full-term classes. A student is not properly registered

for a class until he/she has processed an Add Permission number through the PeopleSoft - Student Information System. Failure to process an Add Permission Number by the Add deadline may result in no enrollment and hence no credit for the class. A Late Add petition may be submitted to Admissions and Records with documentation of extenuating circumstances for consideration. Denied Late Add petitions will result in no course credit for the class.

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## CANCELLATION OF CLASSES

The college reserves the right to discontinue any class with insufficient enrollment prior to the end of the second week of the class.

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## PROGRAM PLANNING-UNIT LIMIT

In cooperation with a counselor, students should carefully plan their academic programs. Students may enroll for a maximum of 19 units for the spring or fall semesters, and 9 units for summer and winter sessions. Students may petition for additional units for Spring and Fall semesters only. Petition to enroll in additional units are available online or at the Admissions and Records Office. Careful planning will facilitate progress through a curriculum with maximum learning and minimum difficulty. In general, students may receive no more than 30 semester or 45 quarter units of credit for remedial coursework. Exceptions to this limitation exist for students enrolled in ESL courses and students who have learning disabilities. "Remedial coursework" is defined as "pre-collegiate basic skills courses" which are described as "those courses in reading, writing, computation, and English as a Second Language which are designated by the community college district as non-degree credit courses." Degree and non-degree applicable units are noted on student records. A student who intends to transfer to another college or university should consult the catalog of that institution. The Transfer Requirements section of this catalog gives general education requirements for the California State University, and breadth requirements for the University of California, as accurately as could be determined at the time of publication of this catalog.

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## REGISTRATION PRIORITY

Students may register for no more than 19 units per semester (primary terms of Fall and Spring), and no more than 9 units during the Summer and Winter sessions. Students in good academic standing shall be granted registration priority on the basis of cumulative units completed within the LACCD in the order listed below, from highest to lowest:

1. New and fully matriculated students as follows:
  - Members of the armed forces or veterans pursuant to Education Code 66025.8,
  - CalWORKS recipients in good standing with fewer than 100 degree-applicable units,
  - Disabled Student Programs and Services (DSPS) students in good standing with fewer than 100 degree-applicable units,
  - Extended Opportunity Programs and Services (EOPS) students in good standing with fewer than 100 degree-applicable units,
  - Foster youth or former foster youth, pursuant to Education Code section 66025.9 regardless of academic standing and units taken, and
  - Homeless youth, pursuant to Education Code Section 66025.9.
2. New and continuing students fully matriculated students participating in special programs as follows:
  - Student participating in LACCD intercollegiate sports and identified as a member of a team through the submission of the Form 1 by the

college Athletic Director or designee.

- Students participating in the LA College Promise (or equivalent college promise program with other school districts) who have met all required elements of the program.
- In order to accelerate program completion, students who are able to complete their first degree, state approved certificate, or transfer program designated on the Student Education Plan within one semester and who are in good standing with fewer than 100 degree-applicable units earned. Students may receive priority registration under this provision for one semester only.

3. Continuing students in good standing with fewer than 100 degree-applicable units, middle college students in good standing with fewer than 100 degree-applicable units, new, fully matriculated students, returning exempt students and new students who are exempt from matriculation.

4. Students who have lost their enrollment priority, as set forth below.

5. Special K-12 admits pursuant to Education Code section 76001.

To be eligible for registration priority as listed above, students must have completed orientation, assessment, and developed student education plans.

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## LOSS OF REGISTRATION PRIORITY

Students, with the exception of foster youth or former foster youth, will lose registration priority at the first available registration after:

- They are placed on academic or progress probation, or any combination thereof, for two consecutive terms.
- Have earned one hundred (100) or more degree-applicable units in the District; however, non-degree applicable basic skills units do not count towards the 100 units.

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## APPEALING LOSS OF REGISTRATION PRIORITY

Each college shall establish a Registration Priority Appeals Committee to review requests from students appealing the loss of enrollment priority. Colleges shall inform students of the appeals process and the time period by which appeals must be submitted. A student may appeal on one or more of the following grounds:

- The student has extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the student's control.
- The student applied for reasonable accommodation for a disability, but did not receive it in a timely manner.
- The student has demonstrated significant academic improvement. Significant academic improvement is defined as achieving no less than a 2.0 grade point average in the prior term.

The College's Registration Priority Appeals Committee shall notify the student within ten (10) business days of its decision. The decision of the college Registration Priority Appeals Committee shall be final.

Title 5, CAC, Section 55530 (d)

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## LIMITATIONS ON ENROLLMENT

All courses shall be open to enrollment, however, enrollment in specific courses or programs may be limited as follows

- a. Students meeting prerequisites and co-requisites established

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pursuant to Title 5, and Board Rule 8600.

b. Health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning or legal requirements imposed by statutes, regulations, or contracts. Fair and equitable procedures will be used for determining who may enroll in affected courses or programs. Such procedures shall be consistent with one or more of the following approaches:

- Limiting enrollment to a "first-come, first-served" basis or
- Limiting enrollment using a registration procedure authorized by Title 5, section 58108; or
- In the case of intercollegiate competition, honors courses, or public performance courses, allocating available seats to those students judged most qualified; or
- Limiting enrollment in one or more sections of a course to a cohort of students enrolled in one or more other courses, provided however, that a reasonable percentage of all sections of the course do not have such restrictions. Students on probation or subject to dismissal, consistent with the provisions of Title 5, and Board Rule 8200 et seq., may be limited to enrollment in a total number of units or to selected courses, or required to follow a prescribed educational plan.

## CHALLENGES TO LIMITATION ON ENROLLMENT

A student may challenge an enrollment limitation on any of the following grounds:

1. The enrollment limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
2. The District is not following its policy on enrollment limitations; or
3. The basis upon which the District has established an enrollment limitation does not in fact exist.

The student shall bear the burden of showing that grounds exist for the challenge. Challenges shall be addressed within 5 working days and, if the challenge is upheld, the enrollment limitation shall be waived.

The college shall, upon completion of the challenge, advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to Title 5, California Code of Regulations, section 59300 et seq. Completion of this challenge procedure shall be deemed to satisfy the requirement of Title 5, California Code of Regulations, section 59328(b) that the District and the student attempted to informally resolve the complaint.

## INTERNATIONAL STUDENT ADMISSION

All F-1 visa students seeking admission to Los Angeles Trade Technical College must apply through the International Student Office. All applicants for F-1 status must provide the following documents:

1. Completed International Student application
2. Evidence of English Competency in any of the following:
  - TOEFL score of 450 (CBT score 133) (IBT score 45) or higher.
  - IELTS 5 OR iTEP 3.5
  - (For Japanese applicant only) An Official STEP Eiken 2A grade level or higher.

3. Most recent three years of high school and/or college transcripts
4. Two recent passport-sized photos
5. Affidavit of support
6. Bank letter
7. Processing fee of \$50
8. Students applying from within the U.S.A. must provide a current passport, current visa and I-94.
9. All current and previous status documents (I-20, DS-2019, et.)
10. Transfer Status Verification Form
11. All previous US Colleges, universities, and high school official transcripts if applicable.

All documents submitted must be either originals or certified copies, and all documents must be translated into English. Upon receipt of the above mentioned, a decision is made regarding acceptance. If the application is approved, an immigration form I-20 will be issued to the candidate. Immigration regulations require that all F-1 (student) visa holders must be enrolled in a minimum of 12 units and maintain 2.0 grade-point average each semester. Failure to comply with the above will jeopardize your F-1 student visa status.

## APPLICATION DATES (OUTSIDE THE U.S.)

SEMESTER	OUTSIDE THE U.S.	MONTH
Spring	Sept 1 to Nov 15	February
Fall	March 1 to July 15	August

Additional information regarding International Student admission or immigration regulations may be obtained at the International Student Office in Juniper Hall ST 316 or online at <http://college.lattc.edu/counseling/international-student-center/>.

## STUDENT RIGHT AND RESPONSIBILITIES: (TITLE 5 SECTION 55530)

Identify an educational and career goal.

1. Diligently engage in course activities and complete assigned coursework.
2. Complete courses and maintain progress toward an education goal and completing a course of study.
3. Matriculating Student:
  - Must identify a course of study.
  - Participate in the assessment placement process.
  - Complete an orientation activity provided by the college.
  - Participate in counseling to develop at minimum an abbreviated student education plan.
  - Failure to complete a, b, c, and d (above) may result in a hold on a student's registration or loss of registration priority until the services have been completed.
  - A Comprehensive educational plan must be completed by the 3rd semester or after completion of 15 semester units of degree applicable coursework (effective Fall 2015).

## STUDENT SUCCESS AND SUPPORT PROGRAM -MATRICULATION PROCESS

Senate Bill 1456 revised and renamed the Matriculation Act of 1986 as the Seymour-Campbell Student Success Act of 2012. Signed by Governor Brown on September 27, 2012, the program began on January 1, 2013 and will be implemented through stages over a five- year period.

The Student Success and Support Program (formerly Matriculation) supports the transition of new students into the college by providing services that promote academic achievement and successful completion of degrees, transfer preparation, career technical education certificates, or career advancement.

Effective Fall 2014, based on student responses to the College application for admission, students will be identified as matriculating or non-matriculating. Students identified as matriculating are referred to core matriculation services: assessment placement, orientation, and counseling. Students must complete the assessment placement, orientation, and counseling (abbreviated student educational plan) prior to their priority registration date and time. The abbreviated student educational plan is provided during the in-person orientations. After registration and sometime during the semester, a comprehensive student educational plan must be completed within a reasonable time period by making an appointment to meet with a counselor. Non-matriculating students are exempt from participating in the core matriculation services, but are advised to access these services if they plan to pursue a degree or certificate.

### APPLICATION DATES (WITHIN THE U.S.)

SEMESTER	WITHIN THE U.S.	MONTH
Spring	Sept 1 to Jan 2	February
Fall	March 1 to July 15	August

### ADMISSIONS

Complete the LATTTC admissions application online at [www.latttc.edu/](http://www.latttc.edu/). Submit official high school transcripts and any previous official college transcripts. Submit proof of residency.

### ORIENTATION, ASSESSMENT, COUNSELING (OAC)

#### ASSESSMENT PLACEMENT PROCESS

The Assessment Placement Process at LATTTC consists of computerized English and Math assessment tests. Assessment Check-In forms are available upon submitting the LATTTC admission application and online. Admission application must be submitted, processed and a Student ID number issued prior to participating in the Assessment Placement Process. All new students are required to participate in the Assessment Placement Process. For more information, please call or visit Assessment Center.

Please be prepared and study for this English and Math assessment as students retesting policies are strictly enforced and are Subject to change. Assessment placement results from other California Community Colleges are accepted within the last two years.

Any student with a verified disability may arrange for alternative administration of the Assessment Placement Process (English, and Mathematics) by contacting the Disabled Student Program and Services (MA-100) at (213) 763-3773.

#### ORIENTATION AND COUNSELING

After participation in the Assessment placement process, students must participate in the orientation. In-person orientations are led by faculty

counselors and an abbreviated student educational plan will be provided. The orientation schedule is provided to all students participating in the assessment placement process and additional information is available on the LATTTC website at [www.LATTTC.edu](http://www.LATTTC.edu)

All students should meet with a counselor during the semester to develop a comprehensive student educational plan. All students who have not declared an educational goal and students who are enrolled in pre-collegiate basic skills courses are highly encouraged to meet with a counselor to develop a student educational plan. Students who are on academic or progress probation are referred to participate in a probation workshop.

### EXEMPTIONS (TITLE 5 SECTION 55532)

Exemption from core matriculation services (assessment, orientation, and counseling) if the student:

Has completed an associate degree or higher;

Has enrolled at the college for a reason other than career development or advancement, transfer, attainment or a degree or certificate, or completion of a basic skills or English as a Second- Language course sequence;

Has completed these services at another community college within a time period as identified by the district;

Has enrolled at the college solely to take a course that is legally mandated for employment as defined in section 55000;

Has enrolled at the college as a special admit student pursuant to Education Code section 76001.

### ATTENDANCE

Only students who have been admitted to the College and are in approved active status may attend classes. Students are expected to be in class on time and to remain for the entire class period. Medical appointments, work, job interviews, child care responsibilities, etc. should be arranged so as not to occur during class time. Please do not make requests for exceptions.

LATTTC College Attendance Policy - An instructor may exclude a student who is absent for more hours than the class meets per week or 20% of the total class hours, for short term classes. In addition, an instructor may equate three or more late arrivals or early departures from class as an absence for purposes of class attendance. Student attendance expectations including this policy must be clearly indicated on the course syllabus. Instructors must apply their attendance policy in a consistent manner.

Students are responsible for dropping a class that they stop attending. If the class is not dropped, the student may receive an "F" in that class and be responsible for enrollment fee. Any drops or exclusions that occur between the 4th week and the 12th week will result in a "W" on the student's record. Drops are not permitted beyond the 12th week. A grade ("A", "B", "C", "D", "F", "INC", "P", or "NP") will be assigned to students who are enrolled past the 12th week even if they stop attending class. For further details, refer to "W" section of "Grading Symbols and Definitions."

Students who are registered in a class and miss the first meeting may lose their right to a place in the class, but the instructor may consider special circumstances. Instructors will generally only exclude students through the census date for non-attendance. It is the student's responsibility to drop classes in time to avoid fees and/or grades of "W".

## Campus Procedure

Students who, because of mitigating circumstances, are unable to attend the first class meeting should leave a voice mail message or email for the faculty member. This, however, does not guarantee students a seat in the class if they do not attend the first class meeting.

## Withdrawal

Students intending to withdraw should avail themselves of the opportunity to first discuss the contemplated withdrawal with a counselor. Whether withdrawing from one class or all classes in which the student is enrolled, it is essential that standard withdrawal procedures be observed.

## Final Examinations

Final examinations are to be given in all subjects according to the schedule printed in the Schedule of Classes. No student will be excused from taking a final examination. All faculty shall retain the final exams of every student for a minimum of one year after the end of the semester for which the final exam was given in order to permit students to examine their graded final exams.

## STUDENT FEES

### ENROLLMENT FEE FOR RESIDENTS

California residents are required to pay \$46 per unit. For example, if you take 10 units, the cost is \$460.

**Note: Fees Subject to change by the California legislature.**

### FEE FOR OUT-OF-STATE NON-RESIDENTS

United States Citizens and Permanent Resident Card holders who have lived in California for less than a year are required to pay a non-resident tuition fee of \$190 per unit plus an enrollment fee of \$46 for a total of \$236 per unit.

**Note: Fees Subject to change by the California legislature.**

### FEE FOR RESIDENTS OF A FOREIGN COUNTRY

Students with Visas which require residency in a country outside the United States are required to pay a non-resident fee of \$212 per unit plus an enrollment of \$46 per unit, for a total of \$258 per unit. In addition, students with visas are required to pay a capital outlay fee of \$17.

**Note: Fees Subject to change by the California legislature.**

## HEALTH FEE

The Los Angeles Community College District charges a \$11.00 per semester (and a \$8.00 per Summer or Winter Session) mandatory Health Fee payable at one Los Angeles Community College District campus only to cover the costs of the Student Health Center. Students may be exempted from paying the Health Fee if they are eligible for religious reasons. Contact the Vice President of Student Services for religious exemption procedures.

# ACADEMIC POLICIES

## GRADING SYMBOLS AND DEFINITIONS

Only the symbols in the grading scale given in this section shall be used to grade all courses offered in fulfillment of the requirements for an associate or baccalaureate degree, a certificate, diploma, or license.

Grades shall be averaged on the basis of the point equivalencies to determine a student's grade-point-average, using the following evaluative symbols:

SYMBOL	DEFINITION	GRADE
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0
P	Pass (At least satisfactory – units awarded not counted in GPA. Has the same meaning as “CR” as that symbol was defined prior to June 30, 2007.) Applies to credit and noncredit courses.	
NP	No Pass (Less than satisfactory – units awarded but not counted in GPA. NP has the same meaning as “NC” as that symbol was defined prior to June 30, 2007.) Applies to credit and noncredit courses.	
SP	Satisfactory Progress towards completion of the course (used for noncredit courses only and is not supplanted by any other symbol)	

## Explanation of Symbols Without Impact on Grade Point Average:

SYMBOL	DEFINITION
I	Incomplete

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an “I” symbol being entered in the student's record. The condition for removal of the “I” and the grade which is assigned in lieu of shall be stated by the instructor in an Incomplete Grade Record.

This record shall be given to the student, with a copy on file in the college Admissions Office until the “I” is made up and a final grade assigned, or when one year has passed. The “I” symbol shall not be used in calculating units attempted nor for grade points. The “I” may be made up no later than one year following the end of the term in which it was assigned. The student may petition for a time extension due to unusual circumstances.

**Note: Courses in which the student has received an Incomplete (“I”) may not be repeated unless the “I” is removed and has been replaced by a grade of “D” or “F”. This does not apply to courses which are**

**repeatable for additional credit.**

SYMBOL	DEFINITION
IP	In Progress

The “IP” symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is “in progress,” but that assignment of a grade must await the course completion. The “IP” symbol shall remain on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student’s record for the term in which the required work of the course is completed. The “IP” shall not be used in calculating grade point averages.

SYMBOL	DEFINITION
RD	Report Delayed

The “RD” symbol may be assigned when there is a delay in reporting the grade beyond the control of the student. The “RD” may be assigned by the Dean of Student Services only. It is a temporary notation to be replaced by a permanent symbol as soon as possible.

SYMBOL	DEFINITION
W	Withdrawal

Withdrawal from a class or classes shall be authorized through the last day of the fourteenth week of instruction or 75% of the time the class is scheduled to meet whichever is less.

No notation (“W” or other) shall be made on the record of a student who withdraws before the census date of the course.

Withdrawal between the end of the fourth week (or 30% of the time the class is scheduled to meet, whichever is less) and the last day of the fourteenth week of instruction (or 75% of the time the class is scheduled to meet, whichever is less) shall be authorized after informing the appropriate faculty. A student who remains in class beyond the fourteenth week or 75% of the time the class is scheduled shall be given a grade other than a “W”, except in cases of extenuating circumstances.

After the last day of the fourteenth week (or 75% of the time the class is scheduled, whichever is less) the student may withdraw from class upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty.

Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Withdrawal after the end of the fourteenth week (or 75% of the time the class is scheduled, whichever is less) which has been authorized in extenuating circumstances shall be recorded as a “W”.

For purposes of withdrawal policies, the term “appropriate faculty” means the Instructor of Record for each course in question or, in the event the instructor cannot be contacted, the department chair or equivalent faculty officer.

The “W” shall not be used in calculating units attempted nor for the student’s grade point average.

“W’s” will be used as factors in progress probation and dismissal.

A “W” shall not be assigned, or if assigned shall be removed, from a student’s academic record, if a determination is made that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment or that the student withdrew because he or she reasonably believed that remaining in the course would

subject him or her to discriminatory treatment or retaliation for alleging discriminatory treatment.

A student may not withdraw and receive a “W” symbol on his or her record more than three times for enrollment in the same course. A student may enroll again in the same course after having previously received the authorized number of “W” symbols in the same course, if a designated college official approves such enrollment after review of a petition filed by a student.

SYMBOL	DEFINITION
MW	Military Withdrawal

The MW symbol may be used to denote military withdrawal.

“Military Withdrawal” occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be a “MW.”

Military withdrawals shall not be counted in progress probation and dismissal calculations. “MW” shall not be counted for the permitted number of withdrawals.

The District shall refund the entire enrollment fee unless academic credit has been awarded.

Title 5, C.C.R., Section 55022, 55024

SYMBOL	DEFINITION
P/NP	Pass/No Pass

**(Formally Credit/No Credit)**

**Pass/No Pass (BR 6701).**

Colleges may designate courses in the college catalog wherein all students are evaluated on a “pass-no pass” basis or wherein each student may elect on registration or no later than the end of the first 30% of the term, whether the basis of evaluation is to be “pass-no pass” or a letter grade. These courses will be noted in the college catalog as being eligible for the “pass-no pass” option.

The pass-no pass grading system shall be used in any course in which there is a single satisfactory standard of performance for which unit credit is assigned. A grade of Pass shall be assigned for meeting that standard (earning 70% or higher), and a grade of No Pass shall be assigned (earning a grade below 70%) for failure to do so.

The student who is enrolled in a course on a “pass-no pass” basis will be held responsible for all assignments and examinations required in the course and must meet the same standards of evaluation as required for all students.

Title 5, C.C.R., 55022

1. USAGE FOR SINGLE PERFORMANCE STANDARD - The pass/no pass grading system shall be used in any course in which there is a single satisfactory standard of performance for which unit credit is assigned. A grade of Pass (P) shall be assigned for meeting that standard, and a grade of No-Pass (NP) shall be assigned for failure to do so.
2. 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

# 14 Admissions and Academic Policies

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

3. RECORDING OF GRADE- A student who is enrolled in a course on the "pass-no pass" basis shall receive both course and unit credit upon satisfactory completion of the course. Satisfactory completion (earned 70% or higher) is equivalent to the grade of "C" or better. A student with unsatisfactory performance (earned less than 70%) will be assigned a "no pass" grade. Title 5, C.C.R., 55022.
4. GRADE POINT CALCULATION - Units earned on a "pass-no pass" basis shall not be used to calculate grade point averages. However, units attempted for which the "NP" (No Pass) symbol is recorded shall be considered in probationary and dismissal procedures. Title 5, C.C.R., 55022
5. STANDARDS OF EVALUATION - The student who is enrolled in a course on a "Pass/No Pass" basis will be held responsible for all assignments and examinations required in the course and must meet the standards of evaluation which are identical for all students.
6. CONVERSION TO LETTER GRADE - A student who has received credit for a course taken on a "pass-no pass" basis may not convert this credit to a letter grade. Title 5, C.C.R., 55022
7. COURSE REPETITION - A student who has received a grade of "No Pass" (NP) may repeat the course by meeting the requirements set forth by the District Course Repetition to Improve Substandard Grades Policy.
8. CAMPUS PROCEDURE:
  - LATTTC Adpoted Policy: That the LATTTC 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 and/or Pass/No Pass Designation. Faculty will review and/or affirm the current Catalog listing of courses available for credit by exam and/or Pass/No-Pass Designation on a regular periodic basis(Approved, LATTTC Academic Senate, 06/05/17).
  - Certain courses are evaluated on a Pass/No Pass basis only. Letter grades may not be assigned for these courses.
  - In addition to courses mentioned above, a student has the option of selecting one course per semester to be graded on a Pass/No Pass basis. This option is available only for courses listed in the Schedule of Classes under "Courses Offered on a Pass/No Pass Basis."
  - Selection of courses to be taken on a Pass/No Pass basis must be made during the time indicated in the schedule. Late requests will not be accepted.
  - Once a course has been selected to be graded on a Pass/No Pass basis, a student cannot receive a letter grade for the course. The decision to take a course on this basis is irrevocable.
  - The general practice at most four-year colleges is not to accept

"Pass/No Pass" grades for courses required for the major or preparation for the major. Consult with the University Transfer Center [utc@lattc.edu](mailto:utc@lattc.edu) and the intended university for policies.

## DESIGNATED COURSES PASS/NO PASS

Architecture	all courses
Astronomy	001
Biology	3, 6, 7
Chemical Technology	all courses
Chemistry	all courses
Cooperative Education	all courses
Electronics	all courses
Electronics Technology	all courses
Geology	1, 6
Labor Studies	all courses
Learning Skills	all courses
Mathematics	all courses
Microbiology	all courses
Microcomputer Technician	all courses
Physics	all courses
Solid Waste Management	all courses
Supply Water Technology	all courses
Waste Water Technology	all courses

## Grades and Grade Changes

The instructor of the course shall determine the grade to be awarded to each student in accordance with the Grading Symbols and Definitions Policy. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency. The removal or change of an incorrect grade from a student's record shall be done only upon authorization by the instructor of the course.

In the case of fraud, bad faith, or incompetency, the final determination concerning removal or change of grade will be made by the College President.

Students should file a petition for grade change in the Admissions and Records Office to have an instructor reevaluate a course grade, provided the grade in question was originally issued within the last year.

## TRANSCRIPT

Upon written request of the student, a copy of the student's academic record shall be forwarded to the student or his or her designated addressee promptly by U.S. mail, electronically or another responsible forwarding agency.

A student or former student shall be entitled to two free copies of the transcript of his or her record or two free verifications of student records. Additional copies shall be made available to the student, or to an addressee designated by the student, at a cost of \$3. Students may request special processing to expedite their request for an additional fee of \$7 per transcript or verification. This option is subject to the College's ability to provide this service. Requests for transcripts or verifications may be obtained online. Transcripts from another institution are not available for copying.

The student's transcript and/or verification of enrollment may be withheld if 1) any library books or other library materials are charged to the student and are unreturned, 2) there are any unpaid fees or charges due to the College, or 3) any other unreturned college property. The transcript may be withheld until these obligations of the student to the College are discharged.

## ACADEMIC RENEWAL (BOARD RULE 6705)

Students may petition for an academic renewal action in order to alleviate substandard academic performance under the following conditions:

- 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.

# 16 Admissions and Academic Policies

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 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](http://www.assist.org).

## FOREIGN TRANSCRIPT CREDIT POLICY

Students who have completed college level courses at schools outside the United States may petition for an unlimited number of lower division units of credit toward an Associate Degree or Certificate under the following conditions:

1. Students must submit a detailed evaluation from an approved evaluation service. Students are responsible for the cost of this service.
2. The foreign university or college must have been approved by that country's Ministry of Education at the time the student attended.
3. No courses taken outside the United States may be used to satisfy the Associate Degree's Reading and Written Expression or Oral Communication requirement.
4. No course may be used to satisfy the Associate Degree's American Institutions requirement.
5. In cases where equivalent course credit is not granted, elective credit may be awarded.

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

## CREDIT FOR ADVANCED PLACEMENT (AP)

### 1. Course Equivalency

Course equivalency for Advanced Placement exams, for purposes other than meeting General Education and graduation competency requirements for the Associates Degree, shall be determined by the college, using policies developed in consultation with the college's Academic Senate, in accordance with the provisions of LACCD Board Rules, Chapter XVIII, Article I.

Course equivalency does not award unit credit. For unit credit policy, see item 3 below.

### 2. Use of Advanced Placement exams for meeting General Education Requirements and graduation competency requirements for the Associate of Arts and Associate of Science Degrees

Advanced Placement (AP) Exams shall be used toward meeting General Education requirements and Graduation Competency for the Associate of Arts and Associate of Science Degrees, as defined in Board Rule Chapter VI, Article II.

Students must receive a passing score (3, 4, or 5) on an AP exam to receive the credit indicated in Appendix A.

### 3. Advanced Placement Unit Credit

For the purpose of granting unit credit towards meeting General Education and graduation competency requirements, the LACCD shall follow the guidelines for Advanced Placement credit set by the American Council on Education:

In general, the recommended minimum number of semester hours from ACE corresponds to the status of the corresponding high school AP course:

- 3 semester hours are recommended in the case of a half-year course
- 6 semester hours for most full-year courses
- 8 semester hours for some of the mathematics, sciences, and foreign languages

### 4. CSU GE Breadth and IGETC

The placement of courses in the California State University General Education Breadth (CSU GE Breadth) and the Intersegmental General Education Transfer Curriculum (IGETC) Plans is determined by the University of California and California State University systems respectively; therefore it is not necessary for the college to grant course equivalency for this to occur. Appendix A indicates how AP tests are used to meet these requirements.

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) -

### 1. Course Equivalency

Course equivalency for CLEP (College-Level Examination Program) exams, for purposes other than meeting General Education and Graduation Competency requirements for the Associate Degree, shall be determined by the college, using policies developed in consultation with the college's Academic Senate, in accordance with the provisions of LACCD Board Rules, Chapter XVIII, Article I.

Course equivalency does not award unit credit. For unit credit policy, see item 3 below.

### 2. Use of CLEP exams for meeting General Education Requirements and Graduation Competency Requirements for the Associate of Arts and Associate of Science Degrees

CLEP Exams shall be used toward meeting General Education requirements and Graduation Competency for the Associate of Arts and Associate of Science Degrees, as defined in Board Rule Chapter VI, Article II.

Students must receive a passing score (50) on most CLEP exams, except Foreign Language level 2 exams which require a higher score as noted in Appendix A.

Students who take an Advanced Placement (AP) exam, an International Baccalaureate (IB) exam or College-Level Examination Program (CLEP) exam in the same topic area will receive credit for only one exam. (For example, if a student takes both the CLEP exam in Biology and the AP exam in Biology, they will only be awarded credit for one exam because the topics are duplicative). The college should award credit for the exam that most benefits the student.

### 3. CLEP Unit Credit

For the purpose of granting unit credit towards meeting General Education and Graduation Competency requirements, the LACCD shall follow the guidelines for CLEP credit set by the American Council on Education:

- 3 semester hours are recommended in the case of a half-year course.
- 6 semester hours for most full-year courses.
- 12 semester hours for Level 2 Foreign Language exams equivalent to four semesters of college level foreign language course work.

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**CREDIT FOR MILITARY SERVICE TRAINING** - Students who are currently serving in or have served in the military service, should, after successful completion of at least one course with the Los Angeles Community Colleges, request an evaluation of credit earned through military service training schools and/or military occupational specialties.

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## PREREQUISITE POLICY

Many courses listed in the class schedule will indicate suggested prerequisite, co-requisite, concurrent enrollment or recommended preparation/advisory listed after the name of the course. These recommendations were made after careful consideration by the faculty of that department. The Los Angeles Community College District has adopted a policy based upon a model developed by the State Chancellor's Task Force in conjunction with the State Academic Senate and Chief Instructional Officers and based upon Title V Article 2.5 Section 55200 and Article 4 Section 55530 of the Matriculation Regulations. In other words, your success is our primary goal.

**PREREQUISITE** is a condition that a student has to meet prior to enrolling in the class. Completion of the prerequisite demonstrates that you are ready and able to succeed in the course you want to take. A prerequisite is usually either another course, or a specific test score on a standardized test.

**CO-REQUISITE** - is a course that must be taken at the same time as the course you want to take.

**ADVISORY OR RECOMMENDED PREPARATION** - means that you are advised, but not required, to have taken the course(s) or met the test scores before enrolling in the class.

You can satisfy a prerequisite several ways:

1. Take the prerequisite course at LATTC or another college in the District and achieve a grade of "C" or better, so that it shows on your transcript;
2. Provide proof that you've successfully completed the requirement(s) at another college. You can bring official transcripts or assessment scores from another school to the Assessment Center and they will be reviewed. Please provide the Assessment Center with a copy of your proof. If your course is approved, you'll be given a clearance to register. Please note: Prerequisite Clearance may take up to 10 business days.
3. Take a test-known as a Challenge Exam-to demonstrate that you have the knowledge and skills necessary to successfully prepare you for the course you want to take. Please submit challenge exam one month prior to the start of the term you plan to take the course.
4. If the course you want to take has an assessment test scores as prerequisite, you'll need to visit the Assessment Center and complete the required test. Your score will then be given to you, and the prerequisites(s) will be cleared once you receive a copy of your placement score(s).

If you have any questions or need more information, please contact the Assessment Center at (213) 763-7539 (MA 01).

## Prerequisite Challenge Process

Prerequisites, co-requisites/concurrent enrollment requirements must be followed. If you do not agree with the requirement made by the faculty, you have the right to challenge. Contact the Assessment Center for the

challenge process procedures and form. Once a challenge form is submitted, the committee will review your request and documentation. You will be notified within five (5) working days of the final decision.

Challenge Process Information:

1. Complete the Challenge Application; provide an explanation and supporting documentation for your reason to challenge. You will need to present a valid photo ID to the Assessment proctor at the time of challenging.
2. Complete the Subject Exam of the prerequisite course you are challenging. This exam is to be completed in the Assessment Center in MA-001.
3. This is a one-time test. You will not be given any credit or grade for successfully passing the Challenge Exam. You will need to receive at least 70% to pass. If you are challenging several levels within the same subject you will need to pass the first test before you can challenge the next level.
4. Once you have completed the Challenge Exam it will be reviewed for approval by the Challenge Committee.
5. The Assessment Center along with the committee has five business days (working) to notify you of your results. The committee consists of the following: Student Services Dean, General Counselor, and a Faculty of the subject you are challenging. Once your challenge results are in, you will be notified by phone or in-person. You will also receive a copy of the challenge application for your records.
6. Deadline to challenge: If you plan to enroll for the course in the most current term you will need to complete the challenge exam one month before the semester begins. Otherwise, you will need to wait for the next semester to enroll in the course.

Your rights entitle you to file a "Challenge Form" to challenge any prerequisite if you believe one or more of the following:

1. I have the knowledge, ability or skill to succeed in the course despite not meeting the prerequisite or co-requisite.
2. I will be subject to undue delay in attaining the goal of my educational plan because of the enrollment limitation, or because the prerequisite or co-requisite course has not been made reasonably available.
3. The prerequisite or co-requisite has not been established in accordance with applicable college policies and procedures.
4. The prerequisite or co-requisite is in violation of Title 5, Section 55200-55202 of the California Code of regulations.
5. The prerequisite or co-requisite, or enrollment limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
6. The basis upon which the college established the enrollment limitation does not exist. Note: You have the right to participate in all activities related to matriculation components whether eligible for exemption or not. The matriculation program is our plan to ensure your success. For more information contact the Assessment Center, MA-001, 213-763-5339.

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## ACADEMIC PROBATION AND DISMISSAL

### Academic Standards for Probation

The following standards for academic and progress probation shall be applied as required by regulations adopted by the Board of Governors of the California Community Colleges. Probation shall be determined based on student course

work dating from Fall 1981; course work completed prior to Fall of 1981 is excluded from probation calculations.

## PROBATION

A student shall be placed on probation if any one of the following conditions prevail:

**ACADEMIC PROBATION.** The student has attempted a minimum of 12 semester units of work and has a grade-point-average less than a "C" (2.0).

**PROGRESS PROBATION.** The student has enrolled in a total of at least 12 semester units and the percentage of all units in which a student has enrolled and for which entries of "W" (Withdrawal), "I" (Incomplete), and "No Pass" (NP), formerly No Credit are recorded reaches or exceeds fifty percent.

**TRANSFER STUDENT.** The student has met the conditions of academic or progress probation at another college within the Los Angeles Community College District.

## UNITS ATTEMPTED

"Units Attempted," for purposes of determining probation status only, means all units of credit in the current community college of attendance for which the student is enrolled.

## EFFECTS OF PROBATION

### Board of Governors (BOG) fee waiver - loss of eligibility

A student eligible to receive a BOG fee waiver shall lose eligibility if they are placed on academic or progress probation for two consecutive semesters. Loss of eligibility shall become effective at the first registration opportunity after such determination is made. Foster youth, or former foster youth under the age of 24, are exempt from the loss of fee waiver due to academic or progress probation. Appeal Probation and Loss of Fee Waiver A student who is placed on academic or progress probation may submit a written appeal in compliance with regulations issued by the Chancellor. Appeal the loss of BOG fee waiver. A student who has lost the BOG fee waiver due to academic standing may submit a written appeal of that standing in accordance with existing regulations issued by the Chancellor.

## REMOVAL FROM PROBATION

A student shall be removed from probation upon meeting the criteria specified in this section.

**ACADEMIC PROBATION** - A student on academic probation for a grade point deficiency shall be removed from probation when the student's cumulative grade-point-average is 2.0 or higher.

**PROGRESS PROBATION** - A student on progress probation because of an excess of units for which entries of No Pass (NP), formerly No Credit, Incomplete (I), and/or Withdrawal (W) are recorded shall be removed from probation when the cumulative percentage of units in this category drops below fifty percent (50%).

## ACADEMIC STANDARDS FOR DISMISSAL

A student shall be subject to dismissal and subsequently be dismissed under the conditions set forth within this section. Dismissal shall be determined based on student course work dating from Fall 1981; course work completed prior to Fall of 1981 is excluded from dismissal calculations.

## ACADEMIC PROBATION

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of 3 consecutive semesters. A student who is on academic probation and earns a semester grade-point-average of 2.0 or better shall not be dismissed as long as this minimum semester grade-point-average is maintained.

## PROGRESS PROBATION

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of No Pass (NP), formerly No Credit, Incomplete (I), and/or Withdrawal (W) are recorded in at least 3 consecutive semesters reaches or exceeds fifty percent (50%).

A student who is on progress probation shall not be dismissed after a semester in which the percentage of units in which the student has been enrolled for which entries of "W," "I" and "No Pass" (NP), formerly "No Credit", are recorded is less than fifty percent (50%).

## APPEAL OF DISMISSAL

A student who is subject to dismissal may appeal to the Dean of Admissions and Records. Dismissal may be postponed and the student continued on probation if the student shows significant improvement in academic achievement but has not been able to achieve to a level that would meet the requirements for removal from probation.

## DISMISSAL

A student who is subject to dismissal, and who has not been continued on probation through the appeal process, shall be notified by the College President, or designee, of dismissal which will become effective the semester following notification. Dismissal from any one college in the District shall disqualify a student from admission to any other college in the District.

## READMISSION AFTER DISMISSAL

A student who has been dismissed may request reinstatement after two semesters have elapsed. The student shall submit a written petition requesting readmission to the College in compliance with College procedures. Readmission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the College.

## ACADEMIC AND ADMINISTRATIVE PETITIONS

Students should file an Academic Petition form when they are requesting assistance with: course repetition, course substitution, enrollment in more than 19 units, catalog rights and other related concerns. The petition forms may be obtained from the Counseling Office. Petitions must be signed by a counselor before submittal to the Admissions and Records.

Students should file an Administrative Petition form when they are requesting assistance with academic renewal, return from disqualification (dismissal), and other related concerns. Administrative Petition forms are available in the Office of Admissions and Records, JH-Lobby and submitted in the same office. When filing for return from disqualification, the petition forms must be reviewed and signed by the counselors before submittal to Admissions and Records Office. Specific petition forms are available for requesting permission for: grade changes, Credit By Examination, and lining out non-passing grades that have been successfully repeated.

# STUDENT INFORMATION AND COLLEGE POLICES

## ACADEMIC FREEDOM

The Board of Trustees reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow prohibited discrimination. The discussion of ideas, taboos, behavior or language which is an intrinsic part of the course content shall in no event constitute Prohibited Discrimination, though such ideas may cause some students discomfort. It is recognized that academic freedom insures the faculty's right to teach and the student's right to learn.

## CAMPUS SECURITY ACT

As required by the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), the college's Annual Security Report contains policy statements and crime statistics for the campus. The Annual Security Report includes statistics for the previous three years concerning certain reported crimes that occurred on campus, in off-campus buildings or property owned or controlled by the college, and on public property within or immediately adjacent to the college. The report also includes institutional policies concerning campus safety and security, such as policies on drug and alcohol use, crime prevention, the reporting of crimes, sexual assault, and emergency response and evacuation procedures. You can obtain the college's Annual Security Report online at <http://college.lattc.edu/sheriff/crime-reporting-procedures/annual-security-report/> You may also request a paper copy by contacting the Office of the Vice President of Administrative Services, Juniper Hall (JH), ST 305.

## CONOCIMIENTO LIMITADO DEL INGLÉS

Las clases para aprender oficios están abiertas a todos los estudiantes, aún para los que tienen dificultad con el idioma. Aunque la falta de conocimiento del idioma inglés no es una barrera para matricularse en estas clases, se recomienda a los alumnos que utilicen los servicios que el colegio ofrece con este fin.

## DRUG-FREE WORKPLACE POLICY

The Los Angeles Community College District is committed to drug-free and alcohol-free campuses. Students and employees are prohibited from unlawfully possessing, using or distributing illicit drugs and alcohol on District premises, in District vehicles, or as part of any activity of the District or colleges of the District.

LACCD BOARD RULE 9803.19: Alcohol and Drugs. Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances the possession of which are prohibited by the same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District or while participating in any District or college-sponsored function or field trip. "Controlled substances," as used in this section include, but are not limited to, the following drugs and narcotics:

- a. opiates, opium and opium derivatives

- b. mescaline
- c. hallucinogenic substances
- d. peyote
- e. marijuana
- f. stimulants and depressants
- g. cocaine

## EQUAL EMPLOYMENT OPPORTUNITY

The policy of the Los Angeles Community College District is to implement affirmatively, equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, age, handicap, marital status, medical condition (cancer related), sexual orientation, or veteran status. Positive action will be taken to ensure that this policy is followed in all personnel practices, including recruitment, hiring, placement, upgrading, transfer, demotion, treatment during employment, rate of pay or other forms of compensation, selection for training, layoff, or termination. A vigorous Equal Employment Opportunity Program will be maintained to ensure appropriate utilization of certain protected groups in specific areas and levels within the district workforce through the implementation of specific results-oriented procedures and activities (Board Rule 101301). Inquiries regarding Equal Employment Opportunity at Los Angeles Trade-Technical College should be directed to the College Equal Employment Opportunity Representative, Dr. Mary Gallagher, (213) 763-7040.

## FREEDOM OF SPEECH AREA AND PROCEDURES

Following Board Rule 9902, Article IX, the College President shall designate an area or areas on the college campus as areas for free discussion and expression by all persons. A Free Speech Area may only be located where there is a normal flow of student traffic with unlimited accessibility. Necessary campus rules governing the operation of such areas shall govern only the time, place and manner in which said areas are to be used. All such rules shall be applied equally and fairly to all persons desiring to use the Free Speech Areas. No restrictions shall be placed on subject matter, topics or viewpoints expressed in Free Speech Areas.

In compliance with the Board Rule, the college president has designated the Cedar Hall-Mall Quad as the Free Speech Area. All individuals or organizations wanting to use the Free Speech Area must complete an application and obtain approval from the Office of Student Life, located in Redwood Hall, C-105, of from the Office of the Vice President of Student Services, ST 532 prior to use of this area. The guidelines and rules for use of this area, along with time, place, manner will be distributed to the interested party. This procedure does not apply to activities sponsored by the college.

## GRADUATION RATES

More information about Student Right-to-Know Rates can be found at the California Community Colleges "Students Right-to-Know Rates Information Clearinghouse Website" located at <http://srk.cccco.edu/index.asp>.

## PENALTIES FOR COPYRIGHT INFRINGEMENT AND ILLEGAL FILE SHARING

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer may subject students to civil and criminal liability. Civil liability for copyright infringement may include payment of monetary damages to the copyright owner. Criminal penalties for copyright infringement may include fines up to \$250,000 and imprisonment up to ten years. Students who violate

the District's computing facilities usage policy (LACCD Administrative Regulation B-28) may also be subject to college disciplinary action, including, but not limited to, suspension or expulsion.

### LIMITED ENGLISH PROFICIENCY

Occupational education classes are open to all students. Although the lack of proficiency in English is not a barrier to enrollment in occupational education courses, it is recommended that students needing remedial English assistance utilize the services of the college that are provided for persons who are limited in English proficiency or have English as a second language as a bridge for entry into the vocational program.

### OPEN ENROLLMENT

Unless specifically exempted by law, every course for which state funding is claimed is fully open to any person who has been admitted to the College and who meets the appropriate academic prerequisites.

### PROHIBITED DISCRIMINATION, UNLAWFUL HARASSMENT, AND SEXUAL MISCONDUCT

It is the policy of the Los Angeles Community College District (LACCD) to provide a safe educational, employment and business environment free from Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct, as defined in the Administrative Regulations associated with this policy. Employees, students, or other persons acting on behalf of the District who engage in Prohibited Discrimination, Unlawful Harassment, or Sexual Misconduct as defined in the Administrative Regulations related to this policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of contract (Reference: Board Rule, Chapter XV, 15001).

It is against the law and LACCD policy to engage in sexual misconduct (including but not limited to sexual assault and sexual harassment) with a student, employee, or other individual associated with the LACCD, on property owned or operated by LACCD, or involving a participant in a LACCD-sponsored event. Any victim of a sexual assault who is one of LACCD's students, faculty, staff, or visitors shall promptly receive appropriate treatment and full and accurate information. The names of sexual assault victims shall not be revealed by persons responsible for implementing and enforcing the provisions of this policy, except with the consent of the victim.

### COMPLAINT PROCEDURE

[LACCD Administrative Regulation C-14](#) outlines specific informal and formal procedures for Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct Complaints.

To file a complaint, a LACCD Unlawful Discrimination and Complaint Form must be downloaded, filled out and submitted to the Office for Diversity, Equity, and Inclusion. The form can be found at the following link: <http://www.laccd.edu/Departments/DistrictResources/OfficeOfDiversity/Pages/Forms%20and%20Resources.aspx>. LATTTC students may receive assistance filling out the form by contacting the Office of Student Services at (213) 763-7078 or may request for assistance online at <http://college.lattc.edu/compliance/contact-form/>.

The Office for Diversity, Equity, and Inclusion can be contacted at (213) 891-2315 or [diversity-programs@email.laccd.edu](mailto:diversity-programs@email.laccd.edu). Inquiries relating to disabilities and special academic accommodations per the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 should be directed to the Office of Disabled Students Programs and Services (DSPS) at (213) 763-3773, TDD (213) 763-5375.

### SEXUAL ASSAULT

In compliance with AB 1088, the Los Angeles Community College District is committed to providing a safe environment for its students, faculty, and staff. The Los Angeles Community College District Board of Trustees condemns any act of sexual assault committed on any of its facilities. In the event of sexual assault committed on the grounds or in facilities maintained and/or used by the District, any victim of a sexual assault who is one of the District's students, faculty, staff, or visitors shall promptly receive appropriate treatment and full and accurate information. Individuals who commit sexual assault while on properties within the control of the District shall be subject to appropriate criminal prosecution and/or District disciplinary procedures. Confidentiality is fundamental to all aspects of cases dealing with sexual assault. The names of sexual assault victims shall not be revealed by persons responsible for implementing and enforcing the provisions of this Chapter, except with the consent of the victim. District Office of Equal Employment Opportunity/Diversity (213) 891-2315 or College Sheriff (213) 763-3600.

### FAMILY EDUCATION RIGHTS AND PRIVACY ACTS

The Family Educational Rights and Privacy Act (FERPA) affords students the following rights with respect to their educational records:

- The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.

Students may submit to the College Admissions Office written requests that identify the specific record(s) they wish to inspect. Within 45 days, the College Admissions Office will make arrangements for access and will notify the student of the time and place where the records may be inspected.

Educational records are those records that are directly related to students and are maintained by the College. Students may not inspect education records pertaining to parents' financial records and certain confidential letters or recommendations.

- The right to request an amendment of the student's educational records which the student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights.

With the exception of grade grievances, which are handled through Administrative Regulation E-55, students may ask the College President, or his/her designee to amend a record that they believe is inaccurate, misleading, or in violation of their privacy rights. A student seeking to amend an educational record should write to the College President and clearly identify the part of the record he/she wants changed, and specify why it is inaccurate, misleading, or in violation of his/her privacy rights.

If the College President, or his/her designee, decides not to amend the record as requested by the student, the College, in accordance with section 99.21 of the Code of Federal Regulations and section 76232 of the Education Code, will notify the student of the decision and of his/her right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and California law authorize disclosures without consent.

If a student authorizes the release of his/her education record to a third party, he/she shall provide a dated written consent to the College

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Admissions Office authorizing said release with a specific list of the information to be released.

Federal and California law authorize certain disclosures of personally identifiable information without a student's written consent. One such exception is the disclosure of personally identifiable information to school officials with legitimate educational interests. School officials with legitimate educational interests are employees or agents of the Los Angeles Community College District who need to review educational records in order to fulfill their professional responsibilities.

The right to restrict disclosure of personally identifiable information that the College has designated as directory information which may be released without the written consent of the student.

Directory information may be disclosed without a student's consent unless the student has notified the college that he/she does not want all or portions of the directory information released. To do so, the student must submit the appropriate District form to the College Admissions Office requesting that some or all of the categories of directory information not be released without his/her consent. This form must be submitted in accordance with College policy.

Pursuant to Board Rule 5201.10, the Los Angeles Community College District has designated the following student information as directory information:

The student's name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most previous educational agency or institution attended by the student;

Student employee records may be released in order to comply with collective bargaining agreements;

- The names, addresses and telephone numbers of students or former students may be released to the College Foundation for each college for college-related activities at the discretion of the College President, unless the student or former student has informed the College that such information should not be released. The release of this information is conditioned upon the College Foundation's agreement that such information will be released in accordance with District policy and that information will not be released to third parties;
- At the discretion of the College President, the names, addresses and telephone numbers of students from the College may be released to heads of private and/or public institutions of higher education, or their designees, for the purpose of providing information to students regarding transfer opportunities to those institutions, unless the student has indicated that such information should not be released. The release of this information will be conditioned upon the institution's agreement that student privacy rights under federal and state law will be protected and that information will not be released to third parties.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW, Washington, DC 20202-4605

For more information on student rights under the FERPA, please go to our Los Angeles Community College District [www.laccd.edu/About/Documents/AdministrativeRegulations/E-105.pdf](http://www.laccd.edu/About/Documents/AdministrativeRegulations/E-105.pdf)

### CONFLICT RESOLUTION - INFORMAL PROCESS

The College has an approved student conflict resolution process. If there is a conflict or issue between a student and an instructor, the student is

to complete the required form at the following link - <http://college.lattc.edu/studentrights/conflict-resolution/>. The Department Chairperson over the area will respond to your request within two business days (Monday-Friday) regarding your situation.

If you have a non-classroom complaint please complete the online form at <http://college.lattc.edu/student-services/student-complaint-grievance-form/>. If the issue is not resolved informally then students can submit a formal grievance.

If your complaint is against:	Contact:
Faculty	Department Chair over the area (see listing in section 1)
All other complaints	College Ombudsperson SweeteCT@lattc.edu or at (213) 763-7207

### STUDENT GRIEVANCE PROCEDURES - FORMAL PROCESS

The purpose of the Student Grievance Procedures is to provide a prompt and equitable means for resolving student grievances, per Board Rules 91101-91102.

The grievance procedure may be initiated by one or more students who reasonably believe he/she/they have been subject to unjust action or denied rights involving their status or privileges as students. It is the responsibility of the student(s) to submit proof of alleged unfair or improper action. Grievances pertaining to grades are subject to the CA Education Code Section 76224(a).

The procedures enumerated in Administrative Regulation E-55 shall be available to any student or applicant for admission, who believes a College decision or action has adversely affected his or her status, rights, and/or privileges as a student. The procedures shall include, but not be limited to, alleged violations of Title IX of the Higher Education Amendments of 1972 (and applicable regulations), and grievances relating to course grades to the extent permitted by Education Code Section 76224(a). Section 76224(a) provides:

"When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

For additional information regarding the procedures for filing a student grievance, or for copies of the adopted Student Grade Grievance Procedures, contact the Campus Ombudsperson at (213) 763-7207 or via Email at: [SweeteCT@lattc.edu](mailto:SweeteCT@lattc.edu) or visit the ombudsperson website at: <http://college.lattc.edu/student-services/office-of-the-ombudsperson/>

### STATE COMPLAINT PROCESS

Final federal regulations published October 29, 2010, and effective July 1, 2011, included in the State Authorization section of the package a new requirement that eligible institutions have and disclose a state administered complaint process (HEA Title IV, CFR, Sections 600.9 and 668.4(3)(b)). The intention behind the new requirement is that students and others have a method and process outside of the institution that takes, investigates and responds to complaints regarding the institution. For more information regarding the State Complaint Process, please go to <http://californiacommunitycolleges.cccco.edu/complaintsForm.aspx>

### STUDENT RECORDS AND DIRECTORY INFORMATION

The Los Angeles Community College District, in compliance with Federal and State law, has established policies and procedures governing student records and the control of personally identifiable information. The Los

Angeles Community College District recognizes that student records are a confidential matter between the individual student and the College. At the same time the District has a responsibility to fulfill public information needs (i.e., information about students participating in athletics, announcement of scholarships and awards, etc.). To meet this responsibility the District may release Directory Information unless the student states in writing that he or she does not want it released. The responsibility for carrying out these provisions is charged to the Dean of Admissions and Records, designated by the chief administrative officer on each campus. The Registrar may be contacted via the Office of Admissions. Copies of Federal and State laws and District policies and procedures are maintained by the Dean and are available for inspection and inquiry.

All student records maintained by the various offices and departments of the College, other than those specifically exempted by law, are open to inspection by the student concerned. The accuracy and appropriateness of the records may be challenged in writing to the Dean. A student has the right to receive a copy of his or her record, at a cost not to exceed the cost of reproduction. (Requests for transcripts should be made directly to the Office of Admissions & Records).

No student records, including Directory Information, will be released without the written consent of the student concerned except as authorized by law. A log of persons and organizations requesting or receiving student record information is maintained by the Registrar. The log is open to inspection only to the student and the community college official or his or her designee responsible for the maintenance of student records.

Directory Information includes the student's name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. This information will not be released to anyone if the student marks "NO" on question "permission to Release Student Information" on the College Application or if the student marks "NO" on the College's Release of Directory Information form. This form is available in the Admissions and Records Office.

In addition, under federal law, the military is entitled to receive the following student information for recruitment purposes: student directory information as defined above, student address, telephone number, date and place of birth, and major field of study. This information will not be released to the military if the student marks "NO" on question "permission to Release Student Information" on the College Application or if the student marks "NO" on the College's Release of Directory Information form.

All inquiries regarding student records, Directory Information, and policies for records access, release, and challenge should be directed to the Dean via the Office of Admissions. Students have the right to file a complaint with the United States Department of Education concerning alleged violations of Federal and State laws governing student records.

## STUDENT RIGHT-TO-KNOW

Student Right-To-Know refers to the Student Right-To-Know and Campus Security Act of 1990 (P.L. 101-542), which requires colleges and universities participating in Federal financial aid programs to disclose information about completion and transfer rates. The intent is to provide prospective students a statistic of comparable effectiveness that they can use to determine their college of choice. Los Angeles Trade-Technical College in compliance with the Federal Student Right-To-Know and Campus Security Act of 1990 provides access to the following sites:

- Consumer Information: <http://college.lattc.edu/about-lattc/consumer-information/>
- Student-related data: <http://college.lattc.edu/research/accountability/student-right-to-know-act/>
- LATTC and other California community colleges' completion and transfer rates: <http://srk.cccco.edu/index.asp>

- Campus crime statistics: <http://college.lattc.edu/sheriff/crime-reporting-procedures/annual-security-report/>

## STANDARDS OF CONDUCT

### BOARD RULE 9803

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators of the colleges will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the college community, students should be encouraged to develop the capacity for critical judgment and to engage in the sustained and independent search for truth. All persons shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state and nation.

All visitors making use of the facilities or grounds of any college of the District will be asked to sign a statement that they have received the Standards of Conduct and the rules relating to campus visitors adopted by the Board of Trustees. A signature will not be a prerequisite to activities on campus. A record will be kept of all persons who use the facilities or grounds of the college.

Conduct in all of the Los Angeles Community Colleges must conform to District and college rules and regulations. Violations of such rules and regulations may result in disciplinary action depending on the individual's status as student, faculty, staff or visitor. Violations of conduct on campus rules and regulations include but are not limited to the following:

### Board Rule 9803.10

**Willful Disobedience** Willful disobedience to directions of College officials acting in the performance of their duties.

### Board Rule 9803.11

**Violation of College Rules and Regulations** Violation of College rules and regulations, including those concerning student organizations, the use of College facilities, or the time, place, and manner of public expression or distribution of materials.

### Board Rule 9803.12

**Dishonesty** Dishonesty, such as cheating, or knowingly furnishing false information to the colleges.

### Board Rule 9803.13

**Unauthorized Entry** Unauthorized entry to or use of the college facilities.

### Board Rule 9803.14

**College Documents** Forgery, alteration, or misuse of college documents, records, or identification.

### Board Rule 9803.15

**Disruption of Classes** Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.

### Board Rule 9803.16

**Theft of or Damage to Property** Theft of or damage to property belonging to the college, a member of the college community, or a campus visitor.

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### Board Rule 9803.17

**Interference With Peace of College** The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise, or any threat, challenge to fight, fight, or violation of any rules of conduct as set forth in this Article. Any person whose conduct violates this section shall be considered to have interfered with the peaceful conduct of the activities of the college where such acts are committed.

### Board Rule 9803.18

**Assault or Battery** Assault or battery, abuse or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.

### Board Rule 9803.19

**Alcohol and Drugs** Any possession of controlled substance which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances the possession of which are prohibited by the same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District. "Controlled substances," as used in this section, include but are not limited to the following drugs and narcotics:

- opiates, opium and opium derivatives
- mescaline
- hallucinogenic substances
- peyote
- marijuana
- stimulants and depressants
- cocaine

### Board Rule 9803.20

**Lethal Weapons** Possession, while on a college campus or at a college sponsored function, of any object that might be used as a lethal weapon is forbidden for all persons except sworn peace officers, police officers, Sheriff, and other governmental employees charged with policing responsibilities.

### Board Rule 9803.21

**Discriminatory Behavior** Behavior while on a college campus or at a college-sponsored function, inconsistent with the District's non-discrimination policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, handicap or veteran status.

### Board Rule 9803.22

**Unlawful Assembly** Any assemblage of two or more persons to 1) do an unlawful act, or 2) do a lawful act in a violent, boisterous or tumultuous manner.

### Board Rule 9803.23

**Conspiring to Perform Illegal Acts** Any agreement between two or more persons to perform illegal acts.

### Board Rule 9803.24

**Threatening Behavior** A direct or implied expression of intent to inflict physical or mental/emotional harm and/or actions, such as stalking, which a reasonable person would perceive as a threat to personal safety

or property. Threats may include verbal statement, written statements, telephone threats or physical threats.

### Board Rule 9803.25

**Disorderly Conduct** Conduct which may be considered disorderly includes; lewd or indecent attire or behavior that disrupts classes or college activities; breach of the peace of the college; aiding, or inciting another person to breach the peace of the college premises or functions.

### Board Rule 9803.26

**Theft or Abuse of Computer Resources** Theft or abuse of computer resources including but not limited to:

- Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
- Unauthorized transfer of a file.
- Unauthorized use of another individual's identification and password.
- Use of computing facilities to interfere with the work of a student faculty member or college official, or to alter college or district records.
- Use of unlicensed software.
- Copying of software
- Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and/or substantially disrupt the orderly operation of a college campus.
- Use of computing facilities to interfere with the regular operation of the college or district computing system.

### Board Rule 9803.27

**Performance of an Illegal Act** Conduct while present on a college campus or at a location operated and/or controlled by the District or at a District-sponsored event, which is prohibited by local, State, or federal law.

### Board Rule 9803.28

**Academic Dishonesty** Violations of Academic Integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade.

### Board Rule 9804

**Interference with classes** Every person who, by physical force, willfully obstructs, or attempts to obstruct, any student or teacher seeking to attend or instruct classes at any of the campuses or facilities owned, controlled or administered by the Board of Trustees of the Los Angeles Community College District, is punishable by a fine not exceeding five hundred dollars (\$500) or imprisonment in a county jail not exceeding one year, or both such fine and imprisonment. As used in this section, "physical force" includes, but is not limited to, use of one's person, individually or in concert with other, to impede access to or movement within or otherwise to obstruct the students or teachers of the classes to which the premises are devoted.

### Board Rule 9805

**Interference with performance of duties of employees** Every person who attempts to cause, or causes, any officer or employee of any of the Los Angeles Community Colleges or any public officer or employee to do or refrain from doing, any act in the performance of his/her duties, by means of a threat to inflict any injury upon any person or property, is guilty of a public offense.

**Board Rule 9805.10**

**Assault or abuse of instructor** Every parent, guardian, or other person who assaults or abuses any instructor employed by the District in the presence or hearing of a community college student or in the presence of other community college personnel or students and at a place which is on District premises or public sidewalks, streets, or other public ways adjacent to school premises, or at some other place where the instructor is required to be in connection with assigned college activities is guilty of a misdemeanor.

**Board Rule 9806**

**Unsafe Conduct** Conduct which poses a threat or harm to the individual and/or to others. This includes, but is not limited to, the following types of conduct:

- a. Unsafe conduct in connection with a Health Services Program (e.g., Nursing, Dental Hygiene, etc.);
- b. Failure to follow safety directions of District and/or College staff;
- c. Willful disregard of safety rules as adopted by the District and/or College; and/or
- d. Negligent behavior which creates an unsafe environment.

**Smoking Policy**

Smoking is not permitted in any classroom or other enclosed facility. Smoking is permitted in designated areas only.

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**STUDENT DISCIPLINE PROCEDURES**

Community college districts are required by law to adopt standards of student conduct along with applicable penalties for violation (Education Code Section 66300). The Los Angeles Community College District has complied with this requirement by adopting Board Rule 91101, Standards of Student Conduct (See above).

The District has adopted Board Rule 91101, Student Discipline Procedures, to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of Student Conduct. All proceedings held in accordance with these procedures shall relate specifically to an alleged violation of the established Standards of Student Conduct. These provisions do not apply to grievance procedures, or residence determination and other academic and legal requirements for admission and retention.

Disciplinary measures may be taken by the College independently of any charges filed through civil or criminal authorities, or both.

Copies of the Student Discipline Procedures are available in the Vice President of Student Services Office, Juniper Hall, JH-532 or online at <http://www.laccd.edu/Board/Documents/BoardRules/Ch.IX-ArticleXI.pdf>.

