ACADEMIC FREEDOM

The Faculty shall have the academic freedom to seek the truth and guarantee freedom of learning to the students.

ACADEMIC STANDARDS

ACADEMIC/PROGRESS PROBATION

Students shall be placed on probation, if after attempting a minimum of 12 UNITS, any of the following occur:

1. Academic Probation: Low Grade Point Average. The student has a cumulative GPA of less than “C” (2.0).
2. Academic Probation: Transfer Student. The student has transferred with a cumulative GPA less than “C” (2.0).
3. Progress Probation. When the percentage of all UNITS attempted in which grades of “W” (withdrawal), “Inc.” (incomplete), and “NC” (no credit) reaches or exceeds 50%.

ACADEMIC/PROGRESS DISMISSAL

A student on academic/probation shall be DISMISSED from the College if:

1. The cumulative GPA is less than 2.0 in all UNITS attempted in each of three consecutive semesters. Or
2. If the percentage of “W”, “Inc.”, and “NC” grades are 50% or greater in each of three consecutive semesters.

Dismissal from one college in the Los Angeles Community College District shall disqualify a student from admission to any other college in the District.

APPEAL OF DISMISSAL

A student who is subject to dismissal may appeal to the College Dismissal Committee by submitting a Return From Disqualification Petition to the College Admissions Officer in ST-Lobby. Petitions are accepted during specified time periods each semester.

ADMISSION AND RESIDENT CLASSIFICATION OF NON-CITIZENS

BOARD RULE 8100.10 Admission and Residence Classification of Non-Citizens. It is the intention of the Los Angeles Community College District that no one be discriminated against in the admission and residence classification process on the basis of national origin. Further, it is the intention of the Board that subjective personal characteristics, such as appearance and speech, not be the basis for assumptions about national origin or immigration status. The Los Angeles Community College District shall admit all non-citizens who are able to benefit from instruction and who are not barred from enrollment under Federal and/or State law. Non-citizens shall be classified as resident or nonresident in accordance with applicable State and Federal laws, California Administrative Code Title 5, and District regulations.

DIVERSITY

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 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 result-oriented procedures and activities (Board Rule 101301). Inquiries regarding Diversity at Los Angeles Trade-Technical College should be directed to the College Diversity Representative, Dr. Letia Royal-Burnett, Compliance Office, (213) 763-7086.

ATTENDANCE

Only students who have been admitted to the college and are in approved active status may attend classes.

Students who pre-registered in a class and miss the first meeting may lose their right to a place in the class. Students should attend every meeting of all classes for which they register. To avoid being dropped from class, students should contact the instructor when they are absent for emergency reasons.

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 end of the 4th week and the end of the 12th week will result in a “W” on the student’s record which will be included in the determination of progress probation. Drops are not permitted beyond the end of the 12th week. An evaluative grade (“A”, “B”, “C”, “D”, “F”, “CR”, or “NC”) will be assigned to students who are enrolled past the end of the 12th week even if they stop attending class, except in cases of extreme extenuating circumstances.

CONDUCT EXPECTED OF STUDENTS

Students enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators 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; to engage in sustained and independent search for truth; and to exercise their rights to free inquiry and free speech in a responsible, nonviolent manner. Students 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.

CLASSROOM CONDUCT

Instructors are responsible for presenting appropriate material in courses, and students are responsible for learning this material. Although it is a student’s academic performance that is evaluated in determining grades, student conduct is important in the academic setting. Enrollment in a class may be terminated due to unsatisfactory student conduct, undue disrespect toward an instructor or administrator, or academic dishonesty. Each student is responsible for maintaining standards of academic performance established for each course in which he or she is enrolled.

BE ON TIME

Students are expected to attend and arrive on time for each class meeting. Class time is limited; students learn more and understand important concepts better if they always come on time for each class session.
Responsibility to Be Informed

It is the student’s responsibility to read the information presented in this schedule and to know and observe all policies and procedures related to his/her program. Regulations will not be waived nor exceptions granted because a student pleads ignorance of policies, procedures, or deadlines.

Pass/No Pass

Students may complete a request form to take a class on a Pass/No Pass basis through the sixth week of the semester. For Summer and Winter Semesters, through the second week. Courses, which students may elect to take on a Pass/No Pass basis, are listed in the college catalog. Request forms may be obtained at the Admissions Office, ST-Lobby.

The grade of P (pass) will be given if the performance in class is equal to a "C" grade or better.

The grade of NP (no pass) will be given if the performance in class is equal to a "D" or "FAIL" grade.

A student who has received credit for a course taken on Pass/No Pass basis may not convert this credit to a letter grade.

Drug-Free Workplace Policy

Los Angeles Trade-Technical College adheres to, supports, and is in full compliance with requirements that maintain our college as a drug-free institution of higher education.

The LACCD Board of Trustees has adopted the following standards of conduct:

- 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 Los Angeles Community College District.

The LACCD Board of Trustees has adopted Rule 9803.19, which prohibits:

- 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 is 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, depressants, cocaine.

E-mail Account for Enrolled Students

Student e-mail accounts are created approximately 2 weeks after a student is enrolled in a class. To learn about your e-mail account, find the link on the campus home page to MyLATTC Portal and click on it. That will redirect you to the web page with the directions and a tutorial video. Your login id is your student ID number and your password is the six numbers that represent mmddyy of your date of birth. You can create a nickname that will provide an alias for receiving email. However, you always log in using your student ID number.

Educational Environment Policy

Due to requirement set forth by the Occupational Safety and Health Administration, proper attire, including shoes, eye ware, and other articles, should be worn during all class hours.

Emergency Information

The College is concerned about your safety in case of an emergency. Detailed instructions are posted in every classroom and throughout the campus. Take a few minutes to read them and plan for your safety.

Family Education Rights and Privacy Act (FERPA)

See Student Records and Directory Information. For more information on student rights under the FERPA, please go to our LA Community College homepage http://www.laccd.edu/admin_regs/.

Fee Exemption for Special Part-Time & Full-Time Students Grades K-12

Commencing with the Spring 2002 semester, non-resident students who are admitted as "Special Part-Time & Full-Time Students Grades K-12 under the Board Rule 8100.05 are also exempted from paying non-resident tuition for all semesters and terms including Summer and Winter Intersession. Please see Admissions & Records Office, ST-Lobby, for details.

Freedom of Speech Area and Procedures

Board Rule 9902. Article IX, states, “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 above Board Rule, the college president has designated the K-Mall Quad as the Free Speech Area. All individuals or organizations wanting to use the Free Speech Area, must check into the Vice President of Student Services office, located in ST-514, prior to use of this area. The guidelines and rules for use of this area, along with time, place and manner will be distributed to the interested party. This procedure does not apply to activities sponsored by the college.

Grades and Grade Changes

The instructor of the course shall determine the grade to be awarded to each student in accordance with the college’s 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 incompetence. The removal or change of an incorrect grade from a student’s record shall only be done upon authorization by the instructor of the course.

Students may file a petition for grade change in the Admissions and Records office. Grade change Petitions must be submitted within a year after the grade was assigned. In the case of fraud, bad faith or incompetence, the final determination concerning removal or change of grade will be made by the College President.

If you need a copy of your grades, you can obtain a grade printout from the web. This printout is NOT a Transcript or a Verification of Enrollment. If you need an Official Transcript or a Verification of Enrollment, you may order them from the Admission Office, ST-Lobby.

Incomplete

A grade of “Inc” (incomplete) may be made up no later than ONE YEAR following the end of the term in which it was assigned by making personal arrangements with the instructor. If the Incomplete is not made up by the deadline, THE INCOMPLETE WILL BE REMOVED AND REPLACED BY A GRADE DETERMINED BY THE INSTRUCTOR. A CLASS MAY NOT BE REPEATED TO CLEAR AN INCOMPLETE GRADE.
GRADUATION
Please refer to the current College catalog for specific graduation requirements.

GRADUATION APPLICATION FOR DEGREES/CERTIFICATES
All students must file an application for degree/certificate evaluation during the first 6 weeks of the semester in which they expect to complete their degree/certificate requirements. Students completing the course work during the Summer Session must file an application during the first 6 weeks of the preceding Spring Semester. Late applications are not accepted. Applications are available in the Admissions and Records Office, ST-Lobby.

The following requirements apply to students entering for the first time after July 2, 1983. Continuing students with uninterrupted attendance and demonstrating satisfactory progress, exclusive of summer session, should refer to the College Catalog in effect at the time of their initial enrollment. A continuing student is one who has completed a minimum of one course per semester, except that completion with a “W” will be accepted for one semester only.

Prior to the end of the semester in which the application is filed, students will be notified by mail of their degree/certificate evaluation.

Students who do not complete requirements must submit a new application during the first 6 weeks of the semester in which they expect to meet requirements. Students successfully completing all requirements will be NOTIFIED THROUGH U.S. MAIL when their degree/certificate is ready for pick-up, based on the following schedule:

- Students completing all requirements by the end of the Fall Semester will have the degree/certificate ready after June 15.
- Students completing all requirements by the end of the Spring Semester will have degree/certificate ready after August 15.
- Students completing all requirements by the end of Summer Session will have degree/certificate ready after September 15.

Students Must Present The Notification Card And Proper Photo Identification When Picking-up Degree/ Certificate. Diplomas and/or Certificates will be held for only one year after the Diploma/Certificate graduation date. Qualified graduates who do not pick-up their Diploma/Certificate within the above time frame must submit a request for a duplicate Diploma/ Certificate and will be assessed a fee for duplicate preparation.

HOPE SCHOLARSHIP TAX CREDIT
According to federal tax credit legislation, students who are enrolled at least half-time (6 or more UNITS) on census day and who have paid enrollment fees may be able to deduct their enrollment fees on their federal income tax. According to federal tax credit legislation, students who are enrolled at least half-time (6 or more UNITS) on census day and who have paid enrollment fees may be able to deduct their enrollment fees on their federal income tax.

LIMTED ENGLISH PROFICIENCY
Occupational education classes are open to all students. The lack of proficiency in English is no barrier to enrollment in occupational educational courses, although the college suggests that students who are deficient in English use the services of the college that we provide for persons who are limited in English proficient or speak English as a second language.

ESTUDIANTES CON FALTA DE COMPETENCIA EN LENGUA INGLESA
Los cursos relacionados con la educación para carreras intermedias u ocupacionales gozan de disponibilidad para todos los estudiantes. La falta de competencia en lengua inglesa no constituye barrera alguna para poder inscribirse en dichos cursos. Por otro lado, el plantel les sugiere a aquellos que aún no dominan el inglés que hagan uso de los servicios que la institución les ofrece a tales personas.
PARKING GUIDELINES

All parking is by valid College permit only. Parking permits are made of removable Mylar and should be affixed to the inside of the rear window (right side). Parking permits must be displayed at all times a vehicle is parked on campus, weekends included. The purchase of a parking permit does not guarantee a specific parking space; it is only a license to park one vehicle in designated parking lots as posted at the entrance of each parking lot.

Student parking permits are available for purchase at the Business Office, ST-113, or on the Web after registering (deals will be mailed).

A valid college parking permit and a DMV placard must be displayed on any vehicle parked in a designated handicapped stall. Students with a verified disability should go to the Disabled Students Program and Services Office, E-110, to arrange for an accommodation.

STUDENT PARKING PERMIT SALES, REFUNDS AND EXCHANGES

Inquiries regarding the College’s parking should be directed to the following offices during normal business hours: Parking Rules, Regulations, Permit Use, and Enforcement: College Sheriff’s Department, D-150, (213) 763-3600. Permit Sales, Refunds, and Exchanges: Business Office, ST-Lobby, (213) 763-7225. College Sheriff’s Department personnel are on duty 24 hours a day, seven days a week to assist with permit use and enforcement issues.

TRANSPORTATION

The college is located near the intersection of the Harbor and Santa Monica freeways, and is directly across the street from the Metro Blue Line’s Grand Avenue station. In addition to the light rail system, there are more than 40 bus lines stopping at or within two blocks of the College. For more information, please consult the College website at www.LATTC.edu.

SEXUAL ASSAULT

The policy of 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 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 provision of this Chapter, except with the consent of the victim. College Sheriff’s Department, (213) 763-3611, Building D-150.

Please contact Letia Royal-Burnett on 213-763-7066 for information about making a complaint of unlawful discrimination or harassment.

SMOKING/NON-SMOKING POLICY

Smoking is not permitted in any classroom or other enclosed facility or adjacent entrances and exits, porches, decks and stairwells. Smoking is permitted only in designated areas.

SOCIAL SECURITY NUMBERS/STUDENT IDENTIFICATION NUMBER

Effective July 24, 2006, Los Angeles Community College District will no longer use the social security number as a student identifier. State Law requires the college district to issue a separate student identification number to identify students which will help protect the confidentiality of students’ social security numbers. However, for financial aid purposes, social security numbers will be required.

STANDARDS OF STUDENT CONDUCT

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect an environment in which there is freedom to learn. This in turn requires that there be appropriate conditions in the classroom and on the campus. To this end, 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 expected to abide by the Standards of Conduct and the rules relating to campus visitors adopted by the Board of Trustees. Violations of all such rules and regulations, may result in disciplinary action depending on the individual’s status as student, faculty, staff or visitor. Violations of rules and regulations include but are not limited to the following:

BOARD RULE 6201.12: Competency Requirement. Students entering prior to Fall 2009 must demonstrate competence in reading, in written expression, and in mathematics. This requirement may be met by achieving a grade of “C” or better in appropriate courses, recommended by the District Academic Senate, and approved by the Chancellor or by achieving a passing score on an examination or examinations recommended by the District Academic Senate and approved by the Chancellor.

Effective for all students entering on or after the Fall 2009 semester, competence in written expression shall be demonstrated by obtaining a satisfactory grade in English 101, or another English course at the same level and with the same rigor as recommended by the District Academic Senate and approved by the Chancellor. Competence in mathematics shall be demonstrated by obtaining a satisfactory grade in Mathematics 125 (Intermediate Algebra), or another mathematics course at the same level and rigor, or higher, and with elementary algebra or higher as a prerequisite, as recommended by the District Academic Senate and approved by the Chancellor.

The competency requirements in written expression or mathematics may also be met by completing an assessment, conducted pursuant to Title 5, CCR, section 55500 and achieving a score determined to be comparable to satisfactory completion of English 101 or Mathematics 125 respectively. That is, students may either place into English or mathematics courses above level of English 101 or Mathematics 125, or they may achieve a satisfactory score on a competency exam or other approved exam as recommended by the District Academic Senate and approved by the Chancellor.

The competency requirements may also be met by obtaining a satisfactory grade in courses with English and mathematics content (but taught in subjects other than English and mathematics), which require entrance skills at a level equivalent to those necessary for English 101 and Mathematics 125 respectively. That is, students may either place into English or mathematics courses above level of English 101 or Mathematics 125, or they may achieve a satisfactory score on a competency exam or other approved exam as recommended by the District Academic Senate.

BOARD RULE 6202.: CATALOG RIGHTS. For these purposes, a catalog year is defined as beginning fall semester and continuing through the proceeding summer. A student remaining in College District may elect to satisfy the degree, certificate or graduation requirements in effect at the college from which the student will either earn his/her degree, certificate or graduate:

1. At the time the student began such attendance at the college, or
2. At the time of graduation.

For the purposes of implementing this policy, the college may develop a policy to:

1. authorize or require substitutions for discontinued courses; or
2. require a student changing his/her major to complete the major requirements in effect at the time of the change;
3. allow students to select an intervening catalog in years between time student began continuous attendance and time of graduation.

The college’s policy shall be developed in consultation with the college Academic Senate in accordance with the provisions of Chapter XVIII of the Board Rules - ACADEMIC SENATE AND THE BOARD OF TRUSTEES SHARED GOVERNANCE POLICY, and published in all college catalogs under appropriate headings.

This policy does not apply to college programs which are governed or regulated by outside government agencies or which require licensure or certification through one of those agencies.

**BOARD RULE 6703.11: Acceptance of Credits.**

All courses and UNITS used to satisfy LACCD curriculum requirements, including graduation requirements (Chapter VI, Article II, LACCD Board Rules), educational program requirements (Board Rule 6708) and transfer core curriculum requirements (Board Rule 6600), shall be from accredited institutions, unless otherwise specified in this Board Rule.

For purposes of 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.

Courses accepted, which have a grade of “C-” do not satisfy any LACCD curriculum requirement that requires a grade of “C” or higher.

**BOARD RULE 6703.17: Remedial Coursework Limit.**

- a. A student’s need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures administered pursuant to Title 5, CCR, subchapter 6 (commencing with section 55500). However, except as provided in subdivision (c) of this Board Rule, no student shall receive more than 30 semester UNITS of credit for remedial coursework. Students having exhausted the unit limitation shall be referred for further remedial work to appropriate noncredit courses provided by a college, adult school, community-based organization, or other appropriate local provider.

- b. For the purpose of this section, “remedial coursework” refers to nondegree-applicable basic skills courses as defined in Title 5, CCR, of section 55500.

- c. The following students are exempted from the limitation on remedial coursework described in subdivision (a) of this Board Rule: (1) Students enrolled in one or more courses of English as a Second Language (ESL); (2) Students identified by the district as having a learning disability as defined in section 56036.

- d. Colleges may provide a waiver of the limitation on remedial coursework with respect to any student who shows significant, measurable progress toward the development of skills appropriate to his or her enrollment in degree-applicable credit courses. Each college, in consultation with its Academic Senate, shall develop procedures for determining whether a student has “significant, measurable progress toward the development of skill appropriate to his or her enrollment. Such procedures shall take into account the student’s course taking pattern, grades, and intra and inter-semester persistence. Such waivers will only be granted for specified periods of time or for specified numbers of UNITS.

- e. A student who does not attain full eligibility status for degree-applicable credit courses within the limit described in subdivision (a) of this section shall, unless provided with a waiver, be restricted to taking only noncredit courses, nondegree-applicable courses which do not involve remediation, and those degree-applicable credit courses which do not have basic skills prerequisites or advisories on recommended preparation.

- f. A student may, upon successful completion of appropriate “remedial coursework,” or upon demonstration of skills levels which will reasonably assure success in degree-applicable credit courses, request reinstatement to proceed with such coursework.

**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.

**BOARD RULE 9803.17: Intolerance 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. Anyone 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:

  - a. opiates, opium and opium derivatives
  - b. mescaline
  - c. hallucinogenic substances
  - d. peyote
  - e. marijuana
  - f. stimulants and depressants
  - g. 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 all persons except sworn peace of officers acting in the performance of their duties.

**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 veterans 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 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 of harm to the individual and/or to others. This includes, but is not limited to, the following types of conduct: Unsafe conduct in connection with a Heath Services Program (e.g., Nursing, Dental Hygiene, etc.); failure to follow safety direction of District and/or college staff; willful disregard to safety rules as adopted by the District and/or college; negligent behavior which creates an unsafe environment.

DISCIPLINARY ACTION
Community college districts are required by law to adopt standards of student conduct along with applicable penalties for violation. The Los Angeles Community College District has complied with this requirement by adopting Board Rule 9803, Standards of Student Conduct (See above). Board Rule 9804, Student Discipline Procedures, provides uniform procedures to assure due process when a student is charged with a violation of the Standards of Student Conduct. 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, ST-514, (213) 763-7078.

STUDENT GRIEVANCES PROCEDURES
The purpose of the Student Grievance Procedures is to provide a prompt and equitable means for resolving student grievances. 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), grievances relating to disabled students as defined by Section 504 of the Rehabilitation Act of 1973, 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 and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final.” For additional information, contact the college Ombudsperson at (213) 763-7066.

OMBDUDPERSON
Pursuant to the Student Grievance Procedure, the College Ombudsperson has been appointed by the President to assist the student in obtaining informal resolution of his or her grievance. If an informal resolution is not obtained, then the Ombudsperson will arrange for the formation of a Grievance Hearing Committee to hear the student’s grievance and will facilitate the hearing process pursuant to District Administrative Regulation E-55. The Compliance Officer may be contacted at (213) 763-7066.

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 College Records Officer, designated by the chief administrative officer on each campus. The Records Officer may be contacted via the Office of Admissions. Copies of Federal and State laws and District policies and procedures are maintained by the Records Officer and are available for inspection and inquiry. No information may be given via telephone request.

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 Records Officer. 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).

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 Records Officer. 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 #28 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 Admission Office, ST-Lobby.

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 #28 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 Records Officer 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 RIGHTS AND RESPONSIBILITIES

All students are urged to carefully read the General Information section of the College Catalog. It is the utmost importance that you understand the Standards of Student Conduct as outlined in the Catalog.

STUDENT RIGHT TO KNOW

Graduation Rates

In compliance with the Student-Right-to-Know and Campus Security Act of 1990, the graduation rate of full-time, certificate or degree seeking students who entered in the Fall 1999 semester and graduated no later than academic year 2001-2002 is 21.6%; the Transfer rate is 35.1%

CRIME REPORTING PROCEDURES

Safety at Los Angeles Trade-Technical College is everybody’s concern. The Los Angeles Community College District maintains a Sheriff’s Department in operation 24 hours a day. Any criminal activity can be reported at any time of day or night by calling extension (213) 763-3611 from any college phone or 80 from any pay phone. The college Sheriff’s Department office is located in D-150, on the northwest corner of 21st Street and Grand Avenue.

CAMPUS SECURITY ACT-THE CLEARLY ACT (ANNUAL REPORTS)

Los Angeles Trade-Technical College, in compliance with the Federal Student Right to Know and Campus Security Act of 1990, provides the campus crime statistics for three calendar years. Listed on next page are the campus crime statistics for 2008, 2009, and 2010 calendar years.

The College Security Report is also posted at the College Sheriff's office website which can be accessed through the web address: http://college.lattc.edu/sheriff/crime-statistics.html. A paper copy of the report is also available upon request at the college Sheriff's office, D150.

OFFENSES REPORTED

<table>
<thead>
<tr>
<th>YEAR - JANUARY 1 TO DECEMBER 31</th>
<th>2010</th>
<th>2009</th>
<th>2008</th>
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<td>ARREST</td>
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<tr>
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<td>MISCELLANEOUS REPORTS</td>
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<td>52</td>
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</table>

TRANSCRIPTS

Transcripts are available to students upon written request. Transcript Request Forms are available in the Admissions Office (ST-102). District policy prohibits the acceptance of Transcript Requests over the phone. Please consult the Admissions and Records Office for fees and time schedules for delivery.

VERIFICATIONS OF ENROLLMENT

Verification of the Student’s Enrollment may be obtained upon written request. Verification Request Forms are available in the Admissions Office (ST-102). District policy prohibits the acceptance of Verification Requests over the phone. Please allow ten (10) working days for processing. Requests for Verification of Enrollment by Agencies or Individuals other than the student must be accompanied by a signed release.

VIEWING YOUR RECORDS

Under the provisions of the Family Education Rights and Privacy Act of 1974 students may see their records by making an appointment with a counselor for this purpose.