GENERAL INFORMATION

About LACC
Set on an attractive 49 acres, LACC was the original location for UCLA before it moved to Westwood, CA. The college facilities include more than a dozen multistory classroom buildings including a library, computer labs, fitness centers, theater, and TV/film studios.

Bond funding of approximately $308 million is being utilized for the planning, development, and construction of improvements including a new fine arts building, theater arts building, cafeteria/foodservice area, administration building, and security improvements.

Our student body is one of the most diverse in the country. Students range in age from late teens to seniors and come from every ethnic group, culture, and country in the world.

Although LACC does not provide campus housing, inexpensive rentals are available in the surrounding community.

History
Los Angeles Junior College was established on September 9, 1929 by the Los Angeles Board of Education. Dr. William H. Snyder served as the institution's first director. During its first year, we offered only first-semester courses. The "semi-professional courses" were for students who wanted to limit their college education to two years, and the "certificate courses" were for those looking to continue toward university work. There were more than 1,300 students taught by some 54 faculty. The first Associate in Arts degrees were conferred June 19, 1931.

Governance of LACC has changed through the years. Until 1931, it was a division of the Los Angeles Secondary School District. In 1931, the electorate voted to establish a separate Los Angeles Junior College District. In 1938, the Board of Education changed the name to Los Angeles City College. In July 1969, the California State Legislature enacted legislation allowing the separation of the nine-campus Los Angeles Community College District from the Los Angeles Unified School District. A seven member Board of Trustees was elected and formally assumed governance. (The other eight colleges in the LACCD are East Los Angeles College, Los Angeles Harbor College, Los Angeles Mission College, Pierce College, Los Angeles Trade-Technical College, Los Angeles Valley College, Los Angeles Southwest College, and West Los Angeles College.)

The chief executive officers of Los Angeles City College since its founding have been:

- Dr. William H. Snyder, Director 1929-1934
- Dr. Rosco C. Ingalls, Director 1934-1945
- Dr. Einar W. Jacobsen, President 1946-1948
- Dr. Howard S. McDonald, President 1949-1955
- Dr. John Lombardi, President 1955-1966
- Dr. Glenn G. Gooder, President 1966-1970
- Dr. Louis Kaufman, President 1970-1973

LACC Mission Statement
Los Angeles City College empowers students from the diverse communities it serves to achieve their educational and career goals by providing pathways to support their completion of associate degrees, certificates, transfer requirements, career and technical education, and foundational skills programs.

Accreditation and Professional Program Approvals
Los Angeles City College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

Additional information about accreditation, including the filing of complaints against member institutions, can be found at https://accjc.org/complaint-process. Students and members of the public who desire to file a formal complaint related to noncompliance with accreditation standards may contact the Accrediting Commission for Community and Junior Colleges (ACCJC) directly. The commission can be contacted at:
Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges
10 Commercial Boulevard, Suite 204 ~ Novato, CA 94949
Telephone: (415) 506-0234; Fax: (415) 506-0238
LACC programs are also accredited by the American Dental Association (Dental Laboratory Technician), the American Medical Association (Radiologic Technology), and the Commission on Dietetic Education of the American Dietetic Association (Dietetic Technician).

Academic Calendars

Fall 2020 Semester: August 31 - December 20, 2020

<table>
<thead>
<tr>
<th>Online Schedule Available</th>
<th>Friday, May 29, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration begins</td>
<td>Monday, June 8, 2020</td>
</tr>
</tbody>
</table>

Winter 2021 Session January 4 - February 7, 2021

<table>
<thead>
<tr>
<th>Online Schedule Available</th>
<th>Wednesday, September 30, 2020</th>
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</thead>
<tbody>
<tr>
<td>Registration begins</td>
<td>Monday, October 19, 2020</td>
</tr>
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Spring 2021 Semester: February 8 - June 7, 2021

<table>
<thead>
<tr>
<th>Online Schedule Available</th>
<th>Wednesday, October 21, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration begins</td>
<td>Monday, November 9, 2020</td>
</tr>
</tbody>
</table>

Dual enrollment and short-term classes with varying start and end dates may have a different calendar. To determine the dates for these classes, contact Admissions and Records at https://lacitycollege.edu/Admissions/Admissions-Records/Department-Home

For more details on the Academic Calendars, visit http://www.lacitycollege.edu/Calendar/Academic-Calendar/Academic-Year-Calendar

Assessment of Student Learning Outcomes

A student learning outcome (SLO) is a statement that describes specifically what students should be able to do after completing any set of college experiences, a course, an instructional program, or an interaction with a student support service. Students are advised to become familiar with the learning outcomes for each of their courses, their chosen program of study, and for the student services they utilize. Course SLOs can be found on the course syllabus that students receive in each class section. Program SLOs are listed in this catalog.

Students participate in outcomes assessments by completing assignments, portfolios, projects, and exams that are already part of the course requirements. LACC then engages in a systematic assessment process to evaluate how well students are achieving our defined outcomes. Results are used to modify programs and courses to improve student learning. Learn more about outcomes assessment at the SLO Guide for Students website at http://effectiveness.lacitycollege.edu/senate/eppic/outcomes.

Limited English Proficiency

Career training programs are open to all students. To be successful in these programs, students with Limited English Proficiency may need to enroll in English language support courses. Counselors are available to help students determine which support courses to take.

Los Angeles County Sheriff

The Los Angeles Community College District has a contract with the LA County Sheriff's Office to provide services for the protection of students, staff, visitors, and other persons on campus which may include bodily harm or deprivation of their property. They are also responsible for the protection of the district's buildings and property. The sheriffs will respond to a variety of personal emergencies, including emergency notification (in compliance with the privacy act), lost and found property, and police escort upon request. For further information regarding their services, contact the Sheriff's Office at (323) 953-4005.

Campus Security Reports

Pursuant to the Cleary Act, the College's Security Reports are published on the web at: www.lacitycollege.edu/Campus-Life/Campus-Safety/Campus-Emergency-Information.

Students may obtain a paper copy of the report upon request from the Sheriffs Office.

Student Right-To-Know Disclosure

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Fall 2016 cohort (first-time, full-time students seeking a certificate, degree, or transfer; tracked over three years):

- Completion rate: 21.72%
- Transfer rate: 6.88%

More information about Student Right-To-Know rates and how they should be interpreted can be found at the California Community Colleges Student Right-To-Know Rate Disclosure website at http://srtk.cccco.edu.

Additional information on student outcomes can be found at the California Community Colleges Chancellor's Office MIS Data Mart (https://datamart.cccco.edu/) and the California Community Colleges Student Success Metrics Dashboard (https://www.calpassplus.org/LaunchBoard/Student-Success-Metrics).
**Student Responsibilities**

**To Be Informed**
It is the student’s responsibility to be familiar with the information presented in this catalog and to know and observe all policies and procedures related to the program he or she is pursuing.

Regulations will not be waived and exceptions will not be granted if a student pleads ignorance of policies or procedures.

While LACC academic counselors are available to assist you in planning your schedule, and other instructors are available to assist you, it remains the responsibility of the student to follow all policies and to meet all requirements and deadlines. Students need to satisfy the requirements of the catalog in effect at the time he or she is admitted to, and begins course work in, a degree or certificate program. If a student is not in attendance for more than one consecutive semester, he or she must follow the catalog in effect when they return. New catalogs take effect in the fall semester of the year published.

**Free Speech Area**
The Free Speech Area is located at the entrance to the college in the Vermont breezeway. This area is designated as the Free Speech Area because there is normal flow of student traffic with unlimited accessibility. Necessary campus rules governing the operation of such area shall govern only the time, place, and manner in which the area is to be used. All such rules shall be applied equally and fairly to persons desiring to operate of such area. For the free speech area specific location, see the campus map located at the beginning of this catalog.

**About the LACCD**

**District Philosophy**
The Los Angeles Community College District (LACCD) affirms the principle that individuals should have opportunities to develop to their full potential. To that end, our main responsibility is to students and to providing an education that benefits students and enables them to contribute to society. The LACCD colleges, therefore, should be accessible to all individuals who have the capacity and motivation to profit from higher education. Curricula and services of our colleges should provide means for fulfilling the promise of open access.

We recognize the necessity to adapt to the changing educational needs of the LACCD communities and to the growing diversity among students. The quality of the educational experience is judged by its value to students and communities, not merely by quantitative appeal. We further recognize that academic freedom is essential to excellence in education.

**Functions of the LACCD Colleges**

(Board Rule 1300)

To accomplish the educational philosophy and mission of the Los Angeles Community College District, LACC offers the following types of educational programs:

**Transfer**
A college transfer program which enables the students who complete two years of study to continue upper-division (third year) work at accredited four-year colleges and universities through careful and continuous articulation with accredited collegiate institutions and high schools.

**Occupational**
An occupational education program planned to offer the student basic business, technical, and professional curricula to develop skills which can lead to employment, job advancement, certification, or the associate degree.

**General Education**
A program of general education comprised of associate degree programs and other planned experiences which develop knowledge, skills, and attitudes necessary for the student to be effective as a person, a family member, a worker and a citizen, thereby enhancing the quality of life for the individual and for the society at large.

**Transitional Education**
A program of remedial and basic skills education for students needing preparation for community college level courses and programs; and English as a Second Language instruction for immigrants, foreign students and other students with limited English proficiency.

**Continuing Education**
A program of continuing education comprised of graded and ungraded classes to provide opportunities for personal and occupational competence that supplement formal full-time college attendance. Title 5, C.C.R., Section 55001 (a)(2)(c).

**Counseling and Guidance**
A counseling and guidance program incorporating academic, career, and personal counseling, and assistance in matters of admissions, financial aid, job placement, and student activities; and to assist the student in the establishment of educational goals and in the selection and pursuit of a life work compatible with their interests, aptitudes, and abilities. EC 72620 et seq.

**Student Services**
A student services program assisting students in matters of admissions, financial aid, job placement, matriculation, and other related student services activities.

**LACC Extension**
A program of community services offered to meet the needs of the community for vocational and recreational courses, community and cultural events, and civic functions, completely financed by fees charged those in attendance. EC 78300, Title 5, C.C.R., 55002 (d)

**Joint Programs**
Joint programs with business, industry, labor, education, government, and other institutions which are of mutual benefit to sponsoring institutions, enhance the educational opportunities of program participants, and advance the mission and functions of the District.
Admission Application
The first step to becoming a college student is to submit a college application. The college application is available online at the college website http://www.laccd.edu/Students/opencccapply/applylacc/Pages/default.aspx. After the submission of a college application, the applicant will receive a Student ID and instructions on how to login to the Student Information System portal and campus email account.

For assistance in completing the online application, prospective students should visit the campus Welcome Center located in the Student Services Building.

Re-Admission Policy
The college has a policy for readmission of students who missed two or more semesters of attendance. Students who missed two or more consecutive semesters (fall or spring) must file a new application.

Concurrent and Dual Enrollment
Concurrent and dual enrollment pertains to middle and high school students who wish to enroll in a college course. Middle and high school students must submit a “Supplemental Application for Admission of Students in Grades K-12” for every academic term in which they plan to enroll.

Students under the age of 14 must also request an interview with the Dean of Admissions and Records for approval prior to admittance. In addition students must also provide a recommendation letter and academic transcripts from a middle or high school official.

Admissions Eligibility Requirements
Prospective college applicants must possess a high school diploma or its equivalent to meet the basic eligibility requirements for admission.

Prospective students who do not possess a high school diploma or its equivalent would be eligible for admission if they meet the following additional eligibility requirements:

- Be at least eighteen (18) years of age, or
- Be an apprentice, as defined by Section 3077 of the California labor Code, or
- Concurrently enrolled in K-12 under concurrent and dual enrollment status

Residency Classification
The residency classification determines the amount of enrollment or tuition fee that a student will be required to pay for course enrollment. In addition, the residency status is used to determine student eligibility for the California College Promise Grant (formerly known as the Board of Governor’s BOGG Fee Waiver.)
California Residency
To be classified as a California resident, a prospective student must have resided in California for at least one year and one day preceding the student’s Residence Determination Date. The Residence Determination Date is the day before the opening day of instruction at any given semester.

Non-Resident
A student who does not meet the California residency status requirement is classified as a non-resident. Students with non-resident classification must pay an additional non-resident fee established by the LACCD Board of Trustees.

International students with F1 or M1 Visa status are classified as non-resident and subject to the required non-resident fees.

Appeal of Residency Status
Except for international students, students with an initial determination of non-resident status have the right to appeal their residency status. To do so, the non-resident student must complete and submit a Residency Questionnaire form to Admissions and Records. The Residency Questionnaire form is available online on the Admissions and Records webpage. The form must be submitted within 30 calendar days of non-resident notification and before the start of the semester in which the student is requesting a reclassification.

Academic Year
The academic year is divided into 4 sessions:

1. Fall Semester (16 weeks, August-December)
2. Winter Session (5 weeks, January-February)
3. Spring Semester (16 weeks, February-June)
4. Summer Session (5 and 8 week sessions, June-August)

Courses offered during these sessions are similar in scope and maintain equivalent standards. Students may enroll concurrently at LACC in both day and evening classes.

Days, Evening, Weekends, and Online Education
Classes are taught from 7:00 a.m. to 10:00 p.m., Monday through Friday and 7:00 a.m. to 5:00 p.m. on Saturdays. Some courses are available through online learning.

Summer and Winter Sessions
LACC offers summer and winter sessions. Summer sessions are subject to approval by the Board of Trustees.

Registration Information Open Enrollment
The policy of the Los Angeles Community College District is that, unless specifically exempted by statute or regulation, every course, course selection, or class offered and maintained by the District and reported for state funding shall be fully open to enrollment and participation by any person who has been admitted to LACC and who meets the prerequisites established according to the regulations contained in the California Code of Regulations Title 5 §55200-55202.

Program Planning - Unit Limit
Working with an academic 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 or winter sessions.

Students may petition for additional units for spring and fall semesters only. Petition to enroll in additional units are available at the Counseling Office (in Student Services Building, 2nd Floor). 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.

Admissions Requirements for Veterans
Veterans are required to follow these procedures:

1. File an application for VA Educational Benefits (VA Form 22-1990 or 22-5490) and an application for admission to the college.
2. Complete and submit Veterans enrollment forms for school records declaring major, transfer school, and schools previously attended. The appropriate form for over 60 units must be filed.
3. Request that transcripts from all colleges attended be sent directly to the Admissions Office. This applies even if attendance at a college was for a short time with no units completed, or if it was prior to entering the service.
4. Claims for dependents must be accompanied by a copy of the claimant’s marriage license and/or birth certificates for each dependent child.
5. File VA Form 22-1995 (Request for Change of Program or Place of Training) if you are a transfer student.
6. Submit a GI Bill Certification Request to the LACC Veterans Resource Center (this must be submitted EVERY semester for continuous VA educational benefits).

Veterans Services and Programs
The programs of this college are approved for the training of veterans and other eligible persons.
Provisions for Veterans under Public Law 358
To qualify for V.A. benefits a veteran must have served at least 181 days of active duty, and have received other than a dishonorable discharge. A veteran may receive educational benefits of 1 1/2 months for each month or fraction of a month of creditable active duty. Reduction of this entitlement will be at the same rate as the training time for which he/she receives benefits: 1/2 month reduction for each month at the 1/2-time rate, and one-month reduction for each month of the full-time rate. All educational benefits must be used within 10 years from the date of separation: 1/2 month reduction for each month at the 1/2-time rate, 3/4 month reduction for each month at the 3/4-time rate, and one-month reduction for each month at the full-time rate.

Program Planning for Veterans
Veterans are required to complete a Student Educational Plan (SEP) with an academic counselor.
This plan consists of the educational goal and major which you intend to pursue, the classes you expect to take in order to achieve your goal and major, and the student services you expect to use in order to help you complete your college program.
The Veterans Administration will not pay for courses that are not included in a veteran’s educational plan, and will not pay for out-of-state tuition fees.

1. 70 Unit Rule - Once a veteran has received an associate degree in any major, he/she is eligible for further training at the college only if he/she takes courses required for upper division status at his/her transfer institution, or if he/she changes his/her objective. These courses must be approved by the Veterans Administration.

2. If a veteran desires units beyond the associate degree (60-69 units), approval is needed from a four-year college, and/or the college counseling department.

Credit for Military Service
Credit for military service will be awarded toward associate degree requirements as follows:

- Three units of credit towards LACCD associate degree general education Area E: Health and Physical Education (Board Rule 6201.14)
- Three units of elective credit toward the 60 units required for an associate degree

Application Requirements:

- Complete an LACCD Application
- Arrange for all transcripts (including A/ASRTS, SMART, and CCAF) and other application materials to be sent to the LACCD campus of attendance
- Provide verification of U.S. military service, as follows:
  - Military Personnel on Active Duty: Documentation must verify at least 181 days of active duty
  - Former Military Personnel currently NOT on Active Duty: Active Duty documentation (DD 214) must indicate student’s length of service, which must include 181 days of active duty

Acceptable Documentation for Verifying Military Course Completion:

- Army/American Council on Education Registry Transcript System (A/ASRTS)
- Form DD 295, “Application for the Evaluation of Learning Experiences During Military Service”
- DD Form 214, “Armed Forces of the United States Report of Transfer or Discharge”
- Course completion certificates
- Sailor/Marine American Council on Education Registry Transcript (SMART)
- Community College of the Air Force (CCAF) Transcript
- Defense Acquisition University (DAU) Transcript

There is no LACCD residency requirement. Students may receive military credit upon entrance to any college within the LACCD.

Transcript Annotation Military credit will be posted on student transcripts in keeping with the provisions of Administrative Regulation E-118.

Adds and drops for Veterans must be reported to the LACC Veterans Resource Center as soon as possible. Failing to do so may result in an overpayment or underpayment. The Veterans Administration holds the veteran responsible for reimbursement of overpayments.

Academic Probation
In accordance with Title 38, Code of Federal Regulations, Part 21, 5253 (d) (4), “The school enforces a policy relative to standards of conduct and progress required of the student.” This means that for veterans and/or eligible dependents, if such a student fails to obtain a cumulative grade point average of 2.0 or better after three (3) consecutive semesters, his/her VA educational benefits will be discontinued.

Selective Service
Under Veterans Affairs, Duration Code section 66500, male applicants under the age of 26 must register with the Selective Service.

Elective Credit for Military Service
In accordance with Administrative Regulation E-118, using the general petition process, the college will maintain a written record of previous education and training of the veteran or eligible person which clearly indicates that the student has received appropriate credit for previous education and training, with the training period shortened proportionally. The student and the VA will also be notified of this process. Students must include a copy of their DD21 4, school transcripts, and/or course documentation with their petitions, and submit them to the Office of Admissions and Records.

Upon verification of completion of a Basic Training course in any of the armed services, the physical education graduation requirement will be waived. Waiver of the health education graduation requirement is not automatic; petitions will be evaluated on a case-by-case basis.
A veteran may also receive units of elective credit for 181 days or more of active-duty service; such petitions will also be
evaluated on a case-by-case basis. See Academic Policies, Credit for Military Service and Elective Credit for Military Training.

**AB 540 and 2000 Non-Resident Tuition Exemptions**

California Education Code 68120.5 grants payment exemption to qualified non-resident students who attended and graduated from a California high school or the equivalent. The state regulation does not grant California residency status but only an exemption from paying non-resident tuition. To qualify for exemption of non-resident fees under Assembly Bill (AB) 540 and (AB) 2000, the student must meet the following eligibility requirements:

1. The student must have attended a California high school for three or more years.
2. Attainment of credit earned in California from a California high school equivalent to three or more years of full-time high school coursework and a total of three or more years of attendance in California elementary schools, California secondary schools, or a combination of those schools.
3. The student must have graduated from a California high school or attained the equivalent, such as GED or passing of the CA High School Proficiency Exam.
4. A U.S. citizen or legal lawful immigrant from out of state who meets both of the above requirements may also qualify for exemption from non-resident tuition payment.
5. Undocumented students must certify that an application for legalization is currently in process or that will do so when they become eligible to do so.
6. To qualify for an exemption to payment of non-resident tuition, the student must complete and sign the LACCD Non-Resident Tuition Exemption Request form, otherwise known as the AB 540 Affidavit.

**International Students**

LACC is one of the most diverse campuses in the country, represented by every culture from around the world. The college is certified by the Department of Homeland Security to issue I-20’s to non-immigrant visa students.

Effective April 12, 2002, the Department of Homeland Security has issued an Interim Rule which requires students with B-visas to change their visa status to either a F-1 or M-1 non-immigrant visa prior to pursuing a course of study at the college.

You may be considered for admission if you meet the following requirements:

- Show the ability to pay the nonresident tuition, currently $311 per unit. (Immigration required to be enrolled in a minimum of 12 semester units to maintain visa status.)
- Show the ability to pay tuition, fees, living, and personal expenses for twelve (12) months, which are estimated to be $22,000 per year (fees subject to change). Fees include mandatory medical insurance provided by LACCD with no substitution of other medical insurance coverage
- Have a valid non-immigrant visa
- International students must maintain a full-time academic load of 12 or more units per semester for the fall and spring semesters. Enrollment is permitted but not required during the winter and summer sessions. Upon admission, student services include counseling, orientation, instructional support (tutoring), and an international student organization

Note: All costs and fees are subject to change at the discretion of the LACCD Board of Trustees without prior notice. Students are responsible to pay all the fees charged by the college.

**International Student Medical Insurance Fee**

International students attending a college in the Los Angeles Community College District under an F-1 visa shall be charged a medical insurance fee equal to the cost of medical insurance purchased by the District on the student’s behalf. Medical insurance is non-refundable once a student begins the semester of study.

In exchange for the International Student Medical Insurance fee, international students will be provided with a medical insurance policy with the following minimum coverage.

The fees listed below were accurate at the time this catalog went to print, and are subject to change by the California Legislature or the LACCD Board of Trustees. Fees are due at the time of registration and create a hold until paid in full.

1. Medical benefits of $250,000 maximum benefit, with per incident maximum benefit of $100,000.
2. Repatriation of remains in the amount of $15,000.
3. Expenses associated with the medical evacuation of the student to his or her home country in the amount of $50,000.
4. A deductible not to exceed $500 per accident or illness. $25 co-pay for physician and urgent care visits. $100 co-pay for emergency room visits. Co-pay fees are waived if referred by the Student Health Center.
5. The maximum out-of-pocket expense is $2,500 if the maximum out-of-pocket expense is $2.
Course Registration

Course registration refers to the adding and dropping of classes during registration period. The open course registration period occurs through the end of day presenting the first day of the semester. During open course registration period, an active student is assigned an enrollment date to register for classes. Priority enrollment date is given to student who belong to certain groups, as mandated by the California Education Code and LACCD Board Rule.

Priority Registration

Priority registration is given in the following order to new and continuing students who are in good academic standing and completed the college orientation and educational plan.

Priority Registration Tier 1: CalWorks, DSPS/OSS, EOPS, Foster Youth, Active Duty/Veterans

Priority Registration Tier 2: Athletes, Promise, Completion

Registration Tier 3: Continuing and New, Fully Matriculated Students

Registration Tier 4: Students Who Lost Priority

Registration Tier 5: K-12 Special Admits

Loss of Priority Registration

With the exception of current and former foster youths, a student may lose their priority registration as follows:

1. Students who are placed on academic probation for two (2) consecutive semesters; or
2. Completed one hundred (100) or more degree applicable units within LACCD

Appealing Loss of Priority Registration and Loss of California College Promise Grant

After each regular term, the college will send an email notification to students who are subject to the loss of priority registration and California College Promise Grant (CCPG). Students may petition to appeal the loss of priority registration or CCPG by submitting a Petition to Appeal Loss of Enrollment and CCPG that comes with the notification.

A student may appeal on one or more of the following grounds:

a. The student has extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the student's control.

b. The student applied for reasonable accommodation for a disability, but did not receive it in a timely manner.

c. The student demonstrated significant academic improvement. Significant academic improvements is defined as achieving no less than a 2.0 grade point average in the prior term.

All petitions must be submitted by the established deadline as stated in the notification or in the college website. The college Priority Registration and Loss of CCPG Appeals Committee will review each petition and inform the student of the outcome within ten (10) business days after the review of petition. The decision of the Priority Registration and Loss of CCPG Committee shall be final.

Late Registration

On or after the first day of the semester, a student may register for a class with permission from the instructor. The late registration process occurs during the first two weeks of the semester. Students wishing to add a class should show up on the first day of the class and obtain a add permission from the instructor.

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 course 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 form requires incoming instructor and student signatures and must be submitted to the Admissions Office by the section transfer deadline. Visit the admissions office website for forms and deadlines at https://www.lacitycollege.edu/Admissions/Admissions-Records/Department-Home.

Cancellation of Classes

The college reserves the right to cancel a class due to insufficient number of enrolled students prior to the end of the second week of the term.
Student Records and Directory Information and Family Education Right and Privacy Act (FERPA)

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). 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.

All student records maintained by the various offices and departments of the college, other than those specifically exempt 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 at http://www.lacitycollege.edu/Admissions/Admissions-Records/Grades-and-Transcripts.

No student records, other than 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. Directory information about any student currently attending the college may be released or withheld at the discretion of the records officer.

No directory information will be released regarding any student who has notified the records officer in writing that such information shall not be released. 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.

Academic Transcripts

An official academic transcript is a record of all the courses you completed and the grades you earned along with your degrees and academic honors. Beginning in fall 2018, an official academic transcript may be requested in-person at any of nine Los Angeles Community College District (LACCD) college campuses. The transcript will include all coursework completed within LACCD.

Upon written request, a copy of students’ academic records (transcripts) shall be forwarded by United States mail to the student or their designated addresses. Students and former students shall be entitled to two (2) free copies of their transcripts or two (2) free verifications of enrollment. Additional copies shall be made available to students, or to designated addressers identified by students, at a cost of $3.00 each. Students may request special processing to expedite their request for an additional fee of $10.00 per request. Note that fees may vary depending on how the transcript requests is submitted. For example, transcript requests submitted online through the Student Clearinghouse may incur different charges.

Requests for transcripts or verifications must be submitted to the Office of Admissions. Transcripts from another institution are not available for copying (Board Rule 8401.10).

Submission of Academic Transcripts

Students who wish to receive course credit for college and university work completed should submit a sealed copy of their official academic transcripts to the Admissions and Records Office for evaluation. The official academic transcripts must be sent directly from other colleges. All transcripts received becomes the property of the college and cannot be returned to the student.

Evaluation of Foreign and International Transcripts

Students who wish to receive course credit for college and university work completed from a foreign country must have their transcripts evaluated if the transcript is in foreign language. The course description must be submitted along with the evaluated transcript. To obtain more help, see an academic counselor.

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:

a. Students must submit a detailed evaluation from an approved evaluation service. Students are responsible for the cost of this service.

b. The foreign university or college must have been approved by that country’s Ministry of Education at the time the student attended.

c. No courses taken outside the United States may be used to satisfy the associate degree Reading and Written Expression or Oral Communication requirement.
Students should make an appointment with a counselor for a transcript evaluation.

Student Fees

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

Note: The fees listed below were accurate at the time this catalog went to print, and are subject to change by the California Legislature or the LACCD Board of Trustees. Fees are due at the time of registration and create a hold until paid in full.

K-12 Students
Concurrently enrolled middle/high school students are exempt from paying enrollment fees provided they enroll in 11 units or less.

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 $282 per unit and an enrollment fee of $46 for a total of $328 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 $282 per unit and an enrollment fee of $46 per unit for a total of $328 per unit.

Note: Fees subject to change by the California legislature.

Health Fee
The Los Angeles Community College District charges $19.00 per semester (and a $16.00 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 Dean of Student Activities for religious exemption procedures.

8502. STUDENT HEALTH. The Board of Trustees shall give diligent care to the health, safety, and physical development of students enrolled in the public colleges under its jurisdiction. The Chancellor or designee shall establish such regulations as shall be necessary for the administration of college health program. The Board of Trustees shall require that each campus collect a mandatory fee for these services to all full-time and part-time students pursuant to Education Code Section 76355 and Title 5 of the California Code of Regulations, Section 54702, fee procedures, and specific allowable fee expenditures. Except in cases where it is allowable under the law, health services will not be provided to minors under the age of eighteen (18), unless the student has a consent form signed by his or her parent or guardian.

Exempted from the payment of these fees are: (a) students who depend exclusively on prayer for healing in accordance with the teaching of a bona fide religious sect, (b) students who are attending classes under an approved apprenticeship training program, (c) noncredit education students, (d) students enrolled in District colleges exclusively at sites where student health services are not provided, (e) students who are enrolled in District colleges exclusively through Instructional Television or online education classes, (f) students who are enrolled in District colleges exclusively through contract education, (g) students admitted as Special Part-time Students (K-12) or special summer school. Students under the provisions of Board Rule 81001.01 or 81001.02. Student exempted under the provisions of (b), (c), or (g) above are eligible to receive the services of the college health program; all other exempted students are not eligible to receive the services of the college health program, unless they opt to pay the fee.

Parking Fee
The parking fee is $20.00 per semester and $10.00 for summer or winter session. You may pay the parking fee and obtain the parking permit from the Business Office. Parking in areas on campus marked “Parking by Permit Only” will be restricted to vehicles displaying a valid permit. Students who purchase a parking permit may park in student lots. The Business Office is NOT responsible for parking citations given to any students parking in areas not designated as student parking. Read all posted signs.

Associated Student Organization Fee
LACC students are encouraged to join the ASG by paying the ASG fee of $7.00 per semester. The membership benefits include participation in student government, preferred parking, book grants (limited number to qualified applicants), free copier services (weekly limit), free scantrons and bluebooks (weekly limit), discounted local faxing, free admission to ASG supported cultural and social events, discount and local amusement parks, and much more.

Service Fee
A $25.00 non-refundable fee is added to the enrollment fee each semester of attendance for international students (F-1 visa). Fees are levied for the monitoring and maintenance of the SEVIS system as required by the Department of Homeland Security.

Instructional Materials Fee
Students may be required to pay for instructional and other material required for some courses. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.
**Enrollment Fee Waiver - California College Promise Grant**

*(Formerly known as Board of Governor’s (BOG) Fee Waiver)*

If at the time of enrollment you are receiving benefits under the Temporary Assistance for Needy Families (TANF), the Supplemental Security Income (SSI) or State Supplementary programs (SS), the General Assistance Program (GAP), or have low income as deemed by the State of California and classified as a California resident, the enrollment fee may be waived by completing the Free Application for Federal Student Aid (FAFSA).

**Loss of California College Promise Grant**

With the exception of current and former foster youths, a student may lose their fee waiver when they are placed on academic probation for two (2) consecutive semesters.

**Fee Table**

<table>
<thead>
<tr>
<th>TYPE OF FEE</th>
<th>SUMMER/WINTER</th>
<th>FALL/SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Fees for ALL Students (<em>subject to change by the California Legislature</em>)</td>
<td>$46/unit</td>
<td>$46/unit</td>
</tr>
<tr>
<td>Non-Resident Tuition for Out-of-State Residents (All non-resident students must also pay the $46 per unit enrollment fee)</td>
<td>$282/unit</td>
<td>$282/unit</td>
</tr>
<tr>
<td>Non-Resident Tuition for International Student and/or F-1 VISA</td>
<td>$282/unit</td>
<td>$282/unit</td>
</tr>
<tr>
<td>Application Fee</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>SEVIS Processing Fee</td>
<td>$25</td>
<td>$25</td>
</tr>
<tr>
<td>International Student Medical Insurance (IMED)</td>
<td>$351 (summer) $183 (winter)</td>
<td>$761</td>
</tr>
<tr>
<td>Parking Fee – Standard</td>
<td>$7</td>
<td>$20</td>
</tr>
<tr>
<td>Parking Fee – Student and/or F-1 VISA</td>
<td>$10</td>
<td>$27</td>
</tr>
<tr>
<td>Parking Fee ASO Preferred</td>
<td>$10</td>
<td>$27</td>
</tr>
<tr>
<td>Instructional Materials Fee</td>
<td>See courses in schedule of classes</td>
<td>See courses in schedule of classes</td>
</tr>
<tr>
<td>Transcripts (All fees owed must be paid before transcripts will be released)</td>
<td>$3/copy</td>
<td>$3/copy</td>
</tr>
<tr>
<td>Regular Processing (Mailed out within 7 to 10 business days)</td>
<td>$10/copy</td>
<td>$10/copy</td>
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<tr>
<td>Rush Processing (Same Day Pickup)</td>
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<td>$10/copy</td>
</tr>
<tr>
<td>Audit Fee</td>
<td>$15</td>
<td>$15</td>
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<tr>
<td>Health Services Fee</td>
<td>$16</td>
<td>$19</td>
</tr>
<tr>
<td>Associated Student Organization (ASO) Membership Fee (Optional)</td>
<td>$3</td>
<td>$7</td>
</tr>
<tr>
<td>Student Representation Fee (Mandatory)</td>
<td>$2</td>
<td>$2</td>
</tr>
</tbody>
</table>

Note: The fees listed above were accurate at the time this catalog went to print, and are subject to change by the California Legislature or the LACCD Board of Trustees. Fees are due at the time of registration and create a hold until paid in full.

**Fee Refund Policies**

**Full-Term Course Fees**

A student will receive a full refund of the enrollment fee if they drop by the refund deadline. Thereafter, no refund is authorized, except when college action to cancel or reschedule a class necessitates the drop. After the refund deadline, a student may drop a course and apply the fee previously paid towards meeting the cost of the fee of a course to be added during the same semester. Note that after the refund deadline there will be absolutely no refunds even when an added course has fewer units than a course that was dropped. For example, a student who enrolls in 3 units, then after the refund deadline drops those 3 units and adds another 3 units, will not be charged an additional fee. A student who enrolls in 3 units, then after the refund deadline drops the 3 units and adds 2 units, will not be charged for the 2 units and will not receive a refund for the difference between 3 and 2 units.

**Short-Term Course Fee**

A student will receive a full refund up to the end of a period of time equal to approximately 10% of the total class time. There will be no refunds after that time, unless a student must drop a class because it was canceled or rescheduled by the college administration.

**Non-Resident Tuition Fee**

Refunds of non-resident tuition for full-term or short-term courses are governed by the same policies as indicated above. Once the class is dropped prior to the deadline date, the non-resident student must request a refund in writing (a form is provided in the Business Office). All refunds for non-resident tuition will be by check and mailed to the student.

**Audited Course Fee**

Audited classes are not taken for college credit and cannot be dropped. No refund is given for audit courses no longer attended.

**Student Representation Fee**

Your $2 student representation fee provides independent support for your student-elected governmental affairs representatives to express on your behalf the opinions and viewpoints of community college students regarding education and social issues before city, county and district government offices and agencies at the local, state, and federal level. These very modest fees help ensure students have a voice in the government process. Opting out of the $2 Student Representation Fee reduces the ability for your local and state student body organizations to lobby in support or against education-related issues on your behalf. Should you still wish to opt-out, visit the Business Office.

**Parking Fee**

Parking permits may be returned and refunded within the first four weeks of school at the Business Office.

**Prerequisites, Corequisites, and Advisories**

**PREREQUISITE:** A condition of enrollment that a student is required to meet in order to demonstrate readiness for enrolling in a course or educational program.
COREQUISITE: A course that a student is required to take simultaneously in order to enroll in another course.

ADVISORY: A course that a student is advised, but not required, to take in conjunction with or prior to a course or program.

**Satisfactory Grade**

Academic record with the symbol A, B, C, or “P”.

**Student Prerequisite or Corequisite Challenge Policy**

Students without prerequisites may be dropped from a course by the instructor or the dean of records.

It is the student’s responsibility to know and to meet any and all course prerequisites and corequisites. These requirements are indicated in the individual course description sections of this catalog or the accompanying catalog update. Students who are currently enrolled in the prerequisite course will be allowed to conditionally enroll in the next sequence-level course. Failure to successfully pass the prerequisite course with a “C” or better may result in exclusion from the sequential course. Students challenging prerequisites or corequisites will be required to file proof of meeting these course requirements along with an appropriate “Challenge Form.” If a student has not met a prerequisite at either LACC or another college/university and qualifies for an exemption from the prerequisite requirement, a prerequisite challenge form should be submitted to the department chair or see a counselor.

In keeping with requirements and provisions of Section 55003 of Title 5 and Section I.B. 1-3 of the Los Angeles Community College District Model Policy, LACC has an established procedure by which any student who provides satisfactory evidence, may seek entry into a class according to the college’s challenge process.

**Grounds for Student Challenges**

*(Title 5 55003)*

1. Successful completion of a course similar to the one listed as the prerequisite and/or corequisite for the course in question (documentation must be provided). Such courses must be from collegiate institutions accredited by the Western Association of Universities and College or related accrediting agency.

2. Requirement (prerequisite or corequisite) not established by adopted LACCD process

3. Requirement established in violation of Title 5

4. Requirement is unlawfully discriminating or applied in an unlawful discriminatory manner

5. Student has the appropriate documented knowledge or ability to succeed in the course for which the prerequisite or corequisite is specified (documentation must be provided)

6. Student will be delayed in completing educational objectives by one or more semesters in fulfilling the requirements for a degree and/or certificate because the prerequisite and/or corequisite course has not been made reasonably available (documentation must be provided)

*Note: A challenge using this portion of section 55003 will be considered valid only if:

1. Alternate LACC courses to fulfill degree and/or certificate requirements are not available.

2. Any campus established prerequisite and/or limitations on enrollment for a course that involves:

   a. Health and safety considerations (a student must demonstrate that he or she does not pose a health threat to himself or herself or others; documentation must be provided);

   b. Intercollegiate competition honors students, public performance (a student is given a seat in such course based on competitive performance or judged to be most qualified); and

   c. Block or limited enrollment for a group (cohort) of students in specific courses or a section of a course.

**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

b. Health and safety considerations

c. First come-first served basis

d. Registration procedure

e. Intercollegiate competition, honors courses, or public performance courses, allocating available seats to those students judged most qualified, or

f. 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 restriction

   a. Students on probation or students subject to dismissal

   b. May be limited to enrollment in a total number of units to selected courses, or required to follow a prescribed educational plan

**Challenges to Limitations 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.

3. Basis upon which the District has established an enrollment limitation does not exist.

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

Upon completion of the challenge, the college shall advise the student that he or she may file a formal complaint of unlawful
discrimination pursuant to Title 5. Completion of this challenge procedure shall be deemed to satisfy the requirement of Title 5 that the district and the student attempted to informally resolve the complaint.

**Full-Time Definition**

A study program of 12 units or more is considered a full-time study program for the fall or spring semesters.

Minimum study loads for specific programs:

1. Veterans and veterans’ dependents: 12 units
2. Social security benefits: 12 units
3. Foreign students (F-1 visa): 12 units
4. Athletes: 12 academic units

**Concurrent Course Enrollment**

Concurrent enrollment in more than one section of the same course during a semester is not permitted, with the exception of certain Kinesiology classes on a limited basis.

Consult with the department for additional detail. Concurrent enrollment in courses which are cross-referenced to each other is not permitted (i.e., courses designated “same as” in the District Directory of Educational Programs and Courses). Violation of this regulation will result in loss of transfer credit.

Enrolling in classes scheduled or conducted during overlapping times is not permitted.

**Auditing Classes**

Students who have completed an application and who are authorized to register may be permitted to audit a class under the following conditions:

1. Payment of a fee of $15 per unit. Students enrolled in classes to receive credit for ten or more semester units shall not be charged a fee to audit three or fewer semester units per semester.
2. No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.
3. Priority in class enrollment shall be given to students desiring to take the course for credit.

Audit permits must be submitted to Admissions Office before the Audit deadline.

**Registration Appointments**

Students continuing from the prior semester will automatically receive registration notification through the district email. New and returning students are issued a Registration Appointment Card when the application for admission is approved.
STUDENT EQUITY AND ACHIEVEMENT PROGRAM/ MATRICULATION SERVICES

The goal of the Student Equity and Achievement Program is to boost achievement for all students with an emphasis on eliminating achievement gaps for students from traditionally underrepresented groups. LACC will work to ensure that students complete their educational goals and complete a defined course of study. This will be achieved by providing quality curriculum, instruction, and support services to students who enter LACC below college level in English and mathematics.

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.

Based on information provided by the student in the LACC application for admission, students will be identified as matriculating or non-matriculating. Students identified as matriculating are required to complete the core matriculation services. These include orientation, counseling and advising, referral to specialized student support services, and other education planning services needed to assist a student in making informed decisions about their educational goals and course of study.

Matriculating students must complete matriculation services in order to be eligible for priority registration.

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. (See matriculation exemptions listed at the end of this section).

Matriculation
Matriculation is defined as a process that brings a college and a student into an agreement for the purpose of achieving the student's educational goals and completing the student's course of study. The agreement involves the responsibilities of both parties to attain those objectives through the college's established programs, policies, and requirements including those established by the board of governors pursuant to California Education code Section 78212.

Orientation
The LACC online orientation introduces students to campus policies, procedures, resources, academic expectations, financial assistance, support services, and college programs which are available to help you make better, more informed educational and career choices. Students will need to log into their portal in order to access the LACC online orientation. Students can complete the online orientation 24 hours a day/7 days a week from any computer with a browser and Internet access. Completing orientation is a necessary condition for priority registration.

Counseling/
Student Educational Planning
Student Services provides academic advisement and assistance in course selection, development of a student educational plan (SEP), career planning, referral to appropriate student services, and Counseling classes which are taught by counseling faculty.

Student Educational Plan (SEP)
Once students have completed the online orientation, they are strongly encouraged to meet with a counselor to create a student education plan (SEP). There are two types of student education plans:

1. Abbreviated SEP: One to two academic terms in length and designed to meet the immediate needs of the student. Appropriate for new students and those not sure about their specific pathway of study or career. No pre-scheduled appointment necessary in most cases.

2. Comprehensive SEP: Takes into account a student’s educational and career goals in order to develop a course of study. The Comprehensive SEP includes all required courses including prerequisites and corequisites needed to complete the stated goal. The student’s interests, skills, major, and desired transfer institution(s) are also considered in the creation of the education plan. Comprehensive SEPs may be required for certain programs and benefits, including certain Financial Aid circumstances, but are not typically required for new or undecided students, where abbreviated SEPs may be more suitable.

Group Counseling Sessions
Students who have completed no more than 12 units at any college or university can attend a Group Counseling Session. Group Counseling Sessions are in-person, counselor-led advisement sessions. In these sessions, students will learn tips and strategies for academic success, and learn about college support services and resources. Students will also learn about course requirements including general education needed for associate degrees and transfer. Students will work with the
counselor to develop an abbreviated student education plan (SEP). Visit the General Counseling on the 2nd floor of the Student Services Building for more information or to sign up. Failure to complete a student educational plan will impact your priority enrollment.

**Matriculation Exemptions**

EXEMPTION CRITERIA - Students may be exempt from matriculation core services if they:

1. Have earned an associate degree or higher
2. Enrolled at the college for a reason other than career development, advancement, transfer, attainment of degree or certificate of achievement, or completion of basic skills English or English as a Second Language course sequences
3. Are taking classes to maintain a license
4. Are concurrently enrolled K-12 students

**Appeal**

Matriculation is a campus-wide effort of faculty, administrators, staff, and students. However, if for any reasons you feel that matriculation interferes with your rights as a student, forms for appeal are available in the Admissions Office (located on the 1st floor of the Student Services building).
ENGLISH, ESL, AND MATH PLACEMENT

California Education Code 78213 (formerly Assembly Bill or AB 705) took effect January 1, 2018 and requires California Community Colleges to use multiple methods of placing students into transfer-level English, English as a second language (ESL), and math courses. These methods must include the use of high school cumulative grade point average (HSGPA) and possibly high school courses taken and grades earned. The law also requires that the method that yields the highest placement overrides all other methods. For more information, visit http://assessment.cccco.edu

In response to this law, the California Community Colleges Chancellor’s Office established “default” (standardized) HSGPA ranges for colleges to use as the basis for placing students in English and math courses.

Students who apply using CCCApply or update their placement information using the LACCD MMAP Web Form on their To-Do Checklist will be placed into tiers (groups) in English; math for business, science, technology, engineering, and mathematics (BSTEM) programs; and/or statistics or liberal arts math (SLAM). If students choose to complete ESL placement, they will be placed into an ESL tier. These tiers will be combined to produce an “E” placement level (English plus ESL, if completed) and “M” placement level (SLAM plus BSTEM), which will be displayed on a student’s online Student Portal Assessment Page. Each level includes the transfer-level courses cleared for enrollment, as well as optional support courses/services intended to help students succeed at that level.

English Placement

All students who provide placement data may enroll in ENGLISH 101 with or without the optional support courses.

<table>
<thead>
<tr>
<th>TIER</th>
<th>PLACEMENT CRITERIA</th>
<th>COURSE</th>
<th>RECOMMENDED SUPPORT COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>HSGPA greater than/equal to 2.6</td>
<td>ENGLISH 101</td>
<td>ENGLISH 108</td>
</tr>
<tr>
<td>2</td>
<td>HSGPA between 1.9 and 2.6</td>
<td>ENGLISH 101</td>
<td>ENGLISH 108 or ENGLISH 104</td>
</tr>
<tr>
<td>3</td>
<td>HSGPA less than 1.9</td>
<td>ENGLISH 101</td>
<td>ENGLISH 104 (highly recommended) or ENGLISH 108</td>
</tr>
<tr>
<td>4</td>
<td>Insufficient data to apply the above (see Guided Self-Placement)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

HSGPA = U.S. high school cumulative grade point average

The following courses are part of the English sequence:

- ENGLISH 101 College Reading and Composition I: A transfer-level English composition course that is required for all degrees and all transfer patterns. The course is also a prerequisite for all other transfer-level ENGLISH courses.
- ENGLISH 104 College Writing Skills and Support and ENGLISH 108 Writing Workshop: Provide additional support for students who feel they may need it. The courses do not meet any transfer or degree requirement.
- ENGLISH 028 Intermediate Reading and Composition: A below-transfer-level course that provides a review of topics at the high school level in preparation for ENGLISH 101. The course does not meet any transfer or degree requirement.
- E.S.L. 008 Advanced ESL Composition: A below-transfer-level course intended to prepare English language learners. This course does not meet any transfer or degree requirement.

English as a Second Language (ESL) Placement

Any student who self-identifies as an English Language Learner may utilize the ESL Guided Self-Placement process. The process includes both an automated multiple-choice survey and a writing sample reviewed by ESL faculty, which results in recommendations into one of two levels of ESL coursework, or a possible recommendation for the English sequence. For information about and/or to participate in the ESL Guided Self-Placement process, contact General Counseling or the English/ESL department. Visit www.lacitycollege.edu/Admissions/SSSP/2-Assessment.

Math Placement

A. Business, Science, Technology, Engineering, and Mathematics (BSTEM)

The following criteria are used for placement into BSTEM math courses.

<table>
<thead>
<tr>
<th>TIER</th>
<th>PLACEMENT CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>HSGPA greater than/equal to 3.4 or HSGPA greater than/equal to 2.6 and HS Calculus</td>
</tr>
<tr>
<td>2</td>
<td>HSGPA greater than/equal to 2.6 or HS Precalculus (or equivalent)</td>
</tr>
<tr>
<td>3</td>
<td>HSGPA less than 2.6</td>
</tr>
<tr>
<td>N</td>
<td>Use Guided Self-Placement</td>
</tr>
</tbody>
</table>

HSGPA = U.S. high school cumulative grade point average

The following courses may satisfy requirements for business, science, technology, engineering, and mathematics programs:
- MATH 236 Calculus for Business and Social Science
- MATH 245 College Algebra
- MATH 258 Geometry and Trigonometry
- MATH 260 Precalculus

MATH 100 and MATH 202 (Mathematics Workshops) are available for students who feel they need additional support.

B. Statistics and Liberal Arts Math (SLAM)

The following criteria are used for placement into statistics or liberal arts math courses:

<table>
<thead>
<tr>
<th>TIER</th>
<th>PLACEMENT CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>HSGPA greater than or equal to 3.0</td>
</tr>
<tr>
<td>2</td>
<td>HSGPA between 2.3 and 3.0</td>
</tr>
<tr>
<td>3</td>
<td>HSGPA less than 2.3</td>
</tr>
<tr>
<td>N</td>
<td>Use Guided Self-Placement</td>
</tr>
</tbody>
</table>

HSGPA = U.S. high school cumulative grade point average
The following courses may satisfy requirements for programs requiring statistics and liberal arts math:

- MATH 215 Principles of Mathematics I
- MATH 227 Statistics
- MATH 230 Math for Liberal Arts Students

MATH 100 and MATH 202 (Mathematics Workshop) are available for students who feel they need additional support.

Guided Self-Placement

Students who are not able to provide enough information for automated placement, who have been away from high school for more than 10 years, or did not attend or graduate from a U.S. high school or earn a GED or CA High School Proficiency certificate, may use the Guided Self-Placement process. This may involve meeting with a counselor or other college officer to discuss topics such as the following in order for the student to place him/herself:

- Courses taken and grades received
- The transfer-level English and math courses offered at the student’s home college, and which of them (if any) are required for the student’s chosen major, general education plan, or transfer plan
- The support courses and services offered to students enrolled in transfer-level courses
- Students’ rights under the AB 705 law

Continuing Students

For students who started prior to fall 2019, maintained continuous enrollment, and have placed into any transferable-level math, they have met math competency for all eligible associate degrees. For students admitted in fall 2019 or later, they will have met competency by verifying earning a C- grade or better in intermediate algebra, its equivalent or higher at a U.S. regionally accredited high school or college, or by other means defined in LACCD Administrative Regulation 79.

Pre-/Corequisites and Major Requirements

Students who place into a course that is part of a sequence do not need to take any course lower in that sequence. This includes any course that is a pre- or corequisite to any course in the same subject or any other subject, or is a prerequisite or requirement for any program.

Math

Students who place into any transfer-level math course are not required to take any lower level math course. Students who plan to earn an associate degree and cannot meet math competency through any other approved means are required to pass a college course prior to graduation. (Placement into a course approved for a general education area without passing that course may not be used to satisfy any part of that area.)

English

Students who place into ENGLISH 101 are not required to take any lower level English course. Students who plan to earn an associate degree and cannot meet English competency through any other approved means are required to pass a college course prior to graduation. (Placement into a course approved for a general education area without passing that course may not be used to satisfy any part of that area.)

See a counselor for more information regarding English, ESL, and math placement.
FINANCIAL AID

Financial Aid Office
Student Services Building
(323) 953-4000 ext. 2010
http://www.lacitycollege.edu/Admissions/Financial-Aid/Department-Home

What is Financial Aid?
Financial Aid is monies made available by federal and state governments and by private sources in the form of grants, scholarships, loans, and employment. This assistance makes it possible for students to continue their education beyond high school, even if they and/or their family cannot meet the full cost of the postsecondary school they choose to attend.

Eligibility for Financial Aid
To be considered for financial aid, students must generally meet the following minimum requirements:

- Be a U.S. citizen or an eligible non-citizen. An eligible non-citizen is a U.S. permanent resident who has documentation from the Department of Homeland Security verifying that his/her stay in the U.S. is for other than a temporary purpose.
- Show financial need
- Be making satisfactory academic progress in a course of study leading to an AA or AS degree, certificate, or transfer to a baccalaureate degree program
- Not be in default on any loans such as Federal Perkins Loans, Federal Stafford Loans (subsidized and unsubsidized), Federal Direct Loans (subsidized and unsubsidized, or FPLUS Loans (Parental Loans for Undergraduate Students) at any school attended
- Not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Grant (FSEOG), or Cal Grant programs
- Be registered with the Selective Service, if male between the ages of 18 and 26 years old
- Be enrolled as a regular student in an eligible program.
- Have a valid social security number
- Demonstrate an Ability to Benefit (as defined in this section)

Ability to Benefit (ATB)
Students who meet one of the qualifications listed below have demonstrated the ability to benefit from a college education in accordance with applicable federal regulations.

- Received a high school diploma; or Passed a high school proficiency examination; or
- Received a certificate of General Education Development (GED); or
- Successfully completed a two-year program (minimum 48 credit towards a bachelor’s degree)

Education Status
Students requesting a change in education status must submit a general petition with explanation. This is consistent with our office policy that, like residency changes, the burden of proof lies with the student.

The general petition may be evaluated for change by the Dean, registrar, and supervisor. Changes can only be made if the petition supports the claim that the student did not earn the equivalent of an associate degree or higher in the United States. Acceptable forms of documentation include but are not limited to a college transcript from the institution in question or a student record evaluation from a credential agency. Since the Department of Education and the Financial Aid Office use the information collected on the admissions application to determine a students’ financial aid eligibility, it is important that any changes made must be supported with documentation.

Admissions and Records assistants who process paper applications are responsible for reviewing the application for consistency of information before entering the application into the Student Information System. If the change is being made at the time of application, the student must date and initial to indicate they are making a change to verify they have not completed a college or university degree.

Apply for Financial Aid
U.S. Citizens, and aliens that hold eligible immigration documents apply for all federal and state financial aid programs by completing a Free Application for Federal Student Aid (FAFSA). The application is available online at www.fafsa.gov. Students that are classified AB540 by the college’s Admissions Office may apply for state of California financial aid programs by completing a CA Dream Act Application. Available online at https://dream.csac.ca.gov. The process is free. Never pay for federal or state financial aid.

You will need an FSA User ID and password to “sign” your application, and make corrections to the application. If you are a dependent student, your parent will also need an FSA User ID and password. The option to create your FSA User ID and password will be presented to you when you first begin your FAFSA. If you choose not to create your FSA User ID and password at the beginning of the application the option will be presented to you again when you get ready to submit it.

Students applying for federal direct loans, emergency loans, or scholarships must complete additional applications and/or forms that may be requested from the Financial Aid Office.

Note: Financial Aid applicants must use their own student identification number on all college records.

Priority Dates and Deadlines
In general, the institution must have on file a valid Institutional Student Information Record (ISIR) by the last day of enrollment for a term.
To receive a Pell Grant, financial aid applications and all required documents must be submitted to the Financial Aid Office prior to the end of the enrollment period.

To receive a Cal Grant, the FAFSA must be submitted no later than March 2, 2020 for the 2020-2021 award year. Students planning to attend a community college have a secondary deadline of September 2, 2020 to apply for Cal Grant.

The priority processing date is May 1, 2020 for the 2020-2021 academic year. Students who have missed the priority processing date are encouraged to apply as Pell Grant funds will still be available.

Consult the LACC Financial Aid Office for more information regarding priority and deadline dates.

**Verification**

For students selected for verification by the Department of Education, the Financial Aid Office will request additional documents, such as Federal Tax Transcripts, to process the application.

**Federal Refund Requirements**

Students who receive federal financial aid and withdraw from ALL classes at the institution in the first 60% of the term may have to repay the “unearned” federal funds received prior to withdrawal. The Financial Aid Office will calculate the amount of federal funds earned up to the point of withdrawal and students will be billed and must repay any federal grant funds received but not earned. Failure to repay these funds will result in the denial of future federal financial aid.

**Post-Withdrawal Disbursements**

Students who have completed their financial aid files but withdrew from all of their courses before receiving any disbursements from federal aid may be eligible for a post-withdrawal disbursement. Students that are eligible for such a disbursement will be notified by email.

Students are advised to contact the Financial Aid Office before withdrawing from all of their classes.

**Federal Recalculation Requirements**

Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (FSEOG) awards must be recalculated if the student’s information changes after the initial calculation or disbursement. The three factors that are most likely to change are enrollment status, expected family contribution (EFC), and cost of attendance.

Awards will be calculated during each term, based on the student’s enrollment status for that term. If the student’s enrollment status changes up to the date of the second disbursement run date, the Financial Aid Office will recalculate the student’s federal financial aid grants. A recalculation may result in a decreased or increased award.

**Federal Financial Aid**

**Federal Pell Grants**

The Federal Pell Grant is a federally funded program. To be eligible, an applicant must be an undergraduate student and demonstrate financial need. The maximum for 2020-2021 is $6,345. During his or her lifetime a student’s eligibility is limited to the full-time equivalent of 12 semesters.

**Federal Supplemental Educational Opportunity Grants (FSEOG)**

The FSEOG is a federal grant program designed to supplement other sources of financial aid for Pell Grant recipients with exceptional need. A student must file a FAFSA by May 1, 2020 and must have completed his/her financial aid file by June 1, 2020 in order to qualify.

**Federal Work Study (FWS)**

FWS enables a student to earn part of his/her financial aid award through campus employment. A student must have filed a FAFSA by the May 1, 2020 and indicate on the FAFSA that he/she was interested in work-study. Also, the student must have completed his/her financial aid file by June 1, 2020 in order to qualify.

**Federal Loans**

**Federal Direct Loans (Subsidized and Unsubsidized)**

Freshmen may be eligible to borrow up to $9,500. Sophomores may be eligible to borrow up to $10,500 per academic year from the Direct Loan Program. The student’s annual borrowing limit may also vary based upon the following:

- The amount of unmet need after other federal assistance is considered; and
- The applicant’s aggregate student loan debt; and
- The applicant’s previous delinquent or defaulted loan history.

**Federal Direct Subsidized Loan**

A low interest loan for students that demonstrate financial need. Students are not charged interest as long as they are enrolled at least half-time. The amount that a student may borrow is based upon unmet need and the student’s progress in an academic program. Also, loan amounts are constrained by federally mandated annual and aggregate limits. In general, a student’s eligibility for subsidized loans is limited to 150% of student’s published program length.

**Federal Direct Unsubsidized Loan**

A low interest loan for which a student is not required to demonstrate financial need. Students are responsible for the interest charges while they are in school. Interest begins to accrue when the first disbursement is made. The amount that a student may borrow is based upon unmet costs and the student’s progress in an academic program. Also, loan amounts are constrained by federally mandated annual and aggregate limits.
Bureau of Indian Affairs Grants (BIA)

The Bureau of Indian Affairs grants provide money to help defray the costs of education for students with American Indian heritage. Students may apply if they:

- Are a member of, or at least one-quarter American Indian blood or a descendant of a member of an American Indian tribe who are eligible for the special programs and services provided by the United States through the Bureau of Indian Affairs to Indians because of their status as Indians
- Have been accepted for admission to a nationally accredited institution of higher education that provides a course of study conferring the associate of arts or bachelor’s degree
- Demonstrate financial need as determined by the financial aid officer of the post-secondary institution

To obtain an application, send your request to the Office of Indian Education Program, 2800 Cottage Way, Sacramento, California 95825.

State Financial Aid

CA College Promise Grant
(formerly BOG Fee Waiver)

Under this program enrollment fees are waived for students who meet qualification criteria. Applicants do not have to be enrolled in a specific number of units or courses to receive the waiver and no repayment of funds is required. California residents who are enrolled in at least one (1) unit may apply for a fee waiver. There are two methods to qualify:

Method A
At the time of enrollment you are a recipient of benefits under the TANF/CaliWORKS Program (formerly AFDC), SSI (Supplemental Security Income), and General Assistance (also known as General Relief).

Method B
You meet the following 2020-2021 income standards:

<table>
<thead>
<tr>
<th>HOUSEHOLD SIZE (INCLUDING YOURSELF)</th>
<th>TOTAL 2016 FAMILY INCOME (ADJUSTED GROSS INCOME AND/OR UNTAXED INCOME)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$18,735</td>
</tr>
<tr>
<td>2</td>
<td>$25,365</td>
</tr>
<tr>
<td>3</td>
<td>$31,995</td>
</tr>
<tr>
<td>4</td>
<td>$38,625</td>
</tr>
<tr>
<td>5</td>
<td>$45,255</td>
</tr>
<tr>
<td>6</td>
<td>$51,885</td>
</tr>
<tr>
<td>7</td>
<td>$58,515</td>
</tr>
<tr>
<td>8</td>
<td>$65,145</td>
</tr>
<tr>
<td>Each additional Family Member</td>
<td>$6,630</td>
</tr>
</tbody>
</table>

The Financial Aid Office determines that the student has a financial need that is at least $1,104. This can be only be determined if the student has submitted a FAFSA or CA Dream Act Application, or CA College Promise Grand Application.

In addition to the income standards, students may also demonstrate eligibility by having a zero EFC (Expected Family Contribution) under federal methodology.

Note: Under the provisions of AB 131, students who are exempt from paying nonresident tuition under Education Code Section 68130.5 (AB 540) are eligible to participate in the CA College Promise Grant.

If you qualify after you have paid your enrollment fees, you should complete a “Request for Refund” form available in the college Business Office.

Cal Grant Programs

Cal Grant A

Although Cal Grant A is only for use at a four-year college, students should apply while attending LACC. The California Student Aid Commission (CSAC) will reserve grants for students who qualify until they transfer to a four-year college, but will not hold them for more than two years.

Cal Grant B

Cal Grant B provides a living allowance for entering college freshman. At a community college, students receive up to $1,672 per academic year. Students with dependents are awarded $6,024. Students must be enrolled in a minimum of six (6) units to be eligible.

Cal Grant C

Cal Grant C is intended for students who desire to train for specific occupations, vocations, or technical careers, but who do not have the financial resources to enter training programs because they are from low income families. Grants are limited to $1,148 per year at community colleges for programs ranging in length from four months to two years. Students with dependents are awarded $1,148. Students must be enrolled in at least six (6) units and demonstrate occupation achievement or aptitude in the chosen field.

Student Services Completion Grant

The SSCG is a supplemental grant with the purpose of providing students with additional financial aid to help offset the total cost of community college and to encourage full-time attendance and successful on-time completion. Students must be receiving a Cal Grant B or C and be enrolled at least full-time per term. A maximum of $1,298 annual at $649 per term for eligible students who enroll and attend 12 through 14.99 units per term. A maximum of $4,000 annually at $2,000 per term for eligible students who enroll and attend 15 units per term.

Chafee Grant Program

The California Chafee Grant Program gives up to $5,000 annually of free money to foster youth and former foster youth to use for college courses or vocational school training. The student must be enrolled in an eligible college or vocational school, enrolled at least half-time and an eligible course of study that is at least one year long. To get additional information, contact the California Chafee Grant Program at 1-888-224-7268 or write to California Student Aid Commission, Specialized Programs, Attn: California Chafee Grant Program P.O. Box 419029 Rancho Cordova, CA 95741-9029.
Law Enforcement Personnel Dependents Scholarship

This grant program provides educational benefits to the dependents of California police and other law enforcement officers (Chief of Police, Police Officers, Sheriffs, Marshals, Deputy Marshals, etc.) who have been killed or totally disabled in the line of duty. For more information and application materials, write directly to: California Student Aid Commission, 1515 S. Street, Suite 500, P.O. Box 510624, Sacramento, California 94245 – Attention: LEPD Program.

Determining Financial Need

The type of financial aid and amount received will be determined by the LACC Financial Aid Office. Financial aid awards are based on demonstrated financial need, which is the difference between allowable educational expenses and the expected family contribution (EFC) and/or the student’s resources. Resources may include, but are not limited to: employment earnings, veteran benefits, Social Security benefits, TANF/CalWORKS benefits, JTPA benefits, and CARE benefits. Expected family contribution and resources are then measured against the institutional student Cost of Attendance to determine financial need.

2020-2021 Cost of Education: Living at Home

<table>
<thead>
<tr>
<th></th>
<th>9 MONTHS</th>
<th>12 MONTHS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees</td>
<td>$1,222</td>
<td>$1,830</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>$1,080</td>
<td>$1,620</td>
</tr>
<tr>
<td>Room and Board</td>
<td>$8,780</td>
<td>$11,707</td>
</tr>
<tr>
<td>Transportation</td>
<td>$938</td>
<td>$1,251</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>$3,225</td>
<td>$4,300</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$15,245</td>
<td>$20,708</td>
</tr>
</tbody>
</table>

2020-2021 Cost of Education: Living Away From Home

<table>
<thead>
<tr>
<th></th>
<th>9 MONTHS</th>
<th>12 MONTHS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees</td>
<td>$1,222</td>
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</tr>
<tr>
<td>Books and Supplies</td>
<td>$1,080</td>
<td>$1,620</td>
</tr>
<tr>
<td>Room and Board</td>
<td>$16,580</td>
<td>$22,107</td>
</tr>
<tr>
<td>Transportation</td>
<td>$858</td>
<td>$1,144</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>$3,784</td>
<td>$5,045</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$23,524</td>
<td>$31,746</td>
</tr>
</tbody>
</table>

* Subject to change without notice by the California Legislature.

Non-Resident Tuition is added to fees, depending on the student residence code.

Dependent/Child Care is provided to students requiring child care up to a maximum of $1,000. A student with a spouse attending the same school will receive one child care allowance per family.

Satisfactory Academic Progress Policy

General Information

Effective July 1, 2011, Los Angeles Community College District has adopted a new Satisfactory Academic Progress (SAP). In accordance with the Higher Education Act of 1965, as amended, the Los Angeles Community College District (LACCD) established the following Standards of Academic Progress. These Standards apply to all students who apply for and receive financial aid from the programs listed below:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG) Federal Work Study (FWS)
- Federal Direct Student Loan (FDSL)
- Cal Grant B and C
- Student Services Completion Grant
- Child Development Grant

Professional judgment may be exercised in applying these standards in accordance with Section 479A of the Higher Education Act of 1965 as Amended Through June 1994.

Satisfactory Academic Progress Standards are reasonable if they are the same as or stricter than the institution’s standards for a student enrolled in the same educational program who is not receiving assistance under Title IV Federal Financial Aid Programs.

Current and previous coursework earned at any college within the LACCD will be reviewed for compliance with the standards put forth in this policy.

Consortium Classes

All classes throughout the LACCD will be included when reviewing satisfactory academic progress.

For students aided under a consortium agreement with colleges outside the LACCD, consortium classes will be included during satisfactory academic progress review by the home school (the college that processes the student’s aid).

General Requirements

Students receiving financial aid must be enrolled in an eligible program. An eligible program is defined as:

- An educational program that leads to an associate degree, or
- An educational program which is at least a two-year academic transfer program that is acceptable for full credit toward a bachelor’s degree, or
- An educational program which is at least a one-academic-year training program that leads to a certificate, degree, or other recognized educational credential and that prepares a student for gainful employment in a recognized occupation.

Satisfactory Academic Progress Standards

- Maintenance of a 2.0 cumulative GPA
- Fewer than 150% of the units required to complete a student’s program
- ESL and Basic Skills/Remedial classes are excluded from the units that count towards the maximum timeframe when determining units attempted
In Progress (IP) grades count as attempted units in the maximum time frame only. It does not affect cumulative grade point average in the qualitative measure nor is it included as completed units in the quantitative measure.

Completion of 67% cumulative units attempted

Entries recorded in the students’ academic record as Incomplete (INC), No Credit (NCR), No Pass (NP), and/or Withdrawal (W) or Excused Withdrawal (EW) are considered non-grades and must be 33% or less than the cumulative units attempted.

Application of Standards

Satisfactory academic progress for financial aid students will be determined at the end of each payment period/semester.

Students who are disqualified from financial aid will be notified by email and receive the procedure for appeal.

A student who has been disqualified at any college in the LACCD, is disqualified at all colleges within the LACCD.

Disqualification

Students will be disqualified if they have one or more of the following academic deficiencies at the end of spring semester:

- Total units attempted (excluding ESL and Basic Skill/Remedial classes) are equal to or greater than 150% of the units required to complete a student’s program
- Cumulative GPA is less than 2.0 for two consecutive semesters in which the student was enrolled
- Cumulative Non-Grades are more than 33% for two consecutive semesters in which the student was enrolled
- Warning Probation Letter - Students will receive a Warning Probation Letter at the end of the first semester that they have one or more of the following academic deficiencies:
  - Cumulative GPA is less than 2.0
  - Cumulative non-grades are greater than 33%
  - Advisory Letter Number of units attempted reaches forty-five (45).

Maximum Time Length

Students must complete their objectives within 150% of the published units that are required for its completion.

Summer and winter financial aid

Summer and winter terms are included in the evaluation of Satisfactory Academic Progress standards.

Fraud

Any student who attempts to obtain financial aid by fraud will be suspended from financial aid for unsatisfactory conduct. The college will report such instances to local law enforcement agencies, to the California Student Aid Commission, and/or to the Federal government. Restitution of any financial aid received in such a manner will be required.

Scholarships

Many scholarships are available to LACC students. Criteria may include evidence of leadership in various academic departments and/or student activities, citizenship, need, and scholastic ability.

Additional information about scholarships is available through the Financial Aid Office, academic department chairpersons, or through the LACC Foundation.

LACC Foundation

Each year, the LACC Foundation provides students with scholarships and awards to allow them to continue to excel in their educational endeavors. These scholarships vary in their fields, award amounts, and application requirements, including evidence of leadership in various academic departments and/or student activities, citizenship, need, and scholastic ability. Scholarships are the result of the generosity of private donors, LACC alumni, and the campus community. Students are encouraged to visit individual department websites and the LACC Foundation site for detailed information regarding available scholarships and awards. All award and scholarship applications normally become available during the beginning of the spring semester, and are awarded to students towards the end of the spring semester. The LACC Foundation is located on the 3rd floor of the Student Union building.
ACADEMIC POLICIES

Attendance
The student is expected to attend every meeting of all classes for which he or she is registered. Attending a class without being registered goes against the Los Angeles Community College District rules and cannot be used as the basis for a petition to add a class.

The instructor may exclude students who have enrolled for a class but do not attend or who are late or absent from the first meeting of the class.

Student Responsibilities
Students will only be able to enroll in or attempt a course three times. Students who stay in a course past the “no penalty” withdrawal date and then drop it or are excluded, will receive a grade of “W” and have used one of their three attempts.

Any student who has three attempts at any given class (i.e., with any combination of W, D, or F grades) will not be able to register for the class again, and will need to complete its equivalent at a college outside the Los Angeles Community College District.

Students may petition for a fourth attempt by citing “extenuating circumstances,” however, extenuating circumstances that are allowed must be verified cases of accidents, illness, or other circumstances beyond the control of the student.

It is the responsibility of the student to notify the instructor of any circumstances which will prevent his/her attendance at any meeting of the class. Students may notify instructors by e-mail or by phone using the number listed on the course syllabus. If the number is not listed, contact the department chair and ask that the message be forwarded.

Whenever absences in hours exceed the number of hours the class meets per week, the student may be excluded from class by the instructor.

IT IS THE STUDENT’S RESPONSIBILITY TO DROP FROM A COURSE. Any drops or exclusions that occur between 30% and 75% of the term 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 75% of the term. An evaluative grade (“A”, “B”, “C”, “D”, “F”, “P”, or “NP”) will be assigned to students who are enrolled past 75% of the term even if they stop attending class, except in cases of approved extenuating circumstances. After 75% of the time the class is scheduled, the student may petition to the Dean of Admissions to withdraw from class verifying extenuating circumstances.

For further details, refer to “W” section of “Grading Symbols and Definitions.”

Tardies
Three tardies will be considered the equivalent of one hour of absence. A tardy is defined as coming in to class after the class officially begins.
Final Examinations

Final examinations are given in all courses and are available for print at the following website: http://lacitycollege.edu/Calendar/Academic-Calendars/Final-Exam-Schedule.

Grading Symbols and Definitions and Conditions for Use

(Title 5, 55022; Board Rule 6700)

Only the symbols in the grading scale given in this section shall be used to grade all courses.

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

<table>
<thead>
<tr>
<th>GRADE</th>
<th>SYMBOL DEFINITION</th>
<th>GRADE POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Less than satisfactory</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>NP</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>SP</td>
<td>Satisfactory Progress towards completion of the course (used for noncredit courses only and is not supplanted by any other symbol)</td>
<td></td>
</tr>
</tbody>
</table>

The following non-evaluative symbols may be entered on a student’s record, but have no impact on the GPA calculation.

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.

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.

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.

W - Withdrawal

(Administrative Regulation E-69)

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.

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.

**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.

**EW - Excused Withdrawal**

*(Title 5 55022 and 55024)*

The EW symbol may be used to denote excused withdrawal.

An EW is acceptable when a student withdraws from a course(s) due to reasons beyond their control, which include but are not limited to, the following:

- Job transfer outside the geographical region
- Illness in the family where the student is the primary caregiver
- An incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term. (In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student’s behavioral violation or if the student requested and was granted a mid-semester transfer.)
- The student is the subject of an immigration action
- Death of an immediate family member
- Chronic or acute illness
- Verifiable accidents
- Natural disasters directly affecting the student

Verifiable documentation can include, but is not limited to a note from a doctor stating the student is not currently able to complete the work due to illness, employment verification of a new job, a booking report, police report of an accident, or any other documentation that proves the student’s completion of a course is impractical. The Chancellor’s Office defines impractical as impossible due to reasons beyond the student’s control. The determination shall be made by the local college’s admissions and records office. A student may request to use an EW for only one course or all courses in a term depending on the reason for the request. It is possible a student, based on illness for example, is not able to participate in an in-person course but is able to continue with online courses. Colleges should use individual case facts to determine the continuity of some courses and not others.

A community college district shall not refund any enrollment fee paid by a student for program changes made after the first two weeks of instruction for a primary term-length course, or after the 10 percent point of the length of the course for a short-term course, unless the program change is a result of action by the district to cancel or reschedule a class or to drop a student where the student fails to meet a prerequisite.

An EW may be requested by the student at any time during the semester and no later than the date when the district/college policy allows a grade change. Excused withdrawal shall not be counted in progress probation or dismissal calculations, nor shall it be counted toward the permitted number of withdrawals or counted as an enrollment attempt. The financial aid of a student may be affected depending on individual circumstance. A student should consult with the financial aid staff regarding any impact.

The student with an approved “EW” grade may file a petition with the District requesting a refund of the enrollment fee unless academic credit has been awarded or they received the California College Promise Grant or a waiver of fees from AB19 funds.

**Pass/No Pass Option**

*(Title 5, 55022; Board Rule 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.

Effective fall 2020:

- All classes can be taken either Graded or as Pass/No Pass
- Courses that are already designated as Pass/No Pass can remain Pass/No Pass only
- Students to apply a maximum of 14 semester units of general education or elective courses taken Pass/No Pass towards the minimum 60 units required for a local associate degree (local AA, AS). The limit of 14 units of Pass/No Pass will not apply to ADTs.
- Students are required to take all courses towards certificates of achievement and all courses required for the major as part of local associate degrees (local AA, AS) as Graded only
- A course taken as a replacement/repeat of a previously graded course may be taken Pass/No Pass. (Note that a grade of “Pass” will replace a previous grade, while a grade of “No Pass” will not replace a previous grade.)
- Students are highly encouraged to speak with a Counselor to discuss the possible impact of taking a course Pass/
No Pass towards their academic standing, transfer and financial aid, among other areas. The following are LACC’s Pass/No Pass courses:

**Credit courses**

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAOT</td>
<td>064</td>
</tr>
<tr>
<td>CH DEV</td>
<td>084-1, 084-2, 085-1</td>
</tr>
<tr>
<td>E. S. L.</td>
<td>004A, 004B</td>
</tr>
<tr>
<td>ENGLISH</td>
<td>067, 068, 094, 104, 108</td>
</tr>
<tr>
<td>ESL</td>
<td>003A, 003B, 003C, 004C</td>
</tr>
<tr>
<td>LRNFDTN</td>
<td>001, 002, 003, 004, 031A, 031B, 032, 040, 059, 070, 071</td>
</tr>
<tr>
<td>MATH</td>
<td>010, 100, 157, 158, 202, 245L</td>
</tr>
<tr>
<td>MUSIC</td>
<td>180-1, 180-2, 180-3, 180-4</td>
</tr>
<tr>
<td>RAD TEC</td>
<td>280, 281, 282, 283</td>
</tr>
</tbody>
</table>

**Noncredit courses**

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL NC</td>
<td>002CE, 050CE, 360CE</td>
</tr>
</tbody>
</table>

**Recording of Grade**

*(Title 5 55022; Board Rule: 6701.11)*

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.

**Grade Point Calculation**

*(Title 5 55022; Board Rule: 6701.12)*

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.

**Conversion to Letter Grade**

*(Title 5 55022; Board Rule: 6701.13)*

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.

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**Courses with To Be Arranged (TBA) Hours**

Some or all of the class hours for courses may be offered using the “To Be Arranged” (TBA) course scheduling option. Refer to the class schedule listing for sections of courses for specific TBA weekly or daily class hour requirements that may apply.

**Previously Earned College Units**

*(Administrative Regulation E-79, 93, 101, 119)*

College credits earned at any accredited institutions of higher education may be evaluated for credit. Students must request copies of official sealed transcripts be mailed to the Office of Admissions and Records from each college attended.

**Acceptance of Courses to Meet Associate Degree and General Education Requirements**

The colleges within the LACCD will accept degree-applicable coursework completed at other colleges for the purpose of associate degree general education using the following guidelines:

1. Coursework must be completed at an institution accredited by a recognized regional accrediting body.
2. Coursework must be associate degree-applicable.
3. A student must submit official transcripts from the originating institution consistent with current Board policy.
4. The college will honor each course in the same general education area in which the originating institution placed each course. Equivalency to an LACCD course is not required and does not prohibit application of the course to an alternative general education area, if deemed beneficial to the student.
5. Courses taken at the originating institution that do not appear on that college’s general education pattern will be applied to an LACCD general education area based on course content equivalency to a general education course offered at an LACCD campus.
6. Upper division courses may be applied to an LACCD general education area or major and/or elective requirements based on content review and regulations as specified in E-Reg 119.
7. Courses Taken at Institutions of Higher Learning Outside the U.S. may be applied to an LACCD general education area or major and/or elective requirements based on content review and regulations as specified in E-Reg 101.
8. A minimum grade of “C” (2.0) is required in each course used to fulfill the English and Mathematics competency requirement as specified in E-Reg 79.

The Articulation Officer has final review and determination of all external coursework and how such can garner credit towards graduation, IGETC and CSU GE-Breadth. Contact the Articulation Office if you have any questions.
Grades and Grade Changes

The Instructor of Record for the course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency. For purposes of this section, "mistake" may include, but is not limited to, clerical errors and errors made by an instructor in calculating a student's grade. The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the Instructor of Record for the course, or upon authorization by the College President upon the conclusion of the grade grievance process.

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.

No grade may be challenged by a student more than once from the end of the term in which the course was taken absent extenuating circumstances; if a college's academic senate has determined that extenuating circumstances apply, then that period of time during which grades may be challenged should be more than one year, such longer period shall apply at that college.

If you have any questions, contact the campus Ombudsperson.

Transcripts

Requests for transcripts or verifications may be obtained in the Admissions Office. Transcripts from another institution are not available for copying.

Upon written request of the student, a copy of the student's academic record (i.e., LACC transcripts) shall be forwarded by the Admissions Office to a designated addressee via by U.S. mail or electronically, when available.

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 $3.00. Students may request special processing to expedite their request for an additional fee. This option is subject to the college's ability to provide this service.

The student’s transcript may be withheld if there are any unpaid fees or charges due to the College or other restrictive holds or discipline.

Academic Renewal

(See an Academic Counselor for advisement.)

Limitations on Active Participatory Courses

(B) Students may not repeat repeatable courses more than three times (i.e., for a total of four enrollments). The grade received each time shall be included for purposes of calculating the student's grade point average.

Active participatory course which do not fall under Section 2(a), (b), or (c) above are not repeatable. Students may not enroll in active participatory courses in physical education, visual arts, or performing arts that are related in content more than four times. This enrollment limitation applies even if the student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances.

Repeatable Courses

Certain courses in the Catalog may be repeated for additional unit credit. These courses, marked “RPT” in the Course Section of this Catalog, allow the student to build on skills and proficiencies by supervised repetition and practice within class periods.

Limits on Active Participatory Courses

(Admin. Reg. E-103)

Students may not repeat repeatable courses more than three times (i.e., for a total of four enrollments). The grade received each time shall be included for purposes of calculating the student's grade point average.

Active participatory course which do not fall under Section 2(a), (b), or (c) above are not repeatable. Students may not enroll in active participatory courses in physical education, visual arts, or performing arts that are related in content more than four times. This enrollment limitation applies even if the student receives a substandard grade or “W” during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances.

Gratia, academic renewal shall result in:

A. 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

B. Annotating the student academic record to note which courses have been removed through academic renewal. Academic renewal actions are irreversible.

Graduation honors and awards are to be based on the student’s cumulative grade point average for all college work attempted.
Course Repetition Rules

(See an Academic Counselor for advisement)

Course Repetition to Remove a Substandard Grade

Students may repeat courses in which substandard grades ("D", "F" or "NC", "CR", "P") were awarded provided they have not already attempted the same course three times.

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.

For the first and second repetitions of a course where a substandard grade was awarded, the highest grade earned shall be used when computing the student’s cumulative grade point average.

Students who have received three substandard grades for the same course may repeat it one more time upon approval of a filed petition documenting extenuating circumstances. 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 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.

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.

A student who receives a grade of Satisfactory Progress (SP) in a noncredit course pursuant to repeatability regulations governing noncredit courses.

Credit Limitations

Duplicate credit is not allowed. We will not grant credit for college courses in which the content duplicates material of a previously completed course or examination for which credit has already been granted. Note for transfer students, the CSU and
UC and their respective campuses govern credit limitations toward the baccalaureate degree. For UC credit limits visit the special regulations for courses in specific subject areas UC Transfer Articulation website at https://www.ucop.edu/transfer-articulation/transferable-course-agreements/tca-policy/regulations-by-subject-area.html. The following courses or scenarios constitute duplicate credit:

- **Accounting** - ACCTG 021 and 022 are equivalent to ACCTG 001 combined: maximum credit 5 units
- **Art/Art History**
  - ART 633 and 639 are equivalent to ART 250 combined: maximum credit 6 units
  - Only one course credit for ARTHIST 103 or ART 103
  - Only one course credit for ARTHIST 110 or ART 101
  - Only one course credit for ARTHIST 120 or ART 102
  - Only one course credit for ARTHIST 130 or ART 105
  - Only one course credit for ARTHIST 140 or ART 109
- **Chemistry** - Students may take one introductory series (e.g., credit for either CHEM 060 or 065): maximum credit 5 units
- **Computer Science** - Students may take one introductory series (e.g., credit for either CIS 101 (formerly CO SCI 101) or CS 101 (formerly CO SCI 103): maximum credit 4 units
- **Counseling** - COUNSEL 40A/B/C are equivalent to COUNSEL 40 combined: maximum credit 3 units
- **Foreign Languages**
  - Only one course credit for SPANISH 002 or 035
  - Only one course credit for SPANISH 003 or 036
  - Only one course credit for ARMEN 002 or 035
  - Only one course credit for ARMEN 003 or 036
  - CHINESE 021 and 022 is equivalent to CHINESE 001: maximum credit 5 units
  - FRENCH 021 and 022 is equivalent to FRENCH 001: maximum credit 5 units
  - JAPAN 021 and 022 is equivalent to JAPAN 001: maximum credit 5 units
  - KOREAN 021 and 022 is equivalent to KOREAN 001: maximum credit 5 units
  - SPANISH 021 and 022 is equivalent to SPANISH 001: maximum credit 5 units
- **Health** - Only one course credit for HEALTH 051 or PSYCH 064 or ADDICST 001
- **Humanities**
  - Only one course credit for HUMAN 020 or JAPAN 009
  - Only one course credit for HUMAN 041 or CHINESE 010
  - Only one course credit for HUMAN 042 or FRENCH 010
  - Only one course credit for HUMAN 044 or ITALIAN 010
  - Only one course credit for HUMAN 045 or KOREAN 010
  - Only one course credit for HUMAN 047 or SPANISH 009
  - Only one course credit for HUMAN 048 or SPANISH 010
- **Math** - Students may take one intermediate algebra series (e.g., credit for either MATH 125 or 134 or MATH 124A and 124B): Maximum credit 6 units
- **Microbiology** - Students may take one introductory series (e.g., credit for either MICRO 001 or 020): maximum credit 5 units
- **Music**
  - Only one course credit for MUSIC 211 or 217-2
  - Only one course credit for MUSIC 212 or 218-2
  - Only one course credit for MUSIC 211 or 219-2
  - Only one course credit for MUSIC 135 or AFRO AM 060
- **Photography** - Only one course credit for PHOTO 501 or CINEMA 501
- **Physics** - Students may take one introductory series (e.g., credit for either PHYSICS 011 or PHYSICS 012 and 014): maximum credit 4 units
- **Sociology** - Only once course credit for SOC 012 or FAM &CS 031
- **Statistics** - Students may take one series (e.g., credit for either MATH 225, 227, or BUS 15): maximum credit 4 units
- **Honors** - Duplicate credit will not be awarded for both the honors and regular versions of a course. Credit will be awarded only for the first course completed with a grade of C or better.
- **Repeatable courses** - Duplicate credit will not be awarded for both the repeatable and sequence versions of a course (e.g., THEATER 294 vs. 294-1; KIN 250 vs 250-1, 250-2; MUSIC 180 vs. 180-1, 180-2; and so on)
- **AP, IB, CLEP, A-Level**
  - Students should be advised that college courses taken may duplicate AP, IB and/or A-Level examinations. Additionally, exams may duplicate each other (for example, an AP or IB exam in the same subject area).
  - If the student does duplicate an exam with another exam of the same subject content, and/or an exam with a college course, we will award credit only once.

Contact the Articulation Office for further details or questions.
Advanced Placement Credit
(Administrative Regulation E-110)

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.

Use of Advanced Placement
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 the chart below.

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

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 and governed 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. The chart below indicates how AP tests are used to meet these requirements.

If you have any questions, contact the Articulation Office.
LACCD Credit for Advanced Placement Exams

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<th></th>
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<th></th>
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</thead>
<tbody>
<tr>
<td>Art History</td>
<td>3, 4, 5</td>
<td>6</td>
<td>3</td>
<td>Area C: Humanities</td>
<td>3A or 3B: 3 semester units/4 quarter units</td>
<td>C1 or C2: 3 semester units</td>
<td></td>
<td></td>
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<tr>
<td>Biology</td>
<td>3, 4, 5</td>
<td>6</td>
<td>3</td>
<td>Area A: Natural Science</td>
<td>5B and 5C: 4 semester units/5 quarter units</td>
<td>B2 and B3: 4 semester units</td>
<td></td>
<td></td>
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<tr>
<td>Calculus AB</td>
<td>3, 4, 5</td>
<td>3</td>
<td>3</td>
<td>Area D2: Communication and Analytical Thinking</td>
<td>2A: 3 semester units/4 quarter units</td>
<td>B4: 3 semester units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculus BC</td>
<td>3, 4, 5</td>
<td>6</td>
<td>3</td>
<td>Area D2: Communication and Analytical Thinking</td>
<td>2A: 3 semester units/4 quarter units</td>
<td>B4: 3 semester units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculus BC/AB Subscore</td>
<td>3, 4, 5</td>
<td>3</td>
<td>3</td>
<td>Area D2: Communication and Analytical Thinking</td>
<td>2A: 3 semester units/4 quarter units</td>
<td>B4: 3 semester units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td>3, 4, 5</td>
<td>6</td>
<td>3</td>
<td>Area A: Natural Science</td>
<td>5A and 5C: 4 semester units/5 quarter units</td>
<td>B1 and B3: 4 semester units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chinese Language and Culture</td>
<td>3, 4, 5</td>
<td>6</td>
<td>3</td>
<td>Area C: Humanities</td>
<td>3B and 6A: 3 semester units/4 quarter units</td>
<td>C2: 3 semester units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comparative Government and Politics</td>
<td>3, 4, 5</td>
<td>3</td>
<td>3</td>
<td>Area B2: Social and Behavioral Sciences</td>
<td>4: 3 semester units/4 quarter units</td>
<td>D8: 3 semester units</td>
<td></td>
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</tr>
<tr>
<td>Computer Science Exam A</td>
<td>3, 4, 5</td>
<td>3</td>
<td>3</td>
<td>Area D2: Communication and Analytical Thinking</td>
<td>NA</td>
<td>NA</td>
<td></td>
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<tr>
<td>Computer Science Exam AB</td>
<td>3, 4, 5</td>
<td>6</td>
<td>3</td>
<td>Area D2: Communication and Analytical Thinking</td>
<td>NA</td>
<td>NA</td>
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<tr>
<td>Computer Science Principles</td>
<td>3, 4, 5</td>
<td>6</td>
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<tr>
<td>English Language and Composition</td>
<td>3, 4, 5</td>
<td>6</td>
<td>3</td>
<td>Area D1: English Composition</td>
<td>1A: 3 semester units/4 quarter units</td>
<td>A2: 3 semester units</td>
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</tr>
<tr>
<td>English Literature and Composition</td>
<td>3, 4, 5</td>
<td>6</td>
<td>3</td>
<td>Area C: Humanities or Area D1: English Composition</td>
<td>1A or 3B: 3 semester units/4 quarter units</td>
<td>A2 and C2: 6 semester units</td>
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<tr>
<td>Environmental Science</td>
<td>3, 4, 5</td>
<td>4</td>
<td>3</td>
<td>Area A: Natural Science</td>
<td>5A and 5C: 3 semester units/4 quarter units</td>
<td>B1 and B3: 4 semester units</td>
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<tr>
<td>European History</td>
<td>3, 4, 5</td>
<td>6</td>
<td>3</td>
<td>Area B2: Social and Behavioral Sciences or Area C: Humanities</td>
<td>3B or 4: 3 semester units/4 quarter units</td>
<td>C2 or D6: 3 semester units</td>
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<tr>
<td>French Language and Culture</td>
<td>3, 4, 5</td>
<td>6</td>
<td>3</td>
<td>Area C: Humanities</td>
<td>3B and 6A: 3 semester units/4 quarter units</td>
<td>C2: 3 semester units</td>
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<tr>
<td>French Literature</td>
<td>3, 4, 5</td>
<td>6</td>
<td>3</td>
<td>Area C: Humanities</td>
<td>3B and 6A: 3 semester units/4 quarter units</td>
<td>C2: 3 semester units (removal fall 09)</td>
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<tr>
<td>German Language and Culture</td>
<td>3, 4, 5</td>
<td>6</td>
<td>3</td>
<td>Area C: Humanities</td>
<td>3B and 6A: 3 semester units/4 quarter units</td>
<td>C2: 3 semester units</td>
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</tr>
<tr>
<td>Human Geography</td>
<td>3, 4, 5</td>
<td>3</td>
<td>3</td>
<td>Area B2: Social and Behavioral Sciences</td>
<td>4: 3 semester units/4 quarter units</td>
<td>D5: 3 semester units</td>
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### AP Subject Area

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<th>Semester Units Applied Toward LACCD GE Requirements</th>
<th>Associate Degree GE Area Fulfilled Board Rule: Chapter VI</th>
<th>Graduation Competency Requirement Fulfilled Board Rule: Chapter VI</th>
<th>Title 5 American Institutions Requirement Fulfilled Board Rule: Chapter VI</th>
<th>IGETC Source: IGETC Standards V.1.9</th>
<th>CSU GE Breadth Source: CSU Coded Memo AA-2019-03</th>
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<td>Studio Art: 3-D Design</td>
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<td>D8+US-2, 3 semester units</td>
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<td>3B or 4 and US-1, 3 semester units/4 quarter units</td>
<td>C2 or D6 + US-1, 3 semester units</td>
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<td>3B or 4, 3 semester units/4 quarter units</td>
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</table>

**NOTE:** Under the CSU GE column where an exam shows a removal date, it means the exam is no longer offered by the College Board. However, the exam may still be used towards CSU GE areas.

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### College Level Examination Program (CLEP) Credit

(Administrative Regulation E-123)

**Course Equivalency**

Course equivalency for CLEP (College-Level Examination Program) exams, for purposes other than meeting the LACCD General Education Plan 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.

**Use of CLEP exams for meeting LACCD General Education Requirements and Graduation Competency Requirements for the Associate Degree**

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 the chart below. 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.

**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:

a. 3 semester hours are recommended in the case of a half-year course

b. 6 semester hours for most full-year courses.

c. 12 semester hours for Level 2 Foreign Language exams equivalent to four semesters of college-level foreign language course work.
### LACCD Credit for College-Level Examination Program (CLEP) Exams

<table>
<thead>
<tr>
<th>CLEP EXAM</th>
<th>ACE RECOMMENDED SCORE</th>
<th>TOTAL SEMESTER UNITS AWARDED TOWARD ASSOCIATE DEGREE</th>
<th>SEMESTER UNITS APPLIED TOWARD ASSOCIATE DEGREE GE REQUIREMENTS</th>
<th>ASSOCIATE DEGREE GE SECTION FULFILLED BOARD RULE: CHAPTER VI: 6201.14</th>
<th>GRADUATION COMPETENCY REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6203.12</th>
<th>TITLE 5 AMERICAN INSTITUTIONS REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.14</th>
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**SCIENCE AND MATHEMATICS**

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<th>SEMESTER UNITS APPLIED TOWARD ASSOCIATE DEGREE GE REQUIREMENTS</th>
<th>ASSOCIATE DEGREE GE SECTION FULFILLED BOARD RULE: CHAPTER VI: 6201.14</th>
<th>GRADUATION COMPETENCY REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.12</th>
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The scores and credit hours that appear in this table are the credit-granting scores and semester hours recommended by the American Council on Education (ACE). The scores listed above are equivalent to a grade of “C” in the corresponding course. The credit in this table is applicable for local associate degrees only. For credit hours that apply toward CSU associate degrees for Transfer (ADTs), refer to CSU coded memorandum AA-2015-19.
## ACADEMIC POLICIES

### COLLEGE CREDIT FOR ADVANCED PLACEMENT (AP) TESTS

Students may earn college credit for College Entrance Examination Board (CEEB) Advanced Placement (AP) Tests with scores of 3, 4, or 5. AP credit can be used to meet IGETC, CSU GE and LACCD general education (GE) requirements. (See a counselor for applying AP credit towards AA or ADT major requirements.)

Students must have the College Board send AP exam results to the Admissions Office (hand carried copies will not be accepted).

<table>
<thead>
<tr>
<th>EXAM</th>
<th>LACCD – Total Semester Units Awarded Toward AA/AS/ADT</th>
<th>LACCD GE Area Fullfilled and Semester Units Applied Towards GE</th>
<th>CSU GE</th>
<th>CSU - UNITS EARNED TOWARD TRANSFER</th>
<th>IGETC</th>
<th>UC - UNITS EARNED TOWARD TRANSFER</th>
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<tr>
<td>Art History</td>
<td>6</td>
<td>Area C: Humanities. 3 semester units</td>
<td>C1 or C2 3 semester units</td>
<td>6 semester units</td>
<td>3A or 3B 3 semester units/4 quarter units</td>
<td>8 quarter /5.3 semester units</td>
</tr>
<tr>
<td>Biology</td>
<td>6</td>
<td>Area A: Natural Science 3 semester units</td>
<td>B2 and B3 4 semester units</td>
<td>6 semester units</td>
<td>3B and 5C 4 semester units/5 quarter units</td>
<td>8 quarter /5.3 semester units</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>3</td>
<td>Area D2: Communication and Analytical Thinking Math Competency 3 semester units</td>
<td>B4 3 semester units</td>
<td>3 semester units</td>
<td>3A 3 semester units/4 quarter units</td>
<td>4 quarter /2.6 semester units</td>
</tr>
<tr>
<td>Calculus BC^</td>
<td>6</td>
<td>Area D2: Communication and Analytical Thinking Math Competency 3 semester units</td>
<td>B4 3 semester units</td>
<td>5 semester units</td>
<td>2A 3 semester units/4 quarter units</td>
<td>8 quarter /5.3 semester units</td>
</tr>
<tr>
<td>Calculus BC/AB Subscore</td>
<td>3</td>
<td>Area D2: Communication and Analytical Thinking Math Competency 3 semester units</td>
<td>B4 3 semester units</td>
<td>3 semester units</td>
<td>3A 3 semester units/4 quarter units</td>
<td>4 quarter /2.6 semester units</td>
</tr>
</tbody>
</table>

**AP Calculus Credit Limitations:**

If a student passes more than one AP exam in Calculus, only one exam may be applied to the baccalaureate degree. Maximum credit 8 qtr./5.3 semester units for AB and BC exams/4 qtr./2.6 sem. units for both the AB and AB subscore exams.

*UC Credit Note* Students who take the Calculus BC examination and earn a score of 3 or higher on the Calculus AB portion will receive 4 quarter units for the Calculus AB examination, even if they do not receive a score of 3 or higher on the BC examination.

### AP Computer Science Exam Credit Limitations:

If a student passes more than one AP exam in Computer Science, only one exam may be applied to the baccalaureate degree. Maximum credit 4 quarter/2.6 semester units for both Computer Science A and AB exams. (Computer Science AB no longer offered.)

**UC Credit Note** Students who take both the Computer Science A and AB exams, earning a score of 3 or higher on the BC portion, will receive 3 semester units for both exams. (Computer Science AB no longer offered.)

<table>
<thead>
<tr>
<th>EXAM</th>
<th>LACCD – Total Semester Units Awarded Toward AA/AS/ADT</th>
<th>LACCD GE Area Fullfilled and Semester Units Applied Towards GE</th>
<th>CSU GE</th>
<th>CSU - UNITS EARNED TOWARD TRANSFER</th>
<th>IGETC</th>
<th>UC - UNITS EARNED TOWARD TRANSFER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>6</td>
<td>Area A: Natural Science 3 semester units</td>
<td>B1 and B3 4 semester units</td>
<td>6 semester units</td>
<td>3A and 5C 4 semester units/5 quarter units</td>
<td>8 quarter /5.3 semester units</td>
</tr>
<tr>
<td>Chinese Language and Culture</td>
<td>6</td>
<td>Area C: Humanities. 3 semester units</td>
<td>C4 3 semester units</td>
<td>6 semester units</td>
<td>3B and 5A 3 semester units/4 quarter units</td>
<td>8 quarter /5.3 semester units</td>
</tr>
<tr>
<td>Comparative Government and Politics</td>
<td>3</td>
<td>Area B2: Social and Behavioral Sciences 3 semester units</td>
<td>B8 3 semester units</td>
<td>3 semester units</td>
<td>4A 3 semester units/4 quarter units</td>
<td>4 quarter /2.6 semester units</td>
</tr>
<tr>
<td>Computer Science Exam A</td>
<td>3</td>
<td>Area D2: Communication and Analytical Thinking Math Competency 3 semester units</td>
<td>N/A 3 semester units</td>
<td>3 semester units</td>
<td>N/A 2 quarter /1.3 semester units</td>
<td>8 quarter /5.3 semester units</td>
</tr>
<tr>
<td>Computer Science Exam AB (exam no longer offered)</td>
<td>6</td>
<td>Area D2: Communication and Analytical Thinking Math Competency 3 semester units</td>
<td>N/A 3 semester units</td>
<td>5 semester units</td>
<td>N/A 4 quarter /2.6 semester units</td>
<td>8 quarter /5.3 semester units</td>
</tr>
<tr>
<td>English Language and Composition</td>
<td>6</td>
<td>Area D1: English Composition Reading and Written Expression Competency Satisfied 3 semester units</td>
<td>A2 3 semester units</td>
<td>6 semester units</td>
<td>1A 3 semester units/4 quarter units</td>
<td>8 quarter /5.3 semester units^x</td>
</tr>
<tr>
<td>English Literature and Composition</td>
<td>6</td>
<td>Area C: Humanities or Area D1: English Composition Reading and Written Expression Competency Satisfied 6 semester units</td>
<td>A2 and C2 6 semester units</td>
<td>6 semester units</td>
<td>1A or 3B 3 semester units/4 quarter units</td>
<td>8 quarter /5.3 semester units^x</td>
</tr>
</tbody>
</table>

**UC Credit Note** Students who take both the English Composition Reading and Written Expression Competency Satisfied exam and the English Composition Reading and Written Expression Competency Satisfied 6 semester units exam, earning a score of 3 or higher on both exams, will receive 6 semester units/4 quarter units for both exams. (English Composition Reading and Written Expression Competency Satisfied 6 semester units no longer offered.)

<table>
<thead>
<tr>
<th>EXAM</th>
<th>LACCD – Total Semester Units Awarded Toward AA/AS/ADT</th>
<th>LACCD GE Area Fullfilled and Semester Units Applied Towards GE</th>
<th>CSU GE</th>
<th>CSU - UNITS EARNED TOWARD TRANSFER</th>
<th>IGETC</th>
<th>UC - UNITS EARNED TOWARD TRANSFER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Science</td>
<td>4</td>
<td>Area A: Natural Science 3 semester units</td>
<td>B1 and B3 4 semester units</td>
<td>6 semester units</td>
<td>3A and 5C 3 semester units/4 quarter units</td>
<td>4 quarter /2.6 semester units</td>
</tr>
<tr>
<td>European History</td>
<td>6</td>
<td>Area B2: Social and Behavioral Sciences or Area C: Humanities 3 semester units</td>
<td>C2 or D6 3 semester units</td>
<td>6 semester units</td>
<td>3B and 5A 3 semester units/4 quarter units</td>
<td>8 quarter /5.3 semester units</td>
</tr>
<tr>
<td>French Language and Culture</td>
<td>6</td>
<td>Area C: Humanities 3 semester units</td>
<td>C2 3 semester units</td>
<td>6 semester units</td>
<td>3B and 5A 3 semester units/4 quarter units</td>
<td>8 quarter /5.3 semester units</td>
</tr>
<tr>
<td>French Literature</td>
<td>5</td>
<td>Area C: Humanities 3 semester units</td>
<td>C2 3 semester units</td>
<td>6 semester units</td>
<td>3B and 5A 3 semester units/4 quarter units</td>
<td>8 quarter /5.3 semester units</td>
</tr>
<tr>
<td>German Language and Culture</td>
<td>6</td>
<td>Area C: Humanities 3 semester units</td>
<td>C2 3 semester units</td>
<td>6 semester units</td>
<td>3B and 5A 3 semester units/4 quarter units</td>
<td>8 quarter /5.3 semester units</td>
</tr>
<tr>
<td>Human Geography</td>
<td>3</td>
<td>Area B2: Social and Behavioral Sciences 3 semester units</td>
<td>D5 3 semester units</td>
<td>3 semester units</td>
<td>4 3 semester units/4 quarter units</td>
<td>4 quarter /2.6 semester units</td>
</tr>
<tr>
<td>Italian Language and Culture</td>
<td>6</td>
<td>Area C: Humanities 3 semester units</td>
<td>C2 3 semester units</td>
<td>6 semester units</td>
<td>3B and 5A 3 semester units/4 quarter units</td>
<td>8 quarter /5.3 semester units</td>
</tr>
<tr>
<td>Japanese Language and Culture</td>
<td>6</td>
<td>Area C: Humanities 3 semester units</td>
<td>C2 3 semester units</td>
<td>6 semester units</td>
<td>3B and 5A 3 semester units/4 quarter units</td>
<td>8 quarter /5.3 semester units</td>
</tr>
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### LACC - Total Semester Units Awarded Toward AA/AS/ADT

<table>
<thead>
<tr>
<th>EXAM</th>
<th>LACCD GE Area Fulfilled and Semester Units Applied Toward GE</th>
<th>CSU GE</th>
<th>CSU - UNITS EARNED TOWARD TRANSFER</th>
<th>IGETC</th>
<th>UC - UNITS EARNED TOWARD TRANSFER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latin 6</td>
<td>Area C: Humanities 3 semester units</td>
<td>C2 3 semester units</td>
<td>6 semester units</td>
<td>38 and 3A 3 semester units/4 quarter units</td>
<td>8 quarter /3.3 semester units (test offered May 2013 and beyond)</td>
</tr>
<tr>
<td>Latin Literature 6</td>
<td>Area C: Humanities 3 semester units</td>
<td>C2 3 semester units (removal Fall '09)</td>
<td>6 semester units</td>
<td>38 and 3A 3 semester units/4 quarter units</td>
<td>4 quarter /2.6 semester units</td>
</tr>
<tr>
<td>Lutes Vargil 3</td>
<td>Area C: Humanities 3 semester units</td>
<td>C2 3 semester units (removal Fall '12)</td>
<td>3 semester units</td>
<td>3B and 3A 3 semester units/4 quarter units</td>
<td>4 quarter /2.6 semester units</td>
</tr>
<tr>
<td>Macroeconomics 3</td>
<td>Area B2: Social and Behavioral Sciences 3 semester units</td>
<td>D2 3 semester units</td>
<td>4 semester units</td>
<td>4 semester units/4 quarter units</td>
<td>4 quarter /2.6 semester units</td>
</tr>
<tr>
<td>Microeconomics 3</td>
<td>Area B2: Social and Behavioral Sciences 3 semester units</td>
<td>D2 3 semester units</td>
<td>4 semester units</td>
<td>4 semester units/4 quarter units</td>
<td>4 quarter /2.6 semester units</td>
</tr>
<tr>
<td>Music Theory** 6</td>
<td>Area C: Humanities 3 semester units</td>
<td>C1 3 semester units (removal Fall '09)</td>
<td>6 semester units</td>
<td>N/A</td>
<td>8 quarter /3.3 semester units*</td>
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</tbody>
</table>

**UC Credit Note:** Credit is granted only for the full Music Theory exam. Students who earn a subscore will not receive exam credit.

<table>
<thead>
<tr>
<th>EXAM</th>
<th>LACCD GE Area Fulfilled and Semester Units Applied Toward GE</th>
<th>CSU GE</th>
<th>CSU - UNITS EARNED TOWARD TRANSFER</th>
<th>IGETC</th>
<th>UC - UNITS EARNED TOWARD TRANSFER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physics 1: Algebra-Based 4</td>
<td>Area A: Natural Science 3 semester units</td>
<td>B1 and B3 4 semester units</td>
<td>4 semester units</td>
<td>3A and 3C 4 semester units/5 quarter units</td>
<td>8 quarter /3.3 semester units</td>
</tr>
<tr>
<td>Physics 2: Algebra-Based 4</td>
<td>Area A: Natural Science 3 semester units</td>
<td>B1 and B3 4 semester units</td>
<td>4 semester units</td>
<td>3A and 3C 4 semester units/5 quarter units</td>
<td>8 quarter /3.3 semester units</td>
</tr>
<tr>
<td>Physics B 6</td>
<td>Area A: Natural Science 3 semester units</td>
<td>B1 and B3 4 semester units (removal Fall '13)</td>
<td>6 semester units</td>
<td>4 semester units/5 quarter units</td>
<td>6 quarter /3.3 semester units</td>
</tr>
<tr>
<td>Physics C: Mechanics 4</td>
<td>Area A: Natural Science 3 semester units</td>
<td>B1 and B3 4 semester units</td>
<td>4 semester units</td>
<td>4 semester units/4 quarter units</td>
<td>4 quarter /2.6 semester units</td>
</tr>
<tr>
<td>Physics C: Electricity and Magnetism 4</td>
<td>Area A: Natural Science 3 semester units</td>
<td>B1 and B3 4 semester units</td>
<td>4 semester units</td>
<td>4 semester units/4 quarter units</td>
<td>4 quarter /2.6 semester units</td>
</tr>
</tbody>
</table>

#### AP Physics Exam Credit Limitations:

- If a student passes more than one AP exam in Physics, only 6 units of credit may be applied to the baccalaureate, and only 4 units of credit may be applied to a certification in GE Breadth.
- 8 qtr., 5.3 sem. unit maximum for all Physics exams.

<table>
<thead>
<tr>
<th>EXAM</th>
<th>LACCD GE Area Fulfilled and Semester Units Applied Toward GE</th>
<th>CSU GE</th>
<th>CSU - UNITS EARNED TOWARD TRANSFER</th>
<th>IGETC</th>
<th>UC - UNITS EARNED TOWARD TRANSFER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology 3</td>
<td>Area B2: Social and Behavioral Sciences 3 semester units</td>
<td>D9 3 semester units</td>
<td>3 semester units</td>
<td>4 3 semester units/4 quarter units</td>
<td>4 quarter /2.6 semester units</td>
</tr>
<tr>
<td>Spanish Language and Culture 6</td>
<td>Area C: Humanities 3 semester units</td>
<td>C2 3 semester units</td>
<td>6 semester units</td>
<td>3B and 3A 3 semester units/4 quarter units</td>
<td>8 quarter /3.3 semester units</td>
</tr>
<tr>
<td>Spanish Literature and Culture 6</td>
<td>Area C: Humanities 3 semester units</td>
<td>C2 3 semester units</td>
<td>6 semester units</td>
<td>3B and 3A 3 semester units/4 quarter units</td>
<td>8 quarter /3.3 semester units</td>
</tr>
<tr>
<td>Statistic 3</td>
<td>Area D2: Communication and Analytical Thinking 3 semester units</td>
<td>B4 3 semester units</td>
<td>3 semester units</td>
<td>2A 3 semester units/4 quarter units</td>
<td>4 quarter /2.6 semester units</td>
</tr>
<tr>
<td>Studio Art: Drawing 3</td>
<td>Area C: Humanities 3 semester units</td>
<td>N/A</td>
<td>3 semester units</td>
<td>N/A</td>
<td>8 quarter /3.3 semester units*</td>
</tr>
<tr>
<td>Studio Art: 2-D Design 3</td>
<td>Area C: Humanities 3 semester units</td>
<td>N/A</td>
<td>3 semester units</td>
<td>N/A</td>
<td>8 quarter /3.3 semester units*</td>
</tr>
<tr>
<td>Studio Art: 3-D Design 3</td>
<td>Area C: Humanities 3 semester units</td>
<td>N/A</td>
<td>3 semester units</td>
<td>N/A</td>
<td>8 quarter /3.3 semester units*</td>
</tr>
</tbody>
</table>

**UC Credit Note:** 8 qtr., 5.3 sem. unit maximum for all Studio Art exams.

<table>
<thead>
<tr>
<th>EXAM</th>
<th>LACCD GE Area Fulfilled and Semester Units Applied Toward GE</th>
<th>CSU GE</th>
<th>CSU - UNITS EARNED TOWARD TRANSFER</th>
<th>IGETC</th>
<th>UC - UNITS EARNED TOWARD TRANSFER</th>
</tr>
</thead>
<tbody>
<tr>
<td>United States Government and Politics 3</td>
<td>Area B1: American Institutions 3 semester units</td>
<td>D8 + US-2* 3 semester units</td>
<td>3 semester units</td>
<td>4 and US-2 3 semester units/4 quarter units</td>
<td>4 quarter /2.6 semester units</td>
</tr>
</tbody>
</table>

**CSU Note:** Exam does not fulfill CSU US-3: California state and local government requirement. Students can satisfy this requirement after transfer.

<table>
<thead>
<tr>
<th>EXAM</th>
<th>LACCD GE Area Fulfilled and Semester Units Applied Toward GE</th>
<th>CSU GE</th>
<th>CSU - UNITS EARNED TOWARD TRANSFER</th>
<th>IGETC</th>
<th>UC - UNITS EARNED TOWARD TRANSFER</th>
</tr>
</thead>
<tbody>
<tr>
<td>United States History 6</td>
<td>Area B1: American Institutions or Area C: Humanities 3 semester units</td>
<td>C2 or D4 + US-1 3 semester units</td>
<td>6 semester units</td>
<td>38 or 4 and US-1 3 semester units/4 quarter units</td>
<td>8 quarter /3.3 semester units</td>
</tr>
</tbody>
</table>

**World History 6 | Area B2: Social and Behavioral Sciences or Area C: Humanities 3 semester units | C2 or D4 3 semester units | 6 semester units | 3B and 3A 3 semester units/4 quarter units | 8 quarter /3.3 semester units |

#### AA/GE elective credit awarded by the LACCD for Advanced Placement exams is noted and listed on a student's transcript under the memorandum section, with units awarded and GE area fulfilled. Note: Course equivalency credits given (if any) by AA degree major requirements must be determined by appropriate subject faculty. Course equivalency does not award unit credit. Students must petition for this type of credit.

#### Associate Degrees for Transfer (ADT): Major course credit substitutions (if any) is determined subject to the LACCD Associate Degree for Transfer (ADT) Reciprocity Guidelines. AP credit for CSU GE or IGETC is determined by CSU and UC policies referenced below.

#### Transfer Credit: Each college and university has its own policy for awarding credit for passed AP exams. Caution: Transfer students must check with the college or university they plan to transfer to for the institutions Advanced Placement policy.

The University of California Advanced Placement Policy can be found on their website: [http://bartleson.universityofcalifornia.edu/transmittal/exam кредит link](http://bartleson.universityofcalifornia.edu/transmittal/exam кредит link).

The California State University Advanced Placement Policy can be found on their website: [http://www.calstate.edu/apply/transfer/Pages/advanced-placement.aspx](http://www.calstate.edu/apply/transfer/Pages/advanced-placement.aspx).

#### CSU GE: The Advanced Placement examinations may be used towards certification of CSU General Education Breadth requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education Breadth area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than those specified toward completion of General Education Breadth requirements. Complete details of the official CSU AP Policy can be found on CSU/Chancellor’s website: [http://www.calstatelink.info/content/undergraduateaffairs/academicaffairs/generator/transfer/exam-credit/](http://www.calstatelink.info/content/undergraduateaffairs/academicaffairs/generator/transfer/exam-credit/)

#### IGETC: AP exams must be applied in the subject area indicated regardless of the certifying CCC’s corresponding discipline. Complete details of the official IGETC AP Policy can be found in the IGETC Standards: [http://www.csac.ca.org/standards, policy_and_procedures/IGETC-IGETC_policy.pdf](http://www.csac.ca.org/standards, policy_and_procedures/IGETC-IGETC_policy.pdf).


#### Transfer Major Requirements: It is noted that colleges and universities will only accept a passed AP exam to fulfill a course requirement if it is needed for the major. In these cases, students may be advised to complete the course(s) to fulfill major requirements. Please check with a counselor for more information.

**Sources:** LACCD Board Rule, Chapter VI: 6201; LACCD Administrative Regulation E-110; CSU Coded Memo AA-2019-03; IGETC Standards v.1.9; University of California AP Test Credit policy
<table>
<thead>
<tr>
<th>IB Subject</th>
<th>Minimum Passing Score</th>
<th>Total Semester Units Awarded Toward Associate Degree</th>
<th>Graduation Competency Requirement</th>
<th>Title 5 American Institutions Requirement</th>
<th>IGEC Applicability</th>
<th>CSU GE Breadth Applicability Source: CSU Coded Memo AA-2010-09</th>
</tr>
</thead>
<tbody>
<tr>
<td>IB Biology HL</td>
<td>5 (ALL)</td>
<td>6 3</td>
<td>Section A: Natural Science</td>
<td>5B 3 semester units/ 4 quarter units</td>
<td>B2 3 semester units</td>
<td></td>
</tr>
<tr>
<td>IB Chemistry HL</td>
<td>5 (ALL)</td>
<td>6 3</td>
<td>Section A: Natural Science</td>
<td>5A 3 semester units/ 4 quarter units</td>
<td>B1 3 semester units</td>
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</tr>
<tr>
<td>IB Economics HL</td>
<td>5 (ALL)</td>
<td>6 3</td>
<td>Section B2: Social and Behavioral Sciences</td>
<td>4B 3 semester units/ 4 quarter units</td>
<td>D2 3 semester units</td>
<td></td>
</tr>
<tr>
<td>IB Geography HL</td>
<td>5 (ALL)</td>
<td>6 3</td>
<td>Section B2: Social and Behavioral Sciences</td>
<td>4E 3 semester units/ 4 quarter units</td>
<td>5D 3 semester units</td>
<td></td>
</tr>
<tr>
<td>IB History (any region) HL</td>
<td>5 (ALL)</td>
<td>6 3</td>
<td>Section B2: Social and Behavioral Sciences</td>
<td>3B or 4F 3 semester units/ 4 quarter units</td>
<td>C2 or D6 3 semester units</td>
<td></td>
</tr>
<tr>
<td>IB Language A1 (English) HL</td>
<td>4 (A.A./A.S.)</td>
<td>6 3</td>
<td>Section D: Language and Rationality: Area 1 English Communication Reading and Written Expression Competency Satisfied</td>
<td>Refer below to IB Language A1 (any language) HL for IGETC Area applicability</td>
<td>Refer below to IB Language A1 (any language) HL for CSU GE Area applicability</td>
<td></td>
</tr>
<tr>
<td>IB Language A2 (English) HL</td>
<td>4 (A.A./A.S.)</td>
<td>6 3</td>
<td>Section D: Language and Rationality: Area 1 English Communication Reading and Written Expression Competency Satisfied</td>
<td>Refer below to IB Language A2 (any language) HL for IGETC Area applicability</td>
<td>Refer below to IB Language A2 (any language) HL for CSU GE Area applicability</td>
<td></td>
</tr>
<tr>
<td>IB Language A1 (any language, except English) HL</td>
<td>4 (A.A./A.S.) 5 (IGETC)</td>
<td>6 3</td>
<td>Section C: Humanities</td>
<td>3B and 6A 3 semester units/ 4 quarter units</td>
<td>N/A</td>
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</tr>
<tr>
<td>IB Language A2 (any language, except English) HL</td>
<td>4 (A.A./A.S.) 5 (IGETC)</td>
<td>6 3</td>
<td>Section C: Humanities</td>
<td>3B and 6A 3 semester units/ 4 quarter units</td>
<td>N/A</td>
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<tr>
<td>IB Language A1 (any language) HL</td>
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<td>6 3</td>
<td>Section C: Humanities</td>
<td>3B 3 semester units/ 4 quarter units</td>
<td>C2 3 semester units</td>
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<tr>
<td>IB Language A2 (any language) HL</td>
<td>4 (A.A./A.S.) 4 (CSU GE) 5 (IGETC)</td>
<td>6</td>
<td>Section C: Humanities</td>
<td>3B 3 semester units/ 4 quarter units</td>
<td>C2 3 semester units</td>
<td></td>
</tr>
<tr>
<td>IB Language A1 (any language) HL</td>
<td>4 (A.A./A.S.) 4 (CSU GE) 5 (IGETC)</td>
<td>6 3</td>
<td>Section C: Humanities</td>
<td>3B 3 semester units/ 4 quarter units</td>
<td>C2 3 semester units</td>
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</tr>
<tr>
<td>IB Language A2 (any language) HL</td>
<td>4 (A.A./A.S.) 4 (CSU GE) 5 (IGETC)</td>
<td>6</td>
<td>Section C: Humanities</td>
<td>6A Meets proficiency reg</td>
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<td></td>
</tr>
<tr>
<td>IB Mathematics HL</td>
<td>4 (A.A./A.S.) 4 (CSU GE) 5 (IGETC)</td>
<td>6 3</td>
<td>Section D: Language and Rationality: Area 2 Communication and Analytical Thinking Mathematics Competency Satisfied</td>
<td>2A 3 semester units/ 4 quarter units</td>
<td>B4 3 semester units</td>
<td></td>
</tr>
<tr>
<td>IB Physics HL</td>
<td>5 (ALL)</td>
<td>6 3</td>
<td>Section A: Natural Science</td>
<td>5A (without lab) 3 semester units/ 4 quarter units</td>
<td>B1 3 semester units</td>
<td></td>
</tr>
<tr>
<td>IB Psychology HL</td>
<td>5 (ALL)</td>
<td>3 3</td>
<td>Section B2: Social and Behavioral Sciences</td>
<td>4I 3 semester units/ 4 quarter units</td>
<td>D9 3 semester units</td>
<td></td>
</tr>
<tr>
<td>IB Theater HL</td>
<td>4 (A.A./A.S.) 4 (CSU GE) 5 (IGETC)</td>
<td>6 3</td>
<td>Section C: Humanities</td>
<td>3A 3 semester units/ 4 quarter units</td>
<td>C1 3 semester units</td>
<td></td>
</tr>
</tbody>
</table>
Credit By Examination

A student can receive college credit for prior learning by demonstrating mastery of course outcomes—skills and knowledge—by taking an exam. Some exams may require performance of a skill set, while other exams may be written tests covering course content. (Board Rule 6702)

- 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.
- The nature and content of the examination will be determined by faculty in the discipline who normally teach the course. The faculty will determine that the examination adequately measures mastery of the course content set forth in the outline of record. The faculty may accept an examination conducted at a location other than the college.
- A separate examination will be conducted for each course for which credit is to be granted. Credit may be awarded for prior experience or prior learning of individually identified courses for which examinations are conducted.
- The student’s transcript will be clearly annotated to reflect credit was earned by examination.
- Grading will be the same as the regular grading system, except that students will be offered a Pass/No Pass option if that option is ordinarily available for the course.
- Units will not be counted in determining the 12 semester units in residence required for an associate degree.
- The college may charge a student fee for administering an examination provided the fee does not exceed the enrollment fee for the course it is in lieu of.

Credit for Courses Completed at Non-Accredited Institutions

(Administrative Regulations E-118 and E-12)

Credits for Military Service Training Students who are currently serving in or have served in the military service, may, after successful completion of at least one course at a college in the Los Angeles Community College District, request an evaluation of credit earned through military service training schools and/or military occupational specialties for a total of six general elective credits.

1. Credit for military service will be awarded toward associate degree requirements as follows:
   - Three units of credit towards LACCD associate degree general education Area E: Health and Physical Education (Board Rule 6201.14)
   - Three units of elective credit toward the 60 units required for an associate degree.

2. Application Requirements.
   - Complete an LACCD Application
   - Arrange for all transcripts (including AARTS, SMART, and CCAF) and other application materials to be sent to the LACCD campus of attendance
   - Provide verification of U.S. military service, as follows:
     - Military Personnel on Active Duty: documentation must verify at least 181 days of active duty
     - Former Military Personnel currently NOT on Active Duty: Active Duty documentation (DD 214) must indicate student’s length of service, which must include 181 days of active duty

3. Acceptable Documentation for Verifying Military Course Completion.
   - Army/American Council on Education Registry Transcript System (AARTS)
   - Community College of the Air Force (CCAF) Transcript
   - Defense Acquisition University (DAU) Transcript
   - Form DD 295, “Application for the Evaluation of Learning Experiences During Military Service.”
   - DD Form 214, “Armed Forces of the United States Report of Transfer or Discharge.”
   - Course completion certificates
   - Community College of the Air Force (CCAF) Transcript
   - Defense Acquisition University (DAU) Transcript

4. There is no LACCD residency requirement. Students may receive military credit upon entrance to any college within the LACCD.

5. Transcript Annotation.
   - Military credit will be posted on student transcripts in keeping with the provisions of Administrative Regulation E-118.
   - Credits for Law Enforcement Academy Training Credit for basic recruit academy training instructional programs in Administration of Justice or other criminal justice occupations shall be granted as follows:
     a. Credit for basic recruit academy training instructional programs in Administration of Justice or other criminal justice occupations shall, for the purposes of meeting certificate of achievement and associate degree major requirements, be granted as follows:
        - Credit will be given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission
        - Course credit may be granted, if the faculty in the discipline determine that the content of the academy training is equivalent to courses offered in the discipline
        - 1 unit of credit may be granted for each 50 hours of training, not to exceed 18 semester units or their equivalent
     b. This only applies to training received at public law enforcement academies; training provided by private agencies does not apply.
     c. Credit awarded for law enforcement academy training will appear on that portion of the transcript designated for course and test (e.g. Advanced Placement) equivalencies.

Provide verification of U.S. military service, as follows:
Credit for Courses Taken at Institutions of Higher Learning Outside the United States
(Administrative Regulation E-101)

The intent of this policy is to provide a process for granting LACCD associate degree general education, graduation competency, and unit (elective) credit for course work completed at institutions of higher education outside the United States. This policy does not apply to associate degrees for Transfer (ADTs), IGETC or CSU GE. Refer to the LACCD ADT Reciprocity Guidelines.

1. Students petitioning for credit must provide comprehensive, detailed, course by course evaluation of their transcripts completed by an independent transcript evaluation service approved by the California Commission on Teacher Credentialing.

2. Students may receive credit for the following:
   a. LACCD General Education Plan, excluding Area B1 American Institutions.
   b. LACCD Competency Requirement, excluding Reading and Written Expression.
   c. LACCD unit (elective) credit. There is no maximum on the number of units that may be applied to local associate degrees. The LACCD residency requirement must still be met per LACCD Board Rule 6201.11.
   d. LACCD Course Credit
      • Each college may develop procedures for determining whether the courses taken at the institution of higher education outside the United States are equivalent to courses in the college’s curriculum. These procedures shall be developed in consultation with the college’s Academic Senate in accordance with the provisions of Chapter XVIII of the Board Rules – Academic Senate and the Board of Trustees Shared Governance Policy
      • Courses that are part of a program that also meets licensing requirements, must be approved by the receiving college, in accordance with college policies developed in consultation with the college’s Academic Senate in accordance with the provisions of Chapter XVIII of the Board Rules – Academic Senate and the Board of Trustees Shared Governance Policy

3. This evaluation is valid only in the Los Angeles Community College District and may not necessarily meet the requirements of other colleges and universities.

Standards for Probation
(Board Rule 8200)

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 and loss of fee waiver
A student enrolled in the LACCD shall be placed on academic or progress probation, under the following conditions:

Academic Probation
The student has attempted at least 12 semester units of work and has a grade point average of 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 they enrolled with recorded entries of “W” (Withdrawal), “I” (Incomplete), “NC” (No Credit), or “NP” (No Pass) reaches or exceeds fifty percent (50%).

Units Attempted
For purposes of determining probation status only, “Units attempted” means all units of credit in the LACCD.

Units enrolled
Units enrolled means all units of credit in the LACCD for which the student is enrolled after census.

Dismissal of Students on Probation
(Board Rule 8202)

Students on academic or progress probation are subject to dismissal, as follows:

Dismissal - 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 three (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.

As used in this Rule, “consecutive semesters” are those where a break in the student’s enrollment does not exceed one full primary term. Title 5, C.C.R., Section 55756.

Dismissal - Progress Probation
A student who is on progress probation is subject to dismissal if the cumulative percentage of units for which he/she received “W”, “I”, “NC”, and “NP” reaches or exceeds fifty percent (50%) over a period of three (3) consecutive semesters.

As used in this Rule, “consecutive semesters” are those where a break in the student’s enrollment does not exceed one full primary term. Title 5, C.C.R., Section 55756.
**Appeal of Dismissal**

Students who are subject to dismissal and wish to remain on probation must file a petition/appeal with the college that notified the student that they are subject to dismissal. See an academic counselor for information. Title 5, C.C.R., Section 55756.

**Re-Admission After Dismissal**

A student who has been dismissed must wait two (2) semesters before requesting readmission. The student shall submit a written petition requesting re-admission to his/her home college. Re-admission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the colleges. Readmitted students are returned to probationary status. See an academic counselor for information. Title 5, C.C.R., Section 55033.

**Limitations on Enrollment**

(Board Rule 8603)

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

1. Students meeting prerequisites and corequisites established pursuant to Title 5, and Board Rule 8600.
2. 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:
   1. Limiting enrollment to a “first-come, first-served” basis, or
   2. Limiting enrollment using a registration procedure authorized by Title 5, section 58108; or
   3. In the case of intercollegiate competition, honors courses, or public performance courses, allocating available seats to those students judged most qualified; or
   4. Limiting enrollment in one or more sections of 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.
   5. 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**

(Board Rule 8604)

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.

**Types of Limitations on Enrollment**

(Board Rule 8605)

**Prerequisites, Corequisites, and Advisories**

A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate readiness for enrolling in a course or educational program. Corequisites are courses that a student is required to take simultaneously in order to enroll in another course. An advisory is a course that a student is advised, but not required, to take in conjunction with, or prior to, a course or program. Colleges shall ensure that course pre- and corequisites are properly validated pursuant to Title 5, Section 552001, and Board Rule 8600 et seq.

**Concurrent Enrollment**

Concurrent enrollment in more than one section of the same course during a semester is not permitted, except for certain Kinesiology classes on a limited basis. Concurrent enrollment in courses which are cross-referenced to each other is not permitted. Violation of this regulation will result in exclusion from class and denial of course credit in both courses. Enrolling in classes scheduled or conducted during overlapping times is not permitted. In addition to exclusion from both classes and denial of credits, violators may be subject to disciplinary action.

**Dual Enrollment**

The Dual Enrollment Program is an accelerated program that allows qualified students to fulfill high school graduation requirements while simultaneously gaining college or vocational credits toward a certificate, diploma or college degree. LACC offers a variety of college courses that are conveniently offered at our local high schools. Students and counselors should note that these classes should be taken by students ready for college level work. Our goal is to allow high school students exposure to college level curriculum and prepare them for post secondary education. Research has shown that Dual Enrollment classes can be used effectively to promote post secondary education and success, expand rigor and breadth of high school curriculum, and provide access to challenging the college preparatory curriculum to students who might otherwise have
deterring such curriculum through the traditional high school system. Classes are open to LACC students who are willing to travel to the local high school.

Dual Enrollment classes are scheduled through the LACC administration by request of the high school principal or college counselor. Applications are available for high school staff by contacting Juan Alvarez at alvarejf@lacitycollege.edu.

**Directed Study Courses**

Directed Study courses are offered by several academic and vocational departments. They are designed for students who are capable of independent work and who demonstrate the need or desire for additional study beyond the regular curriculum. Enrollment allows students to pursue activities such as directed field experience, research, or the development of skills and competencies under faculty advisement and supervision. Directed Study courses are available in a wide variety of disciplines. Students wishing to enroll in a Directed Study course should contact the appropriate department chair.

Units are awarded depending upon satisfactory performance and the amount of time committed by the student to the course. Allowable units vary according to discipline and are based on the following formula:

- Directed Study 185 (1 unit) = 48 hours per semester
- Directed Study 285 (2 unit) = 96 hours per semester
- Directed Study 385 (3 unit) = 144 hours per semester

Students should note that there are limitations as to the allowable maximum number of Directed Study units. For all Directed Study Courses transferring to the University of California, the maximum credit allowed is 3 semester units per term or 6 units total in any and all appropriate subject areas combined. The granting of transfer credit for Directed Study courses is contingent upon review of the course outline by the appropriate UC campus.

It is recommended that students consult with a College Counselor and with the appropriate instructor and/or department chairperson before enrolling in Directed Study courses. Refer to the current Schedule of Classes for information regarding specific Directed Study classes being offered.

During the first two weeks of the term, available classes are posted by section number in an area near the Office of Admissions in the Administration building. As with other LACC classes, the available classes listed at the Add Card Center are available to add by telephone.

**Online Education**

LACC’s Online Education courses include lectures, discussion, assignments, and tests delivered via the Internet with regular opportunities for electronic interaction with instructors and other students. To enroll in online classes you must have access to a computer, the Internet, and an e-mail account. LACC guarantees instructor initiated contact via the learning management system and email that is commiserate with the type of instruction found in the traditional classroom. Contact with the instructor may include weekly chat rooms, discussion forums, personalized assignments, and digital office hours.

LACC may be required to receive state authorization to enroll students who do not reside in California. Many states have either given the college this authorization or do not require authorization. However, some states require significant fees to receive state authorization. Due to the significant and/or recurring fees for state authorization, LACC no longer permits a student to enroll if he/she resides in one of the following states: Alabama, Arkansas, Maryland, Minnesota, Utah, or Wisconsin. For more information, including an online learning readiness assessment and a list of current online courses, visit [http://lacitycollege.edu/Academics/Distance-Education/Home](http://lacitycollege.edu/Academics/Distance-Education/Home).

**Auditing**

(Board Rule 6706)

Students may be permitted to audit a class under the following conditions:

1. Payment of a fee of $15 per unit. Students enrolled in classes to receive credit for ten or more semester units shall not be charged a fee to audit three or fewer semester units per semester. This fee structure is subject to change.
2. No student auditing a course shall be permitted to change his/her enrollment in that course to receive credit for the course.
3. Priority in class enrollment shall be given to students wanting to take the course for credit.

**Deans’ and President’s Honors**

Students with outstanding scholastic achievement are given public recognition through the LACC Deans’ List. Full-time students (a student enrolled in 12 or more graded units the qualifying semester) must earn a 3.5 or higher GPA. Part-time students (a student enrolled in 6 through 11 graded units) must have completed 12 or more graded units and earn a 3.5 or higher GPA in the qualifying semester. Only the grades from courses completed at LACC, during the qualifying semester, will be used in calculating the grade point average (GPA). Grades of “Credit” (Pass/No Pass) will not be counted in meeting the unit requirement for the Deans’ or President’s Honor List.

Students who have appeared on the college’s full-time or part-time Deans’ Honor list for three (3) consecutive semesters will be placed on the President’s Distinguished Honor List. Students who think they qualify for either of these honors can go to the Admissions Office and request an unofficial transcript of their records, or use an electronic kiosk, or access the college’s website and print out their transcript. Bring the unofficial transcript to the Office of Student Life and Leadership Development, located in the Student Union for verification.

The Deans’ Honor Program is held annually each spring semester to acknowledge the students who earned their honors the prior spring and fall semesters.
Campus Life Policies -
Code of Conduct

Standards of Student Conduct
(Board Rule 9803)

A student 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. In the furtherance of the students’ interest in free inquiry and the search for truth, it is also important that students be able to hear the views of non-students and engage in the free exchange of ideas with non-students.

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 persons shall respect and obey the rules, regulations and policies of the Los Angeles Community College District.

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 such rules and regulations include, but are not limited to, the following:

Willful Disobedience
(Board Rule 9803.10)

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

Violation of College Rules and Regulations
(Board Rule 9803.11)

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.

Dishonesty
(Board Rule 9803.12)

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

Unauthorized Entry
(Board Rule 9803.13)

Unauthorized entry to or use of the college facilities.

College Documents
(Board Rule 9803.14)

Forgery, alteration, or misuse of college documents, records, or identification.

Disruption of Classes or College Activities
(Board Rule 9803.15)

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

Theft of or Damage to Property
(Board Rule 9803.16)

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

Interference with Peace of College
(Board Rule 9803.17)

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.

Assault or Battery
(Board Rule 9803.18)

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.

Alcohol and Drugs
(Board Rule 9803.19)

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

Lethal Weapons
(Board Rule 9803.20)

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 officers, police officers, and other government employees charged with policing responsibilities.

Discriminatory Behavior
(Board Rule 9803.21)

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
LA Document: ACADEMIC POLICIES

Angeles Community College District be operated in a manner which is free of “Prohibited Discrimination,” defined as discrimination or harassment in violation of state or federal law on the basis of actual or perceived ethnic group identification, race, color, national origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy, marital status, cancer-related medical condition of an employee, sexual orientation, age, physical or mental disability, or veteran status.

Unlawful Assembly
(Board Rule 9803.22)
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.

Conspiring to Perform Illegal Acts
(Board Rule 9803.23)
Any agreement between two or more persons to perform illegal acts.

Threatening Behavior
(Board Rule 9803.24)
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 statements, written statements, telephone threats, or physical threats.

Disorderly Conduct
(Board Rule 9803.25)
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.

Theft or Abuse of Computer Resources
(Board Rule 9803.26)
Theft or abuse of computer resources including but not limited to: (a) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose, (b) Unauthorized transfer of a file, (c) Unauthorized use of another individual’s identification and password, (d) Use of computing facilities to interfere with the work of a student, faculty member, or college official, or to alter college or district records, (e) Use of unlicensed software, (f) Unauthorized copying of software, (g) 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, (h) Use of computing facilities to interfere with the regular operation of the college or district computing system.

Performance of an Illegal Act
(Board Rule 9803.27)
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.

Academic Dishonesty
(Board Rule 9803.28)
Violations of Academic Integrity include, but are not limited to, the following sections: cheating on an exam, plagiarism, working together on an assignment, paper 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.

Interference with Classes
(Board Rule 9804)
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 exceed one year, or by 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 others, to impede access to or movement within or otherwise to obstruct the students or teachers of the classes to which the premises are devoted.

Interference with Performance of Duties by Employees
(Board Rule 9805)
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.

Assault or Abuse of an Instructor
(Board Rule 9805.10)
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.

Unsafe Conduct
(Board Rule 9806)
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: (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) Wilful disregard of safety rules as adopted by the District and/or College; and/or (d) Negligent behavior which creates an unsafe environment.
Student Discipline Procedures

(Board Rule 91101)

Purpose and Scope
Community college districts are required by law to adopt standards of student conduct along with applicable penalties for violation (Education Code Sections 66017, 66300, 76030, and 76031). The Los Angeles Community College District has complied with this requirement by adopting Board Rules 9803, Standards of Student Conduct and 91101, Student Discipline Procedures. The purpose of Board Rule 91101 is 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 this Board Rule shall relate to an alleged violation of appropriate standards of student conduct. These provisions do not apply to grievance procedures, student organization councils and courts, 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.

General Policy
Conduct at any of the Colleges and District Office in the Los Angeles Community College District must conform with the laws of the Federal Government and the State of California and District policies and procedures. The Los Angeles Community College District faculty, staff and administration are dedicated to maintaining an optimal learning environment; the standards of behavior as outlined in Board Rule 9803 are essential to the maintenance of a quality college environment. These standards apply to all current students on campus, or other college property or while attending any college-sponsored classes, activities or events. Violation of such laws, policies, rules and regulations or behavior adversely affecting suitability as a student, will lead to disciplinary action. Former students may also be disciplined for violating the District’s standards of behavior (Board Rule section 9803 et seq.) or other college property or at a college-sponsored activity or event.

Disciplinary Action
The College may take appropriate disciplinary action in response to student misconduct as defined by the violation of the Standards of Student Conduct in Board Rule 9803.

Address questions pertaining to student conduct to Dean Jeffrey Holmes: holmes@lacitycollege.edu, ext. 2280.

For student discipline procedures, go to: https://www.lacitycollege.edu/Students/Student-Conduct/ Student-Conduct

Title IX

Title IX of 1972 Education Amendments is a powerful tool for combating campus violence. The law requires colleges and universities receiving federal funding to combat gender-based violence and harassment, and to respond to survivors’ needs in order to ensure that all students have equal access to education.

Any sexual violence or physical abuse, as defined by California law, whether committed by an employee, student, or member of the public, occurring on college-owned or controlled property, at college-sponsored or supervised functions, or related to or arising from college attendance or activity is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal and/or civil prosecution and employee or student discipline procedures.

• Title IX is a landmark federal civil right that prohibits sex discrimination in education. Title IX is not just about sports; it is a prohibition against sex-based discrimination in education. It addresses discrimination against pregnant and parenting students and women in STEM (science, technology, engineering, and math) programs. It also addresses sexual harassment, gender-based discrimination, and sexual violence. Sexual violence includes attempted or completed rape or sexual assault, as well as sexual harassment, stalking, voyeurism, exhibitionism, verbal and physical sexuality-based threats or abuse, and intimate partner violence.
• Title IX does not apply to female students only. Title IX protects any person from sex-based discrimination, regardless of their real or perceived sex, gender identity, and/or gender expression. All female, male, and gender non-conforming individuals are protected from any sex-based discrimination, harassment or violence. It relates to the educational setting and does not just apply to students.
• The College has an established procedure for handling complaints of sex discrimination, sexual harassment or sexual violence.
• The College may not retaliate against someone filing a complaint and must keep a victim safe from other retaliatory harassment or behavior.
• College administrators may issue directives or take other temporary measures while a complaint is pending.

Reporting an Incident

When calling to report a crime or incident, be ready to give information such as:
• A brief description of the occurrence
• When and where the incident occurred
• Weapons the suspect(s) carried
• Where and when the suspect(s) was last seen
• Description of the suspect(s), including gender, race, age, height, weight, hair color/length, clothing, facial hair, tattoos/scars

In addition to the importance of reporting, timely information assists in developing information and warnings for the campus.
Who to Contact
In an emergency situation on campus, contact the Sheriff’s Office at (323) 953-2911, or if off-campus, call 911.

To report an incident or occurrence, contact LACC’s Title IX Coordinator, Camille Goulet by email to gouletca@lacitycollege.edu, at (323) 953-4000 ext. 2758, or by cellphone at (213) 949-2394. The office is in Holmes Hall 200, Room G, and regular drop-in hours are available.

The LACCD has a policy that provides formal and informal procedures for resolving complaints. Copies of the policy and procedures may be obtained from the LACC Title IX Office website (www.lacitycollege.edu/Campus-life/Gender-Equity-Title-IX) or by calling the LACCD Office of the Vice Chancellor of Educational Services at (213) 891-2279, or the LACCD Office of Diversity Programs at (213) 891-2315.

Any member of the LACC community, which includes students, faculty, and staff, who believes, perceives, or actually experiences conduct that may constitute prohibited discrimination, has the right to seek the help of the College. Every employee has the responsibility to report such conduct to the LACC Compliance Officer when it is directed toward students. Potential complainants are advised that administrative and civil law remedies, including but not limited to injunctions, restraining orders or other orders, may be made available. For assistance, contact the Title IX Officer, (323) 953-4000 ext. 2758.

Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct Policy

(Administrative Regulation E-55)

a. It is the policy of the Los Angeles Community College District 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.

b. The Los Angeles Community College District Board of Trustees condemns any act of Sexual Misconduct committed at any of its facilities or at any of its activities. The Los Angeles Community College District is committed to taking immediate and appropriate action upon learning of potential incidents of Sexual Misconduct.

c. Investigation of all complaints alleging violations of this Chapter shall be conducted under the auspices of the Office of Diversity, Equity and Inclusion. Implementation of temporary, interim sanctions shall be overseen by the Title IX Coordinator for that site, with the advice and consent of relevant administrators. Implementation of permanent sanctions shall be overseen by the College President or at the Educational Services Center (“ESC”) by the Deputy Chancellor as set forth in the Administrative Regulations which compliment this policy.

Academic Freedom
(Government Code Section 11135, AB 803, Board Rule 15002)

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, Unlawful Harassment, or Sexual Misconduct. It is recognized that an essential function of education is a probing of received opinions and an exploration of ideas which may cause some students discomfort. It is further recognized that academic freedom ensures the faculty’s right to teach and the student’s right to learn.

Student Grievance Procedures
(Administrative Regulation E-55)

The purpose of the E-55 regulation is to provide a prompt and equitable means for resolving student(s) grievances. In the pursuit of academic goals, the student should be free of unfair or improper action by any member of the academic community. The grievance procedure may be initiated by one or more students who reasonably believe to 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 California Education Code Section 76224(a) which states: 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 incompetency, shall be final.

The role of the Ombudsperson is that of a facilitator of the grievance process, and not that of an advocate for either the grievant(s) or respondent(s). During the informal resolution stage of the grievance process, the ombudsperson will facilitate informal meetings and discussions that may lead to a resolution of the grievance.

This grievance procedure does not apply to the challenge process for prerequisites, corequisites, advisories and limitations on enrollment; alleged violations of sexual harassment; actions involving student discipline; alleged discrimination on the basis of the ethnic group identification, religion, age, sex, color, sexual orientation, physical or mental disability; an appeal for residency decision; or the eligibility, disqualification or reinstatement of financial aid; student discipline; freedom of the press; employee discipline.

Information about the grievance procedures and a copy of the regulation are available to grievant(s) and/or respondent(s) upon request from Mr. Edward Bird Song at (323) 953-4000 ext. 2062 or Dr. Jeremy Villar (323) 953-4000 ext. 2011, both serving as campus ombudspersons.
Family Education Rights and Privacy Act
(Administrative Regulation E-105)

In accordance with the Federal Educational Rights and Privacy Act ("FERPA") (20 U.S.C. 1232g et seq.) and implementing regulations (34 CFR section 99.1 et seq.), each college shall provide the following notice to students on an annual basis:

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

1. The right to inspect and review the student’s education records which includes discipline records, within 45 days from the date 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.

   Education 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.

2. 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.

3. 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 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.

4. 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:

   a. 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;

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

   c. 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;

   d. 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.

5. 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 is: Family Policy Compliance Office ~ U.S. Department of Education ~ 400 Maryland Avenue, SW ~ Washington, DC 20202-4605
Other College Policies

Drug-Free Campus
LACC 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.

Educational Environment Policy
Due to requirements 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.

Health Risks
Health risks associated with the abuse of controlled substances include malnutrition, damage to various organs, hangovers, blackouts, general fatigue, impaired learning, dependency, disability, and death. Both drugs and alcohol may be damaging to the development of an unborn fetus.

Legal Sanctions
Federal laws regarding alcohol and illicit drugs allow for fines and/or imprisonment. Other legal problems include the loss of driver's license and limitations of career choices.

Other Risks
Personal problems include diminished self-esteem, depression, alienation from reality, and suicide. Social problems include loss of friends, academic standing and co- and extra-curricular opportunities, alienation from and abuse of family members, and chronic conflict with authority. Economic problems include loss of job, financial aid eligibility, homes, savings, and other assets.

Sex Offender Registration
California law requires that certain statutorily defined sex offenders notify community college law enforcement officials that they are present on campus in specific capacities. If you fall into this category, you must register with the College's Sheriff's Department Office.

Smoking Policy
Smoking is not permitted in any classroom or other enclosed facility that any student is required to occupy or which is customarily occupied by students, faculty, staff, and/or administrators.

Workforce Diversity
(Board Rule 101301)
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, disability, marital status, 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. An Affirmative Action Program will be maintained in accordance with Board Rule 101301.

Inquiries regarding Workforce Diversity at LACC should be directed to the Associate Vice President, Administrative Services responsible for Human Resources.

Counseling, Treatment, and Rehabilitation
Students should contact the LACC Student Health Center at (323)-953-4000 ext. 2485 for assistance and referrals.
STUDENT SERVICES AND PROGRAMS

Academic Counseling
Student Services Building, Second Floor
(323) 953-4000 ext. 2250
https://www.lacitycollege.edu/Academics/Counseling/Department-Home

The LACC Counseling Department is committed to assisting our diverse student population achieve their educational and career goals. Whether the educational goal is taking one course, earning a certificate or an associate degree, or transfer to a four-year institution, LACC counselors are available to assist.

The counseling faculty at LACC advises students with respect to course selection pertaining to their educational goals (e.g., certificate program, associate degree, transfer to a university). Counselors provide career/major exploration for students from diverse backgrounds. Our trained staff supports students in their academic, career, and personal endeavors. We encourage students to become vested members in the academic community and utilize the vast resources at LACC.

Admissions and Records
Student Services Building, First Floor
(888) 930-LACC or (888) 930-5222323
Email: admissions@lacitycollege.edu
https://www.lacitycollege.edu/Admissions/Admissions-Records/Department-Home

The mission of the Admissions and Records Office is to uphold the academic policies of the college and maintain the academic records of students.

The Admissions and Records Office processes admissions applications, maintains student academic records, collects and distributes faculty attendance documents, processes transcript and enrollment verification requests, residency reclassifications, IGETC and CSU certifications, assigns student ID and PIN numbers, and processes graduation petitions.

Articulation Office
Administration Building, AD 205B
(888) 953-4000 ext. 2062
Email: songeb@lacc.edu
https://lacitycollege.edu/Academics/Articulation/Department-Home

The Articulation Office has final review of transferable courses, including IGETC and CSU GE-Breadth, and maintains LACC’s official repository of equivalent and comparable courses from other accredited institutions (U.S. and foreign) as well as external exams such as AP, IB and CLEP. Namely, how such courses and exams garner credit for local graduation and towards baccalaureate granting institutions. Referencing governing LACCD board rules, administrative regulations, California Educational Codes, CSU, UC, and private university transfer policies, the Articulation Office is a destination that provides resources and analysis to help students clarify their coursework, graduation and transfer questions. Your comments and criticisms are always welcome.

Assessment
Student Services Building, Second Floor
(323) 953-4000 ext. 2264
Email: assessment@lacitycollege.edu
https://www.lacitycollege.edu/Admissions/SSSP/2-Assessment

The mission of Assessment is to identify new non-exempt and returning students to schedule and complete placement test(s) for course placement into English, Math, or ESL.

The Assessment Office schedules and administers placement tests for new non-exempt students, continuing students who are eligible for re-assessment, and returning students who need to retake the placement test for course placement into ESL courses. You will lose your place in priority enrollment if you do not participate in orientation, assessment, and educational planning services.

Associated Student Government (ASG)
Student Union Building, Office of Student Life
(323) 953-4000 ext. 2450
Email: deregha@lacitycollege.edu
https://www.lacitycollege.edu/Campus-Life/Associated-Student-Government

The LACC Associated Student Government (ASG) is the officially designated student organization that represents students’ needs and concerns. The ASG is a significant component of LACC’s shared governance process. The governing body of the ASG is the Student Senate, composed of officers elected annually by the student body at large, following requirements of LACCD Administrative Regulation S-9.

LACC students are encouraged to join the ASG by paying the ASG fee of $7.00 per semester. The membership benefits include participation in student government, preferred parking, book grants (limited number to qualified applicants), free copier services (weekly limit), free scantrons and bluebooks (weekly limit), discounted local faxing, free admission to ASG supported cultural and social events, discount tickets to theaters and local amusement parks, and much more.

The ASG represents students on college, district and statewide issues. It provides students with leadership opportunities through involvement on the Student Senate and Club Council, and by appointment to various LACC, ASG, regional, and state committees. It provides funding support for a variety of campus activities including Dean’s Honor Ceremony, Commencement, Welcome Days, Health Fair, English Writing Contest, Forensics Team, Latino Heritage Festival, Foreign Language Day, African-American History Month, blood drives, social events, speakers, and other events. Student clubs provide a rich and exciting multi-cultural dimension to college life. Any ASG member can start a club—it just takes eight ASG
members who share an interest and a faculty advisor—to be chartered by the ASG. Information on joining or starting a club is available in the Office of Student Life. All student clubs must be chartered by the ASO in order to be recognized and officially function on campus.

The Student Senate is composed of the elected, or appointed, student leaders. It meets regularly, with agendas posted in advance in accordance with the Brown Act. It is composed of the President, Executive Vice President, Vice President of Finance, Vice President of Clubs, and nine Senators. The Associate Dean of Student Life serves as the advisor. Qualifications to hold student government office, as stated in S-9, include maintaining a minimum unit enrollment and GPA, as well as limits to the number of units completed and semesters holding office.

More information on student government, joining and/or starting a club, holding an activity, eligibility for office, and the many benefits offered. All students are encouraged to get involved.

Student Trustee

One student is elected, from all nine colleges within the LACCD, to represent all of the District’s students on the Board of Trustees. The Student Trustee sits on the Board, attends meetings, and has an advisory vote. There is an annual election, held in conjunction with the Associated Student Organization election, whereby each student in the District has an opportunity to cast a vote to select the Trustee. LACCD Board rule 2100 details the process for selection and the qualifications for candidacy and insures an equal opportunity for any student from any LACCD campus to seek the position of Student Trustee.

In accordance with existing law, candidates for Student Trustee must:
1. Be currently enrolled at an LACCD college
2. Be enrolled in a minimum of five (5) units
3. Maintain enrollment in a minimum of five (5) units through the one-year term of office
4. Have completed a minimum of 12 units and no more than 80 transferable units
5. Have and maintain a minimum 2.0 GPA

Bookstore

Student Union Lobby
(323) 953-4000 ext. 2142
Email: bookstore@lacitycollege.edu
www.laccbookstore.com

The mission of the LACC Bookstore is to support the educational experience by providing students, faculty, and staff with the course materials and resources requisite for student success.

The LACC Bookstore (Cubstore Bookstore) offers a wide variety of textbooks, supplies and materials that assist LACC students in reaching their full educational potential. The Cub store obtains information from faculty for needed textbooks and material and provides these items for purchase by LACC students and the LACC community. In addition, there is the opportunity for the students to sell authorized textbooks back to the Cub store during the last week of each major term and other posted dates.

Visit our website and/or see a cashier for refund policy and more information.

Business Office

Student Services Building, Second Floor
(323) 953-4000 ext. 2180
https://www.lacitycollege.edu/Administrative-Services/Business-Office/Department-Home

The mission of the Business Office is to provide support and guidance relative to all financial needs and obligations of our students and to view our interactions with them as a part of their positive learning experience at LACC.

We offer the following services:
- Collection of fees relating to enrollment, health, tuition, ASG membership, student representation, parking, and transcripts
- Assistance with student account balances and refund requests

CalWORKs

Student Services Building, 3rd Floor
(323) 953-4000 ext. 2599/2856
(next to the Chemistry Bldg)
(323) 953-4000 ext. 2586
https://www.lacitycollege.edu/Resources-Services/CalWORKs/Department-Home

The California Work Opportunities and Responsibility for Kids (CalWORKs) will provide access to educational programs for student-parents receiving financial aid. We will help empower students to embrace their dreams, achieve their academic and career goals, and succeed in long-term economic self-sufficiency.

The CalWORKs program is an innovative program that provides FREE workforce training, education, and childcare services for students receiving public assistance.

Students receive assistance in completing:
- Greater Avenues for Independence (GAIN) paperwork to receive all books and supplies free of cost.
- Childcare paperwork to receive excellent care for their child/children while in classes.
- Financial Aid application, which will pay the tuition for classes.

In addition, the CalWORKs program offers individualized academic counseling to help students choose classes, a career, and obtain a certificate, degree, or prepare for transfer to a four-year college.

The CalWORKs staff is always prepared to assist students in completing their educational goals, resolving issues as they arise, and celebrating academic success.
Career Center
Student Services Building, 35
(323) 953-4000 ext. 2210
https://www.lacitycollege.edu/Resources/Career-Center/
Department-Home

The mission of the Career Center is to educate and serve students in their career education, planning, and development process.

The Career Center at LACC provides students with individual and group counseling, vocational testing services, exploration of career options, and information on occupational fields and employment trends. A career coach and assistants are available to assist students in developing skills for self-assessment, information gathering and goal-setting as part of their career development and planning. Services also include, career workshops, resume assistance, interviewing techniques, and computer resources for the latest career information.

Child Development Center
Child and Family Studies Building, First Floor
(323) 953-4000 ext. 2220
https://www.lacitycollege.edu/campus-life/Child-Development-Center/Department-Home

The Campus Child Development Center provides child care for student parents to assist them in completing their educational goals. The Center offers a preschool program for children 2 to 5 years of age. The Campus Child Development Center provides a Californian State Preschool Program and a General Child Care Program.

Child Development majors and other students participate in the program under the direct supervision of a Child Development Center Master Teacher. Employment opportunities for teacher's assistants are available for those who qualify. Applications for teacher's assistant positions are available in the Campus Child Development Center office.

We welcome and encourage you to visit our center. It is recommended that you make an appointment a day or two in advance so that someone will be available to give you a tour and answer your questions.

Compliance Officer
Los Angeles Community College District Office
(213) 891-2000 ext. 2315

LACC prohibits discrimination based on sex (including sexual harassment, sexual orientation), race, color, pregnancy, ancestry, national origin, religion, creed, marital status, disability, medical condition (cancer related), age (40 and above), and/or veteran status. This is in accordance with applicable federal and State law and District College policy. The policy applies to admission, access and treatment in College programs and activities for all full-time and part-time students.

Sexual harassment is one form of discrimination. It is generally defined as unwelcome sexual advances and/or requests for sexual favors by a male or female. Sexual harassment is physical, verbal, or visual behavior that is sexual in nature, repeated, and interferes with your ability to study or work. It is conduct that has created a hostile or intimidating environment.

The role of the Compliance Officer is to implement policies and procedures that follow Federal and State laws on discrimination and sexual harassment, oversee compliance, investigate and recommend resolutions to discrimination and/or sexual harassment complaints, serve as a resource on relevant issues and promote diversity. Students who feel that they have been discriminated against or sexually harassed or who wish to discuss incidents of discrimination or sexual harassment may contact and/or file a complaint with the Compliance Office.

Copies of the Discrimination and Sexual Harassment Policy and relevant compliant forms may be obtained upon request from the Compliance Office or online.

Computer Labs

<table>
<thead>
<tr>
<th>AREA</th>
<th>LAB INFO</th>
</tr>
</thead>
<tbody>
<tr>
<td>All-College Computer Lab</td>
<td>MLK Library, 2nd Floor Ext. 2396 Open to all students in all disciplines.</td>
</tr>
<tr>
<td>Art</td>
<td>CHEM 112 For Art Design students only.</td>
</tr>
<tr>
<td>Business Administration</td>
<td>AD 305 and AD 316 Ext. 2549 For Business students only.</td>
</tr>
<tr>
<td>Cinema, Film and Media Center</td>
<td>CC 118, 147, and 220 For cinema, TV and Photo students only.</td>
</tr>
<tr>
<td>CAOT</td>
<td>FH B04, FH B05, AD 305 and AD 319 For CAOT students only.</td>
</tr>
<tr>
<td>CSIT</td>
<td>FH 201, FH 202, FH 204A, FH 206 and FH 208 Ext. 2676 For CSIT students only.</td>
</tr>
<tr>
<td>The High Tech Center (Disabled Students)</td>
<td>Office of Special Services SSB 1st Floor Ext. 2278 For OSS students only.</td>
</tr>
<tr>
<td>English Writing Center</td>
<td>JH 318 Ext. 2726 For English 067 and 108 students only.</td>
</tr>
<tr>
<td>Modern Language</td>
<td>JH 115 For Modern Language students only.</td>
</tr>
<tr>
<td>Math</td>
<td>FH 104 Ext. 2815 For Math students only.</td>
</tr>
<tr>
<td>Music</td>
<td>HAMC 120 and HAMC 130 Ext. 2880 For Music students only.</td>
</tr>
<tr>
<td>PI Shoppe</td>
<td>FH 104 Ext. 2676 For Math Tutoring only.</td>
</tr>
<tr>
<td>Speech</td>
<td>LS 105 Ext. 2963 For Speech students only.</td>
</tr>
</tbody>
</table>
Extended Opportunity Programs and Services (EOPS)

Student Services Building, Third Floor
(323) 953-4000 ext. 2300
https://www.lacitycollege.edu/Resources/EOPS-CARE-CAFYES/Department-Home

The mission of EOPS is to assist students challenged by language, economic, and educational disadvantages. The program provides services to facilitate the successful completion of their academic goals. Services provided by EOPS include priority registration, EOPS orientations, academic counseling, book services, individualized tutoring, transfer information, meal voucher, and much more contingent upon funding.

The CARE program is an extension of EOPS for single parents/heads of household receiving CalWORKS/TANF who have at least one child under the age of 18. The services provided are transportation passes/parking permits, books, supplies, meal voucher, and technology assistance.

The NextUp program (also known as CAFYES) is another extension of EOPS specifically for current or former foster youth under the age of 26. NextUp students receive academic counseling, priority registration, book/meal vouchers, and other services.

Along with supporting students, the program has participation requirements that need to be met in order for students to continue their EOPS/CARE/NextUp services.

Financial Aid

Student Services Building, First Floor
(888) 930-LACC or (888) 9305222
Email: finaid@lacitycollege.edu
www.lacitycollege.edu/Admissions/Financial-Aid/Home

The mission of Financial Aid programs is to make college education accessible to individuals who would otherwise be unable to attend college.

The Financial Aid Office administers federal, state, and institutional programs designed to expand college access. The available financial assistance comes in the form of grants, work-study, loans, and scholarships. The assistance makes it possible for individuals to continue their education beyond high school, even if they and/or their families cannot meet the full cost of post-secondary education.

First Year Experience (FYE)

Student Services Building, Second Floor
(323) 953-4000 ext. 2266
Email: cerdaj@lacitycollege.edu
http://www.lacitycollege.edu/Resources/First-Year-Experience/Department-Home

The First Year Experience (FYE) program is designed to help you be successful in your first year of college by providing a supportive, nurturing environment complete with educational and career guidance, so you may achieve your educational and career goals. We offer:

- Priority registration
- College Promise - First year of classes is free for qualifying students
- Guaranteed enrollment in Math and English classes
- Dedicated faculty members committed to your success
- Math and English Supplemental Instruction (SI) tutors
- Special FYE social and extracurricular activities
- Committed counselors to help you create an educational plan for transfer to university and/or LACC graduation
- Success coaches to help answer general questions, refer you to resources, and support you on your college journey
- Book loans for English and Math courses

Foster and Kinship Care Education

Student Services Building, Third Floor
(323) 953-4000 ext. 2335
Email: LACC-FosterCare@lacitycollege.edu
https://www.lacitycollege.edu/Community-Business/Foster-Kinship-Care/Department-Home

The Foster and Kinship Care Education Program provides quality education and support opportunities for caregivers of children and youth in out-of-home care so that these providers may meet the educational, emotional, behavioral and developmental needs of children and youth.

We offer continuous support for our Resource Parents (Foster, Kinship, and Adoptive) through several workshops and classes in areas such as:

- Parenting skills (child development, behavior management, grief and loss, cultural diversity, self-esteem, safety issues, CPR and first aid)
- Permanency planning (reunification, emancipation, guardianship, adoption, working with birth parents, visitations)
- Working with the system (roles, responsibilities, and rights of resource parents; accessing community resources)
- Specialized areas (prevention of teen pregnancy, prenatal drug and alcohol exposure, child abuse, physical disabilities, learning disabilities, substance abuse issues, attachment issues, etc.)

Foster Youth Programs (Guardian Scholars/NextUp)

Administration Building, AD 108
(323) 953-4000 ext. 2335
Email: Multicultural@lacitycollege.edu

Guardian Scholars

The LACC Guardian Scholars Program (GSP) serves students of all ages who are current, former, or emancipated foster youth who are pursuing a path within higher education. GSP’s mission is to provide academic and personal guidance to help empower students on their educational journeys to earning a Career Technical Certificate, Associate Degree, and/or transfer to a university.

The program supports current and emancipated foster students as they transition into adulthood and pursue their educational/vocational goals. GSP provides a seamless integration of student support services including counseling, tutoring, peer mentoring, leadership and self-development workshops, financial aid support, and community resources. The programs primary function is to support and assure that each foster youth is adequately guided and mentored throughout their entire educational process.
NextUp
The purpose of NextUp is to support the recruitment, enrollment, retention, graduation, and transfer of current and former foster youth students under 26 at LACC. All NextUp students are also concurrently enrolled in Guardian Scholars program for further support and access to resources. The NextUp program (also known as CAFYES), is an extension of services for educationally disadvantaged students provided by Extended Opportunity Programs and Services (EOPS).

Services offered: Academic/transfer counseling, priority enrollment/registration, book and supply grants, meal vouchers, unmet need grants (if budget permits), transportation assistance, health and mental health service referrals, career/life skills workshops, field trips and networking opportunities.

Qualification requirements:
- Must be a resident of California
- Must be enrolled in 9 units (6 if in OSS)
- Must qualify to receive a BOG fee waiver (low-income) and be educationally disadvantaged
- Must be a current or former foster youth in California whose dependency was established or continued by the court on or after the student’s 16th birthday, and be younger than 26 years at the beginning of the academic school year
- Must provide a copy of the “Dependency Verification Letter” (also known as Ward of the Court Letter)

Genderversity and Multicultural Center
Administration Building, AD 108
(323) 953-4000 ext. 2335
Email: multicultural@lacitycollege.edu
Website: www.lacitycollege.edu/Campus-Life/Genderversity-Multicultural-Center/Department-Home

The mission of the Genderversity and Multicultural Center is to acknowledge and promote cultural enrichment and gender diversity while focused on closing the achievement gaps within our targeted disproportionately impacted student groups.

Health and Wellness Center
Student Services Building, First Floor 120
(323) 953-4000 ext. 2485
Email: hernana@lacitycollege.edu
Website: www.lacitycollege.edu/Campus-Life/Health-Wellness-Center/Department-Home

We are dedicated to provide basic, high quality and cost-effective services in a comfortable and compassionate environment. We provide enrolled students with physical and mental health services to facilitate academic success at LACC by promoting healthy lifestyles and caring for your physical and/or psychological needs.

The Health Center services all currently enrolled students. It offers basic primary and non-emergency care, health care counseling, emotional and behavioral counseling, family planning, referrals, TB skin test, and other laboratory tests and immunizations (TD, Hep B, MMR), some which carry additional fees. Appointments can be made to see a medical provider or mental health professional.

A mandatory Student Health Fee of $11.00 per semester is payable at the time of registration.

International Student Program
Administration Building, AD 109
(323) 953-4000 ext. 2470
Email: iss@lacitycollege.edu
Website: http://www.lacitycollege.edu/Resources/International-Students/Department-Home

The mission of the International Student Program (ISP) is to provide international students with assistance and support to facilitate their successful integration into LACC as well as fulfilling educational outcomes. We seek to enhance our international students’ academic and cultural experience in the U.S. by providing high-quality services, including academic counseling, immigration advisement, and cultural enrichment programs. We believe that international students serve as a vital “bridge” in cross-cultural understanding in our diverse societies. Our goal is to promote positive international educational exchange through all of our programs and interactions. The multifunctional role of the ISP also includes servicing as the primary liaison for community contacts, governmental (federal, state, and local) agencies, and university departments, which interface with international students.

Our Purposes
- Provide international students with academic counseling to help them maintain good academic standing and achieve their educational goals
- Provide international students with immigration advisement/documentation necessary to maintain their legal status in the U.S
- Represent LACC to the U.S. Department of Homeland Security, the U.S. Department of State, and other government agencies involved with international students
- Guide international students in their adaptation to the American culture and the campus life.

LACC Extension
Administration Building, AD 112
(323) 953-4000 ext. 2651
Email: comsvcs@lacitycollege.edu
Website: https://www.lacitycollege.edu/Resources/International-Students/Department-Home

LACC Extension is a not-for-credit program that offers classes, workshops, seminars, clinics, field-trips, and other offerings open to the community and supported by the fees paid by students attending each offering.

In a nutshell, LACC Extension offers classes, events, and other offerings for just about anyone in the community-old or young, resident or not, training for a career or just looking to have a good time. Our offerings are not-for-credit (no transcripts, degrees, or CA Community College certificate programs), and are supported by fees or donations/contributions.
LACC Foundation
Student Union Building, Third Floor
(323) 953-4000 ext. 4011
www.laccfoundation.org

The LACC Foundation was established in 1968 as a non-profit, tax-exempt corporation, designated to receive gifts for LACC from individuals, corporations, and foundations.

The LACC Foundation develops philanthropic support to increase capacity for accessible educational opportunities that provide academic and vocational excellence for the students of LACC, and that enrich the cultural, economic, and civic life of Los Angeles. The Foundation provides deserving students with the opportunity to achieve their academic goals by providing a full range of scholarships and awards. All awards and scholarships are given on an annual basis normally during the spring semester. For application, criteria, and requirements visit the foundation website: www.laccfoundation.org. The specific and primary purposes for which the Foundation is formed are:

1. To promote, foster, encourage, and provide scientific, literary, educational, and recreational facilities at LACC.
2. To provide for scholarships, fellowships, grants in aid, loans, and other financial assistance to worthy students and members of the faculty.
3. To further research and provide for associated facilities.
4. To receive gifts, bequests, or devises either outright or as a trustee or beneficiary of a trust, to hold, transfer, buy, sell, invest, or reinvest real property, cash, stocks, and bonds, and all other evidences of value.
5. To expend moneys for the general welfare of the students and faculty of LACC.
6. To otherwise provide aids to education supplementary to state and local tax means for the support and benefit of LACC.

The Foundation is a non-profit, tax-exempt corporation designed to receive gifts for the college from individuals, corporations, and foundations. Our taxpayer ID# is 95-6207819.

Lost and Found
Cesar Chavez Administration Building, Room 111
(323) 953-4005 or #3 from an on campus telephone
https://www.lacitycollege.edu/Campus-Life/Campus-Safety/Sheriffs-Office/Lost-and-Found

Inquiries about personal belongings lost on campus should be directed to the Sheriff’s Office. The sheriffs will attempt to give notification if items turned in have identification. Property held for over 30 days will be sent to Central Property, where it is destroyed.

Noncredit/Adult Education Program
Economic Workforce Development, EWD 100
(323) 953-4000 ext. 2230
http://www.lacitycollege.edu/Departments/NonCredit-Adult-Education/Department-Home

The LACC Noncredit / Adult Education Program prepares Basic Skills learners, English as a Second Language learners, disadvantaged populations, and other non-traditional college students to attain the essential knowledge, skills, and abilities to successfully acquire and retain employment, transition to college, and/or effectively explore, plan, and establish career pathways leading to growth opportunities in high demand occupations.

Our classes are open entry/open exit which allow students to register anytime during the school year. Day, evening, and Saturday classes are offered to meet the needs of all students, specifically the working adult. All of the courses are free. Citizenship fairs are calendared throughout the academic year to assist students with N-400 documents for naturalization process towards U.S. citizenship.

Specific information regarding the program overview, certificates, and courses offered can be found in the Noncredit / Adult Education section of this catalog.
Office of Economic Development and Workforce Education

Administration Building, AD 208A
(323) 953-4000 ext. 2594
www.lacitycollege.edu/Academic-Info/Workforce-Education/Home

The mission is to link education, work, and training to improve the competitiveness within the workforce.

Economic Development at LACC is supported through the administration of grants from federal, state, and local levels as well as various workforce related projects that enhance the delivery of programs and services. These grants empower the Office of Economic Development and Workforce Education to continuously improve its services, such as:

• The delivery of customized training classes and vocational skills certificate programs to meet the needs of business and industry
• Enhancing workplace skills
• Student assessments
• Internships
• Career technical education
• Welfare to work
• Career advancement and pathways training
• Job preparation and readiness
• Citizenship and civics training classes
• Technical preparation for high school students

Office of Special Services (OSS)

Student Services Building, First Floor Room 100
(323) 953-4000 ext. 2270 (Same number for TDD/TTY)
Email: oss@lacitycollege.edu
http://www.lacitycollege.edu/Resources/Office-Special-Services/Department-Home

The Office of Special Services (OSS) mission is to facilitate equal access for enrolled students with disabilities, allowing full participation in educational programs, services, and campus activities through appropriate and reasonable academic adjustments.

OSS facilitates equal access for LACC students with disabilities to participate in educational programs, services, and campus activities through appropriate and reasonable academic adjustments. Academic adjustments and auxiliary aids and services are determined on a case-by-case basis by an OSS professional in conjunction with student dialogue, professional documentation, identified educational limitations, and the degree or extent of functional limitation associated with the student’s disability.

Some of the accommodations OSS may authorize include, but are not limited to, the following:

• Help with adaptive technology
• Sign Language interpreter services
• Assistive technology
• Assistive/adaptive technology training
• Alternate-text production
• Braille transcription
• Large-print magnification
• Learning disabilities assessment

• Priority registration
• Referrals (on/off campus support)
• Specialized academic counseling
• Specialized instruction (Learning Foundation classes)
• Student educational plans/Student educational contracts
• Testing and exam services
• Specialized tutoring
• USC Occupational Therapy Residency

Disability Parking
(Not administered by OSS)

Accessible parking spaces are available in designated parking lots on campus. Any vehicle parked in an accessible space designated for individuals with disabilities on campus must display a state of California placard and a valid LACC student/staff parking sticker.

Closed Captioning/Accessible Videos
(Not administered by OSS)

Federal and State law requires that instructional or informational publications, videos or films, and materials purchased or used by the college for student or public use be accessible.

Service Animal Accommodation

Any student with a verifiable disability who would like to bring a service animal on the LACC campus is encouraged to contact the Office of Special Services.

Online Education

Administration Building, AD 300
Teaching and Learning Center
(323) 953-4000 ext. 2480
https://www.lacitycollege.edu/Academics/Distance-Education/Home

Online Education is a way for students who work and/or have family obligations to earn college credits without coming to campus for classes. If you are independent, self-directed, and self-motivated, then an online or hybrid course may be for you. Online Education courses may include hybrid courses in which any portion of the in-person instructional classroom time is conducted using online activities. Or classes may be offered fully online with instruction, distribution of course materials, discussions, assessments, and other course related activities conducted outside the classroom environment using Internet based technology.

Outreach and Recruitment

Student Union, 2nd floor - Room 219
(323) 953-4000 ext. 2450
Email: outreach@lacitycollege.edu
http://www.lacitycollege.edu/Resources/Outreach-Recruitment/Department-Home

The Outreach and Recruitment office at LACC serves as a liaison to the local community. Our office is responsible for disseminating information to high school students, teachers, counselors, parents and the public about educational partners for K-12 school districts. We facilitate the transition of students from area high schools to LACC or other colleges and universities through regular academic advertisement and other
pre-graduation activities. Our office provides access to educational programs, establishing LACC as a path to a four-year degree or a successful career.

Our office provides prospective, new, and current students with information regarding all academic and non-academic aspects of LACC.

Services listed below require a minimum of two weeks in advance for scheduling (visit our website for more information):

- LACC application for admissions
- Online or group orientation
- Navigating the student portal
- Registering for classes
- Instruction on how to make fee payments
- Information regarding student services and programs
- Education on financial aid resources
- Concurrent enrollment (for High School Students)
- Identifying registration holds
- Student photo ID (Cub Card)
- College fairs
- Campus tours
- High school visits
- Workshops/presentations
- Referrals

**Pi Shoppe (Math Tutoring)**

Franklin Hall, FH104  
(323) 953-4000 ext. 2810  
Email: medniks@lacitycollege.edu  
https://lacitycollege.edu/Departments/Math-CSIT-CT-CAOT/Student-Support/Pi-Shoppe

Pi Shoppe is a state of-the-art Mathematics tutoring lab that helps students learn how to succeed in mathematics, provides tutoring for all math levels, and helps students develop the study skills that make learning math easier and more enjoyable. Visit our website if you wish to enroll.

Our goals:

- Increase retention, success, and enrollment rates
- Help students improve performance and grades in the Math classes they are taking
- Help students understand concepts needed to solve Math homework and assignments
- Provide different ways of learning Math concepts to increase the degree of student understanding
- Provide a friendly and helpful environment conducive to student learning
- Help students overcome math anxiety
- Provide math skills for competency in the technical workplace.

**Ralph Bunche Scholars Program**

Student Services Building, SSB234  
(323) 953-4000 ext. 2340  
Email: LACC-RBScholars@lacitycollege.edu  
www.lacitycollege.edu/Academic-Info/Ralph-Bunche-Scholars/Department-Home

The Ralph Bunche Scholars Program is committed to meeting the needs of academically motivated and intellectually curious students whose main purpose is to transfer to a four-year school.

Additional benefits of participating:

- Priority consideration to certain four-year universities
- Increased collaboration with faculty and scholars
- Participation in a learning community
- Academic advising from our Honors Counselors
- Scholar’s designation on transcripts
- Opportunity to present research at annual Honors Research Conference at UC Irvine (Spring), and other conferences
- Library privileges at UCLA
- Specialized meetings, get-togethers, trips, seminars

Successful completion of the requirements provides the best pathway for transfer to many of the most competitive colleges and universities in the nation. Scholars are given top priority for admission to major public and private universities.

**STEM Pathways**

Franklin Hall, FH304  
(323) 953-4000 ext. 2923  
Email: bhaktaj@lacitycollege.edu  
www.lacitycollege.edu/Academic-Info/STEM-Pathways/Department-Home

LACC received funding from the Department of Education to implement the STEM Pathways Program to support academic success and rate of transfer of Science, Technology, Engineering, and Math (STEM) students.

The program provides the following benefits to student participants:

- Math preparation and support – Free math review boot-camps for pre-calculus and calculus during the winter and summer intercessions
- STEM Learning Center – Group study space, just for STEM students, with tutoring and supplemental instruction in STEM courses available
- STEM-Specific Individualized Counseling and Peer Mentoring – participants have access to a dedicated STEM Counselor and also have the opportunity to be assigned a Peer-Mentor
- Faculty Mentoring – Participants join a group led by a Faculty Mentor to engage in extracurricular enrichment and to provide academic and career support
- Undergraduate Research Experiences – Students will have access to paid summer research experiences at CSULA and CSUF. Funding will be available for students to present their undergraduate research work at conferences
- University and Industry Field Trips - Free travel to field trips to university open days and industry tours
The mission of the Transfer Center is to meet the needs of students preparing to transfer to a four-year college or university by providing accurate, up-to-date information and a set of coordinated resources, activities, and services that support the transfer process.

Some of our services include:

- Advising and Counseling - General information and advising is available on a walk-in basis. Limited transfer counseling appointments may also be available. Call or visit office for availability.
- Application assistance - Get help with admissions and supplemental applications
- College brochures - Review printed pamphlets and flyers with information for CSU, UC, and private colleges
- Workshops - Presentations on a variety of topics including UC/CSU transfer requirements, admissions applications, and the UC personal insight, and transfer guarantee are available throughout the year*
- Representatives visits - College representatives from various four-year colleges and universities visit the Center to provide one-on-one advising to LACC students*
- Annual Transfer Day - Every fall the Center organizes a college Transfer Day with representatives from local and out-of-state universities

Visit our website to check our online calendar frequently for an updated list of scheduled events and activities.

TRIO/Student Support Services
Student Services Building, Third Floor
(323) 953-4000 ext. 2466
Email: aaptrio@lacitycollege.edu
www.lacitycollege.edu/Resources/TRIO-SSS/Department-Home

The Trio/SSS program provides services that assist students in obtaining an associate degree and transfer to four-year institution.

Services include:

- Tutoring
- Workshops
- Cultural activities
- Computer lab access
- Calculator loan
- University field-trips
- Grant aid awards
- Free printing
- Academic and personal counseling
- Assistance with transfer and financial aid application

TRIO/Upward Bound
Student Services Building, Second Floor Room 242
(323) 953-4000 ext. 2315
Email: lopezme@lacitycollege.edu
www.lacitycollege.edu/Resources/Upward-Bound/Department-Home

The Federal TRIO Programs are educational opportunity outreach programs designed to motivate and support students from under-represented backgrounds. TRIO includes six outreach and support programs targeted to serve and assist low-income, first-generation students and students with disabilities to progress through the academic pipeline.

Upward Bound serves high school students from low-income families in which neither parent holds a bachelors degree (first-generation potential-college student). We guide program participants through their high school years, providing academic skills development, information on college admissions and financial aid, career exposure, and first-hand experience of college life. Our objective is to prepare our students for success not only in high school but also in a post-secondary educational institution of their choosing.
UMOJA
Administration Building, AD 108
(323) 953-4000 ext. 2335
Email: Multicultural@lacitycollege.edu
www.lacitycollege.edu/Campus-Life/Genderversity-Multicultural-Center/Department-Home

Umoja (a Kiswahili word meaning unity) is a learning community dedicated to the academic success, personal growth, and self-actualization of African-American and other students.

Services include:
- Supportive environment
- Counseling
- Tutoring
- Cultural workshops and events
- Leadership development
- Academic workshops
- Faculty and staff mentoring
- Historically Black Colleges and Universities (HBCU) tours
- Transfer agreements with UCs and HBCUs

Office of Student Life
Student Union Building, 219
(323) 953-4000 ext. 2450
Email: deregha@lacitycollege.edu
https://www.lacitycollege.edu/Campus-Life/Office-of-Student-Life/Department-Home

The Office of Student Life is dedicated to providing opportunities for students to enhance their overall personal and leadership development. We are committed to LACC student development through trainings, workshops, strategic co-curricular programming, and access to resources. We are dedicated to meeting each student's needs in order to develop transferable skills for their personal, academic, and professional lives.

Services include:
- Peer 2 Peer mentor program
- Dean's Honor Tea
- Student Leadership Academy
- Intramural sports
- Commencement information

Veterans Resource Center
Life Sciences Building, Room 101
(323) 953-4000 ext. 2125
Email: veteransaffairs@lacitycollege.edu
https://www.lacitycollege.edu/Resources-Services/Veterans

The Veterans Resource Center (VRC) promotes an attitude of collaboration within the campus and surrounding community to increase awareness and sensitivity to issues concerning veterans. The goal of the program is to create an encouraging environment by acknowledging, honoring, and addressing veterans' unique needs, while helping them attain their educational goals.

Unless otherwise notified, all programs (majors) in this catalog are approved for VA benefits payment. Transfer programs are approved contingent upon LACC having current articulation agreements with the universities offering the transfer programs. Contact the Transfer Center for more information about approved transfer programs. To maintain eligibility, veteran students must maintain standards of academic progress as indicated in the College Catalog.

Services include:
- Book rental
- Campus service referrals
- Computer lab
- Housing assistance through PATH
- Mental health services through U.S. Vets
- Orientation
- Peer mentoring
- Priority registration
- VA educational benefits certification
- VA educational benefits counseling through VSOC
- Veterans Club
- Disability services through the Office of Special Services (OSS)

Welcome Center
Student Services Building, SSB180
(323) 953-4000 ext. 2455
www.lacitycollege.edu/Resources-Services/Welcome-Center/Department-Home

The Welcome Center is a one-stop location where students can find information about academic programs, access computers to apply for LACC, and complete the necessary steps to enrollment as a student.

Current and prospective students receive assistance with a variety of services such as:
- Application for admission to the college
- Online orientation and information regarding biweekly virtual workshops
- Registration for classes
- Information and referral to student services and programs
- FAFSA completion
- Concurrent/dual enrollment class information for high school students
- Identifying registration holds
- Obtaining a student photo ID (Cub Card)
- Navigating the student portal
- Paying tuition fees
- General questions about the college and how to find employment opportunities for students who wish to work on campus
- Access virtual or in-person tours of the LACC campus
- Providing instructions for password resets