

# LEARNING IN YOUR CAREER AND ACADEMIC PATHWAY

## Learning Outcomes

A learning outcome is a statement that describes what students will 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 Student Learning Outcomes

Course student learning outcomes describe the skills and abilities a student will have once they have successfully completed a course. Course student learning outcomes can be found on the course syllabus that you receive in each class section.

## Program Student Learning Outcomes

Program student learning outcomes describe the learning obtained across multiple courses. They describe the skills and abilities you will have once you have successfully completed all the courses and requirements of a program. Program student learning outcomes are listed in this catalog.

## Institutional Student Learning Outcomes

Institutional student learning outcomes describe the skills and abilities that students are expected to have acquired once they complete an associate degree at LACC. Students will achieve the following 11 outcomes:

1. **Broad & Integrative Knowledge.** Consolidate broad knowledge that bridges multiple areas of learning and fields of study.
2. **Civic Engagement.** Have the knowledge, skills, and values necessary to help promote the quality of life in diverse communities through both political and non-political processes.
3. **Diverse Perspectives.** Display the intellectual flexibility that enables perception of the world through varied cultural customs, practices, and viewpoints of different identities.
4. **Ethical Reasoning.** Rationally reflect and evaluate ethical systems and codes of conduct.
5. **Aesthetic Awareness.** Ability to create, categorize, appreciate, and analyze artistic objects and the aesthetic responses of audiences.
6. **Communication Competency.** Produce verbal and written communication that is clear, logical, organized, and adapted to effectively meet the needs of various audiences.
7. **Critical & Creative Thinking.** Use appropriate reasoning, analytic, and problem-solving strategies to draw logical conclusions or formulate creative solutions.

8. **Information Competency.** Research, evaluate, use, and communicate information in various formats.
9. **Quantitative Competency.** Represent and logically interpret mathematical information visually, numerically, and verbally
10. **Lifelong & Applied Learning.** Apply skills to address unscripted problems and practice intellectual curiosity that values diversity of thought.
11. **Technical Proficiency.** Demonstrate specific proficiencies with respect to the major field of study.

## Service Unit Outcomes

Service Unit Outcomes measure the level of understanding, skills, and/or knowledge a student will possess upon interaction with a student support service or administrative service. Service unit outcomes can be found at the Student Learning Outcomes & Assessment website at [sites.google.com/view/laccslo/home](https://sites.google.com/view/laccslo/home).

## Assessment of Learning Outcomes

Student learning is assessed on a continuous basis to ensure that students are learning the course and program objectives and content as well as acquiring the understanding, skills, and/or knowledge desired by student support services and administrative services.

Through a systematic student learning outcomes assessment process, faculty members review their courses and make adjustments to improve student achievement. Student support services and administrative services review the effectiveness of the services provided and make improvements as needed.

# STAYING ON YOUR CAREER AND ACADEMIC PATHWAY

## STUDENT SERVICES

Online assistance with student services including Admissions, Counseling, and Financial Aid can be found at Cranium Café ([laccd.craniumcafe.com/login](http://laccd.craniumcafe.com/login)). Register with your LACC student email account and password.

### Academic Counseling

Student Services Building, Second Floor  
(323) 953-4000 ext. 2250  
[lacitycollege.edu/Academics/Counseling/Department-Home](http://lacitycollege.edu/Academics/Counseling/Department-Home)

Academic Counseling is a “one stop shop” to help facilitate your academic and career success. Through our online and in-person services you will be able to:

- Identify an academic path (certificate, associate degree, associate degree for transfer, and/or pathway for transfer)
- Enroll in courses that will align with your general education, competency, and major requirements reflected on your student education plan (SEP)
- Be more knowledgeable and aware of campus policies, procedures, and resources to help you complete your academic path

### Admissions and Records

Student Services Building, First Floor  
(888) 930-LACC or (888) 930-5222  
Email: [admissions@lacitycollege.edu](mailto:admissions@lacitycollege.edu)  
[admissions.lacitycollege.edu](http://admissions.lacitycollege.edu)

The mission of the Admissions and Records Office is to uphold the academic policies of the college and maintain the academic records of students. Through the Admissions and Records Office you can receive assistance with:

- Admissions application
- Registering for classes
- Residency reclassification
- Transcript and enrollment verification request
- Graduation petition
- Student record
- Information changes (such as name, address)
- Petitions: Fourth Attempt, Loss of California College Promise Grant (BOGW), Loss of Priority, Repeating Courses, Prerequisite Challenges

### Associated Student Government (ASG)

Student Union Building, Office of Student Life  
(323) 953-4000 ext. 2450  
Email: [deregha@lacitycollege.edu](mailto:deregha@lacitycollege.edu)  
[lacitycollege.edu/Campus-Life/Associated-Student-Government](http://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 state-wide 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, Executive of Administration, Executive of Outreach, Executive of Finance, Executive of Clubs, Executive of Activities, and 10 senators. The 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.

## Cub Store Bookstore Services

Student Union Lobby  
(323) 953-4000 ext. 2142  
Email: [bookstore@lacitycollege.edu](mailto:bookstore@lacitycollege.edu)  
[laccbookstore.com](http://laccbookstore.com)

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

The LACC Cub Store 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. Students can sell authorized textbooks back to the Cub Store during the last week of each major term and other posted dates. Visit our website for more information.

## Business Office

Student Services Building, Second Floor  
(323) 953-4000 ext. 2180  
[lacitycollege.edu/Administrative-Services/Business-Office/Department-Home](http://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.
- Issuance of 1098 Form for students who pay fees out of their pocket

## CalWORKs

Student Services Building, Third Floor  
(323) 953-4000 ext. 2599/2856  
(323) 953-4000 ext. 2586  
[lacitycollege.edu/Resources/CalWORKs/Department-Home](http://lacitycollege.edu/Resources/CalWORKs/Department-Home)

The California Work Opportunities and Responsibility for Kids (CalWORKs) provides access to educational programs for student-parents receiving public assistance. We 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 with:

- Greater Avenues for Independence (GAIN) documents to receive books and supplies free of cost
- Counseling/case management
- Work Study placement

- Tutoring
- Childcare

The CalWORKs staff is 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  
[lacitycollege.edu/Resources/Career-Center/Department-Home](http://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 provides students with:

- Individual and group counseling
- Vocational testing services
- Exploration of career options and information on occupational fields and employment trends
- A career counselor available to assist with developing skills for self-assessment, information gathering, and goal setting
- Career workshops
- Resume assistance
- Interviewing techniques
- Computer resources with the latest information on careers

## Child Development Center

Child and Family Studies Building, First Floor  
Gayane Panosyan, (323) 953-4000 ext. 2220  
[lacitycollege.edu/campus-life/Child-Development-Center/Department-Home](http://lacitycollege.edu/campus-life/Child-Development-Center/Department-Home)

The LACC Campus Child Development Center provides care and education for the children of LACC student-parents to support them in completing their educational goals, as well as for families in the community. The LACC Campus Child Development Center provides California State Preschool Program and General Child Care services which are free or low cost to children ages 2 - 5. Our focus is to provide developmentally appropriate activities to meet the child's emotional, social, physical, and intellectual needs.

We welcome and encourage you to visit our center. Email us at [cdc@lacitycollege.edu](mailto:cdc@lacitycollege.edu) or call to make an appointment for a tour.

Interest forms are available online at [lacitycollege.edu/Campus-Life/Child-Development-Center/Enrollment-Application](http://lacitycollege.edu/Campus-Life/Child-Development-Center/Enrollment-Application)

## Office for Diversity, Equity, and Inclusion

Deputy Title IX and DHR Coordinator  
Los Angeles Community College District Office  
(213) 891-2315

LACC prohibits discrimination, harassment, and retaliation (DHR) based on sex and gender (including sexual harassment, gender identity, and gender expression), race, color, pregnancy, ancestry, national origin, religion, creed, marital status, disability, sexual orientation, 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 students.

To address Title IX and DHR issues, LACCD has designated a Deputy Title IX and DHR Coordinator for LACC who is specially trained to work with individuals who report DHR complaints based on a protected class or sexual misconduct and provide information about resources, support services, and procedural options. 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 Deputy Title IX and DHR Coordinator for City, Dr. Genice Sarcedo-Magruder via email [sarcedg@piercollege.edu](mailto:sarcedg@piercollege.edu) or by phone at 213-891-2315. Dr. Sarcedo-Magruder's office is at the Office for Diversity, Equity, and Inclusion housed at the District Educational Services Center located at 770 Wilshire Boulevard Los Angeles, CA 90017.

Copies of Administrative Regulations C-14 and C-15, LACCD's Title IX and DHR policies and procedures and relevant forms may be obtained online at [laccd.edu/Departments/DistrictResources/OfficeOfDiversity/TitleIX/Pages/Reporting-an-Incident.aspx](http://laccd.edu/Departments/DistrictResources/OfficeOfDiversity/TitleIX/Pages/Reporting-an-Incident.aspx).

## Extended Opportunity Programs and Services (EOPS)

Student Services Building, Third Floor  
(323) 953-4000 ext. 2300  
Email: [lacc-eops@lacitycollege.edu](mailto:lacc-eops@lacitycollege.edu)  
[lacitycollege.edu/Resources/EOPS-CARE-CAFYES/Department-Home](http://lacitycollege.edu/Resources/EOPS-CARE-CAFYES/Department-Home)

EOPS is a state-funded comprehensive academic counseling program designed to provide additional support to eligible students. Our mission is to enhance student success by providing "over and above" services to students who experience economic and academic barriers to their education. Services include priority registration, orientation, academic counseling, books, individualized tutoring, transfer application fee waivers, meal vouchers, and more.

Single parents/heads of household receiving public assistance (CalWORKS/TANF) who have at least one child under the age of 18 can receive assistance through the CARE program. Additional services include transportation passes/parking permits, books, supplies, meal vouchers, and technology assistance.

Current or former foster youth under the age of 26 may be eligible for the NextUp program, also known as CAFYES. Additional services include housing assistance, transportation passes/parking permits, technology, and resources to help ameliorate food insecurity.

## Financial Aid

Student Services Building, First Floor  
(888) 930-LACC or (888) 930-5222  
Email: [finaid@lacitycollege.edu](mailto:finaid@lacitycollege.edu)  
[finaid.lacitycollege.edu](http://finaid.lacitycollege.edu)

Financial Aid makes it possible for individuals who would otherwise be unable to attend college to continue their education, even if they and/or their families cannot meet the full cost of post-secondary education.

The Financial Aid office provides assistance with applying for:

- Federal and state financial aid grants
- Federal work-study job opportunities
- Student loans
- Scholarships

## First Year Experience (FYE)

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

FYE students who continue their education have the option to receive assistance through the Second Year Experience (SYE).

Visit the website for the application to FYE, events, internships, and live chat.

## Foster and Kinship Care Education

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

The Foster and Kinship Care Education program provides quality education and support opportunities for caregivers. Through trainings, caregivers learn how to 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 trainings 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

Visit the website for registration, information on trainings, and live chat.

## Foster Youth Programs

Student Services Building, Third Floor  
(323) 953-4000 ext. 2345

### Guardian Scholars

Email: [guardianscholars@lacitycollege.edu](mailto:guardianscholars@lacitycollege.edu)  
[lacitycollege.edu/Resources/Guardian-Scholars/Department-Home](http://lacitycollege.edu/Resources/Guardian-Scholars/Department-Home)

The Guardian Scholars Program (GSP) serves students of all ages who are current, former, or emancipated foster youth. 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 former 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 program's primary function is to support and assure that each foster youth is adequately guided and mentored throughout their entire educational process.

### NextUp

Email: [aguilaam2@lacitycollege.edu](mailto:aguilaam2@lacitycollege.edu)  
[lacitycollege.edu/Resources/EOPS-CARE-CAFYES/NextUp](http://lacitycollege.edu/Resources/EOPS-CARE-CAFYES/NextUp)

Guardian Scholars Program students who meet further eligibility requirements are eligible for additional support services through 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. The NextUp program (formerly known as CAFYES), is an extension of services for educationally disadvantaged students provided by Extended Opportunity Programs and Services (EOPS).

Services offered include:

- 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

Eligibility requirements:

- Resident of California
- Enrolled in 9 units (6 units if in OSS)
- Qualify to receive a BOG fee waiver (low-income) and be educationally disadvantaged
- 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 of age at the beginning of the academic school year
- 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](mailto:Multicultural@lacitycollege.edu)  
[lacitycollege.edu/Campus-Life/Genderversity-Multicultural-Center/Department-Home](http://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.

Visit the website to book a meeting and for live chat concerning:

- LGBTQ Resources
- Housing Information
- Diversity Information
- UMOJA Student Support

## Health and Wellness Center

Student Services Building, First Floor 120  
(866) 733-5924  
Email: [jbond@jwch.org](mailto:jbond@jwch.org)  
[lacitycollege.edu/Campus-Life/Health-Wellness-Center/Department-Home](http://lacitycollege.edu/Campus-Life/Health-Wellness-Center/Department-Home)

The Health and Wellness Center provides all currently 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. We provide basic, high quality, and cost-effective services in a comfortable and compassionate environment. A mandatory Student Health Fee of \$19.00 per semester is payable at the time of registration. Appointments can be made to see a medical provider or mental health professional.

The Health and Wellness Center provides the following services:

- Basic primary and non-emergency care
- Health care counseling
- Emotional and behavioral counseling
- Family planning
- Referrals
- TB skin test
- Other laboratory tests and immunizations (TD, Hep B, MMR), some which carry additional fees

## High School Student Programs

### Dual Enrollment

Student Union, Second Floor  
(323) 953-4000 ext. 2072  
Email: [dualenrollment@lacitycollege.edu](mailto:dualenrollment@lacitycollege.edu)  
[lacitycollege.edu/Resources/Dual-Enrollment/Department-Home](http://lacitycollege.edu/Resources/Dual-Enrollment/Department-Home)

The Dual Enrollment Program is an accelerated program that allows qualified students to fulfill high school graduation requirements while simultaneously gaining college credits toward a certificate, diploma, or a college degree. LACC offers a variety of college courses that are conveniently offered at our local high schools. For information about participating high schools visit the dual enrollment website.

You are considered a “concurrent enrollment” student if you are taking a regular college class on campus (not a class designated for only K12 students).

Benefits of Dual Enrollment include:

- Increase the likelihood to attend and complete college
- Be better prepared for college both academically and socially
- Explore various careers and majors options before entering college
- Earn college credits while still enrolled in High School
- Most classes are transferable to 4-year Universities, including UC and CSU systems
- Save money on college tuition; Dual Enrollment classes are FREE

### TRIO/Upward Bound

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

### Outreach and Recruitment

Student Union, Second Floor 219  
(323) 953-4000 ext. 2450  
Email: [outreach@lacitycollege.edu](mailto:outreach@lacitycollege.edu)  
[lacitycollege.edu/Resources/Outreach-Recruitment/Department-Home](http://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

### **GO Central City**

Student Union, Second Floor 219  
(323) 953-4000 ext. 2325  
Email: [GoCentralCity@lacitycollege.edu](mailto:GoCentralCity@lacitycollege.edu)  
[lacitycollege.edu/Resources/Go-Central-City/Department-Home](http://lacitycollege.edu/Resources/Go-Central-City/Department-Home)

GO Central City (Great Outcomes for Central City) serves students who attend elementary, middle, and high schools in the central area of L.A. Unified School District. This initiative is based on the belief that each child in our LAUSD schools should see him or herself as a future college student. GO Central City helps motivate and prepare students to earn a high school diploma and go to college.

GO Central City is a partnership among School Board Member Monica Garcia, the Los Angeles Unified School District-Local District Central, LACC, and California State University Los Angeles. The mission is to promote a college-going culture and greater educational outcomes for all central-city students.

GO Central City offers:

- Free noncredit ESL and vocational courses for parents and family members at their LAUSD location.
- Low-cost enrichment classes for elementary and middle school students, including math, English, music, and dance courses.
- College courses taught on location for high school and middle school students.
- Outreach to high school students and the opportunity to visit the campus, take the assessment tests, and prepare for entry into LACC.
- Career exploration activities for middle and high school students.

### **International Student Program**

Administration Building, AD 109  
(323) 953-4000 ext. 2470  
Email: [iss@lacitycollege.edu](mailto:iss@lacitycollege.edu)  
[lacitycollege.edu/Resources/International-Students/Department-Home](http://lacitycollege.edu/Resources/International-Students/Department-Home)

The International Student Program (ISP) assists international students with completing the paperwork needed to apply for an F-1 Visa. Through the ISP, students receive:

- Academic counseling, educational plans, and transfer assistance
- International student orientation for all incoming and transfer students
- U.S. immigration advisement
- Travel authorization and advisement regarding application for new visas
- Authorization and advisement on how to apply for optional practical training and extension of programs
- Liaison with U.S. and foreign embassies/consulates
- Assistance with matters of cultural adjustment
- Informational workshops, programming, and cultural activities
- Networks for international students to assist one another

Students in the ISP may apply to be part of the Language Academy (Intensive English Program), which helps students improve their English skills so they can excel in their college courses. Contact [la@lacitycollege.edu](mailto:la@lacitycollege.edu) for more information.

Visit the website for live chat, F-1 Visa status requirements, forms related to F-1 Visa status, workshops, and other information regarding the program.

### **LACC Extension**

Administration Building, AD 112  
(323) 953-4000 ext. 2651  
Email: [comsvcs@lacitycollege.edu](mailto:comsvcs@lacitycollege.edu)  
[communityservices.lacitycollege.edu](http://communityservices.lacitycollege.edu)

LACC Extension is a not-for-credit program that offers a wide array of classes and programs available to anybody in the community. Focused on giving you the opportunity to build new skills or grow in the skills you already have, Extension class offerings range from courses that are fun and recreational to those that are more career-focused.

Through reasonably-priced classes, LACC Extension engages the community to participate in lifelong multi-generational learning no matter what level of education you have previously received. Our classes provide individuals easy access to learning, both in the registration process and through our diverse offerings catered to meet the community's interests and needs.

To register for classes, visit our webpage or contact us by phone.

### **LACC Foundation**

Student Union Building, Third Floor  
(323) 953-4011  
[laccfoundation.org](http://laccfoundation.org)

The Los Angeles City College Foundation (the Foundation) was established in 1968. With net assets over \$42 million, it is the largest foundation in the Los Angeles Community College District and one of the largest community college foundations in the United States. The Foundation is a non-profit, tax exempt corporation designed to receive gifts for LACC from individuals, corporations, and private foundations.

To help students secure a different future, we must disrupt the cycle of poverty and implement programs to effect change. To ensure the success of our students, the Foundation has been expanding programs and employing strategies to meet students' basic needs including food, housing, utilities, transportation, and access to healthcare. The Foundation seeks to enable low-income students to enroll, persist and succeed in LACC's postsecondary education.

In addition to basic needs support, the Foundation annually provides students with over \$1 million in the form of scholarships, awards, book vouchers, emergency loans and other means of financial support to allow them to continue to excel in their educational endeavors. The scholarships and awards apply to every academic discipline at LACC, with varying amounts and application requirements. Students are encouraged to visit individual department websites and the Foundation site for detailed information regarding available forms of support. All book vouchers become available at the beginning of each semester, and scholarships become available during the beginning of the spring semester. Scholarships are awarded at the end of the spring semester, but there are some scholarships

that are available during the fall semester; students should check the Foundation website or contact the Foundation staff for additional information.

The specific and primary purposes for which the Foundation was 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 or bequests, 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.
5. To expend monies for the general welfare of the students and programs of LACC.
6. To otherwise provide financial support to the programs and departments of LACC that supplements the state and local tax means available to the college.

## Lost and Found

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

## Office of Special Services (OSS)

Student Services Building, First Floor Room 100  
(323) 953-4000 ext. 2270 (=Voice/TTY)  
Email: [oss@lacitycollege.edu](mailto:oss@lacitycollege.edu)  
[lacitycollege.edu/Resources/Office-Special-Services/Department-Home](http://lacitycollege.edu/Resources/Office-Special-Services/Department-Home)

The Office of Special Services / DSPS works with students who have physical, mental health, learning and other disabilities to ensure equal access to academic programs and success at LACC. Students meet with their counselor or specialist to discuss how their disability impacts their education and to provide professional documentation of their disability. They work together to identify and authorize the appropriate services and accommodations the student needs which may include:

- Sign Language interpreters
- Assistive/adaptive technology and training
- Alternate text (audio books, Braille, large print, etc.)
- Learning disabilities assessment and support
- Priority (early) registration
- Referrals (on/off campus resources)
- Specialized academic counseling: education and academic accommodation plans
- Learning Foundations classes
- Alternative testing
- Specialized tutoring
- USC Occupational Therapy Residency support

Our Checklist for Success at [lacitycollege.edu/Resources/Office-Special-Services/Department-Home](http://lacitycollege.edu/Resources/Office-Special-Services/Department-Home) provides step-by-step instructions on how to apply and use our services.

### 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 campus ADA Coordinator.

## Scholarships

Financial Aid Office:  
[lacitycollege.edu/Admissions/Financial-Aid/Scholarships](http://lacitycollege.edu/Admissions/Financial-Aid/Scholarships)

LACC Foundation:  
[laccfoundation.org/students/apply-for-scholarships/](http://laccfoundation.org/students/apply-for-scholarships/)

Merit scholarship opportunities are available to LACC students through the Financial Aid Office and the LACC Foundation. Criteria may include evidence of leadership in various academic departments and/or student activities, citizenship, financial need, and scholastic ability.

## Transfer Center

Student Services Building, Second Floor  
(323) 953-4000 ext. 2215  
[lacitycollege.edu/Resources/Transfer-Center/Department-Home](http://lacitycollege.edu/Resources/Transfer-Center/Department-Home)

The mission of the Transfer Center is to assist you in preparing for transfer to a four-year college or university by providing you with accurate, up-to-date information and a set of coordinated resources, activities, and services that support your 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 your 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\*

- Representative 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

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](mailto:aaptrio@lacitycollege.edu)  
[lacitycollege.edu/Resources/TRIO-SSS/Department-Home](http://lacitycollege.edu/Resources/TRIO-SSS/Department-Home)

The Trio/SSS program provides services that assist low-income, first-generation, and/or disabled students in obtaining an associate degree and transferring to a four-year institution.

Services include:

- Transfer and financial aid application
- Academic and personal counseling
- Tutoring
- Workshops
- Cultural activities
- Computer lab access
- Technology
- University field trips
- Scholarships
- Free printing

## UMOJA

Administration Building, AD 108  
 (323) 953-4000 ext. 2335  
 Email: [umoja@lacitycollege.edu](mailto:umoja@lacitycollege.edu)  
[lacitycollege.edu/umoja](http://lacitycollege.edu/umoja)

Umoja (a Kiswahili word meaning unity) is a community and critical resource dedicated to enhancing the cultural and educational experiences of African American and other students. We believe that when the voices of histories of students are deliberately and intentionally recognized, the opportunity for self-efficacy emerges and a foundation is formed for academic success. Umoja actively serves and promotes student success for all students through a curriculum and pedagogy responsive to the legacy of the African and African American Diasporas.

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](mailto:deregha@lacitycollege.edu)  
[lacitycollege.edu/Campus-Life/Office-of-Student-Life/Department-Home](http://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
- Student basic needs support
- Student clubs and organizations

## Veterans Resource Center (VRC)

Life Sciences Building, Room 101  
 (323) 953-4000 ext. 2125  
 Email: [veteransaffairs@lacitycollege.edu](mailto:veteransaffairs@lacitycollege.edu)  
[lacitycollege.edu/Resources/Veterans/Department-Home](http://lacitycollege.edu/Resources/Veterans/Department-Home)

The goal of the Veterans Resource Center (VRC) program is to create a supportive environment by acknowledging, honoring, and addressing veterans' unique needs, while helping them attain their educational goals.

Contact the VRC for more information about approved degrees, certificates, and transfer programs for VA benefits.

Services include:

- Book rental
- Campus service referrals including disability services through the Office of Special Services (OSS), Financial Aid, and Transfer Center
- Computer lab and printing services
- Mental health services through U.S. Vets
- VA educational benefits certification
- VA educational benefits counseling through Vet Success on Campus (VSOC)
- Veterans Club

## Welcome Center

---

Student Services Building, SSB180

(323) 953-4000 ext. 2455

[lacitycollege.edu/Resources-Services/Welcome-Center/Department-Home](http://lacitycollege.edu/Resources-Services/Welcome-Center/Department-Home)

The Welcome Center is a one-stop location where you can find information about academic programs, access computers to apply to LACC, and complete the necessary steps to enroll as a student. Visit the website to live chat and meet with the members of the Welcome Center Team via Zoom.

Current and prospective students receive assistance with a variety of services including:

- Online workshops including online application, orientation, information sessions, and First Year Experience education planning sessions
- One on one assistance with application for admission to the college and registration for classes
- Information and referral to student services
- Assistance in completing financial aid documents, including FAFSA or Dream Act applications
- Assistance for high school students identifying and enrolling in concurrent and dual enrollment classes
- Identifying and assistance with clearing registration holds
- Obtaining a student photo ID (Cub Card)
- Navigating the student portal
- Paying tuition fees
- Answering general questions about the college
- Finding employment opportunities for students who wish to work on campus
- Accessing tours of the LACC campus
- Resetting a password to access the student portal

# ACADEMIC SUPPORT SERVICES

## Computer Labs

Open labs are available to students enrolled at LACC. Note that many labs require students to log in with their username and password.

Visit [lacitycollege.edu/Resources/Computer-Labs/Department-Home](http://lacitycollege.edu/Resources/Computer-Labs/Department-Home) for the list of computer labs.

## ESL Lab

Jefferson Hall JH 310

Email: [nishimjm@lacitycollege.edu](mailto:nishimjm@lacitycollege.edu)

[lacitycollege.edu/Departments/English-ESL/Labs-Support-Services](http://lacitycollege.edu/Departments/English-ESL/Labs-Support-Services)

Online and face-to-face tutoring is available for all students enrolled in our ESL classes. Students need to enroll in TUTOR 001.

Questions and help requests can be submitted through email. Appointments for in-person and online conferences with tutors can be made through the Zoom link available in your class Canvas site or the English/ESL department website.

## Library

Martin Luther King, Jr. Library

(323) 953-4000 ext. 2400

[lacitycollege.edu/Resources-Services/Library/Library-Home](http://lacitycollege.edu/Resources-Services/Library/Library-Home)

The mission of the Martin Luther King, Jr. Library is to provide user-oriented quality services, instruction, and resources to support the mission and goals of the College and the curriculum, and the educational and research/information competency needs of students, faculty, staff, and administration.

The Martin Luther King, Jr. Library offers:

- 185 computers for students (including 5 ADA Stations and 2 tables with low/high adjustability)
- Wireless access on all floors
- Copy and print stations
- 18 group study rooms
- Circulation/periodicals desk with textbooks, reserve material, magazines, and newspapers
- Reference Center with faculty Librarians for research assistance
- Ask a Librarian 24/7 chat service
- 150,000 Print books + 230,000 eBooks
- Online databases with remote access
- 75 Magazine and newspaper subscriptions
- Find more information and resources on the LACC Virtual Library and Student Resource Guide
- Study Aids & Handouts including MLA, APA, Annotated bibliography, Outline, and Library brochure

A one-unit course is offered: LIB SCI 101 College Research Skills.

Individual questions are welcomed at the Reference and Circulation/Periodicals Desks. The college ID card is also the

Library card. When the library is closed, materials may be returned through the outside book drop located in the front of the building.

The Library is located in the North-East corner of the campus, on the corner of Willow Brook Avenue and Vermont Avenue, next to the Metro Station.

## Noncredit Adult Education Program

Economic Workforce Development, Chemistry Building

(323) 953-4000 ext. 2230

[noncredit.lacitycollege.edu](http://noncredit.lacitycollege.edu)

The Noncredit Adult Education Program provides academic preparation, basic skills, High School Equivalency (HSE), English as a Second Language (ESL), short-term vocational programs, workforce training, and preparation to help you 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.

The Noncredit Adult Education Program offers over 40 CDCP certificates and more than 100 noncredit courses. Classes are noncredit and tuition FREE and do not generate degree-applicable college units. A full range of free personal, career and academic counseling services are available to you when enrolled in a noncredit course.

Classes are located at LACC and many educational sites throughout the community. Open-entry/open-exit classes allow you to register anytime during the school year. Day, evening, and Saturday classes are scheduled to meet your scheduling needs.

The program offers:

- Academic Preparation- Basic Skills - High School Equivalency. Strengthen your skills in reading writing, spelling, mathematics, English usage, and grammar. Academic Preparation provides you with a strong educational foundation that can be used as a basis of employment preparation, college-level readiness, High School Equivalency Test Preparation, and vocational programs.
- English as a Second Language (ESL). Improve your English listening, speaking, writing, and pronunciation skills to reach your career, academic, and personal goals. Classes also incorporate civics education. Specialized strands such as Vocational ESL and ESL Conversation are available for advanced- ESL levels.
- Citizenship. Introduces you to the U.S. citizenship and naturalization process, U.S. history, and government. Prepares you for the U.S. Citizenship and Immigration Services USCIS interview and exam.
- Career Educational Training Programs. Offers you a variety of short-term certificate programs and single course options designed to prepare for a high-demand career and advance current work skills. The Career Educational Training programs combine academic knowledge with technical and occupational skills to provide you with pathways to long-term careers and success.

Specific information regarding the certificates and courses offered can be found in the Noncredit Adult Education Program section of this catalog.

## Office of Economic Development and Workforce Education

Administration Building, AD 208A  
(323) 953-4000 ext. 2594  
[lacitycollege.edu/Academics/  
Economic-Development-and-Workforce-Education/Home](http://lacitycollege.edu/Academics/Economic-Development-and-Workforce-Education/Home)

The Office of Economic Development and Workforce Education (EDWE) at LACC works collaboratively with internal and both public and private sector partners throughout Los Angeles County to transform communities through excellence in career education. With the support of businesses, industry partners, and a variety of LAUSD schools, LACC is bridging the gap between a competitively skilled and competent workforce, and new, evolving workplace demands.

EDWE is empowered to provide exceptional, targeted programs and services by the administration of federal, state, and local level grants, and various workforce-related projects. EDWE facilitates the provision of a broad spectrum of pathways, resources, training, and tools for students, professionals, and businesses including:

- Career Technical Education (CTE)
- Dual Enrollment programs
- Student internships
- LACC Apprenticeship Initiative
- Career advancement services
- Job preparation and readiness support

## Online Education

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

Students can earn college credits, degrees, and certificates without coming to campus for classes. Online education takes place over the internet and can be offered synchronously (meeting at a designated time using Zoom) or asynchronously (no required real-time meetings). The college uses the Canvas learning management system. The schedule of classes indicates which sections are offered in an online format.

Students taking online classes have access to all support services. Visit the website for more information on technology, resources, and expectations for students to succeed in online education.

## Pi-Shop (Math Tutoring)

Franklin Hall, FH104  
(323) 953-4000 ext. 2810  
Email: [medniks@lacitycollege.edu](mailto:medniks@lacitycollege.edu) or [lamkt@lacitycollege.edu](mailto:lamkt@lacitycollege.edu)  
[lacitycollege.edu/Departments/Math/Pi-Shop\(Math-Tutoring\)](http://lacitycollege.edu/Departments/Math/Pi-Shop(Math-Tutoring))

The Pi-Shop 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.

Students who use Pi-Shop tutoring services will:

- Receive respectful, courteous, and helpful assistance in solving Math problems from the Pi-Shop tutors

- Be able to solve Math problems after receiving tutoring from the Pi-Shop tutor
- Feel more confident to work on Math problems after receiving tutoring services from the Pi-Shop
- Improve math problem solving skills after receiving tutoring services from the Pi-Shop
- Be able to write the solution sets using appropriate mathematical notation

## Ralph Bunche Scholars Program

Student Services Building, SSB234  
(323) 953-4000 ext. 2340  
Email: [MullerDN@lacitycollege.edu](mailto:MullerDN@lacitycollege.edu)  
[lacitycollege.edu/Academic-Info/Ralph-Bunche-Scholars/  
Department-Home](http://lacitycollege.edu/Academic-Info/Ralph-Bunche-Scholars/Department-Home)

The Ralph Bunche Scholars (RBS) program prepares students for transfer and the rigors of academic work at a four-year university. For more information about admission requirements, the online application to become an RBS, and the requirements to complete the program, visit the website.

Additional benefits of participating:

- Priority consideration for admission to top-tier four-year universities
- Honors courses designed for RBS students
- Collaboration between faculty and scholars
- Opportunities for scholarships
- Participation in a learning community
- Academic advising from Honors Counselors
- 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 RBS requirements provides the best pathway for transfer to many of the most competitive colleges and universities in the nation.

## Writing Support Center

Cesar Chavez Administration, AD 100  
[lacitycollege.edu/Departments/English-ESL/Labs-Support-Services](http://lacitycollege.edu/Departments/English-ESL/Labs-Support-Services)

Writing assistance is available for all students, including those enrolled in English composition, literature, and other departments' classes with required writing assignments. Services include embedded tutoring in English 101 courses, one-to-one tutoring (both face-to-face and online), a paper submission option to receive feedback and suggestions, faculty-led workshops on key writing and organization topics, and use of our writing-skills software to provide practice with grammatical issues. Services are designed to enhance both the student's writing skills and confidence.

# STUDENT HANDBOOK

## Academic Policies

### Attendance

The student is expected to attend every meeting of all classes. A student may not attend a class without being registered for that class. The instructor may exclude a student who has enrolled for a class but does not attend or who is late or absent from the first meeting of the class. 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 responsibility of the student to notify the instructor of any circumstances which will prevent attendance at any meeting of the class. Students may notify instructors by email 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.

IT IS THE STUDENT'S RESPONSIBILITY TO DROP 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 withdraw from class verifying extenuating circumstances. Visit the Admissions and Records website at [lacitycollege.edu/Admissions/Admissions-Records/Department-Home](http://lacitycollege.edu/Admissions/Admissions-Records/Department-Home).

### Final Examinations

Final examinations are given in all courses. The final examination schedule for the current semester is available at [lacitycollege.edu/Calendar/Academic-Calendar/Final-Exam-Schedule](http://lacitycollege.edu/Calendar/Academic-Calendar/Final-Exam-Schedule).

### 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 to verify their eligibility.

## Grading Symbols and Definitions and Conditions for Use

(LACCD 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:

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

Explanation of Symbols Without Impact on Grade Point Average:

#### 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

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

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

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

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

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

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

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

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

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

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

### 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

The EW symbol may be used to denote excused withdrawal.

“Excused Withdrawal” occurs when a student must withdraw from a course or courses under circumstances beyond their control. Upon verifiable documentation (i.e., job transfer, illness of family member, incarcerated student, subject to immigration action, chronic or acute illness, accident or natural disaster) a student may petition for an “EW” non-evaluative symbol.

Excused withdrawals shall not be counted in progress probation and dismissal calculations nor shall it be counted towards the permitted number of withdrawals or counted as an enrollment attempt.

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

All courses can be taken either Graded or as Pass/No Pass provided the student requests the grading method within the first 30% of an academic term. To request Pass/No Pass, complete the petition ([laccd.edu/Students/Documents/Pass%20No%20Pass%20Petition.pdf](http://laccd.edu/Students/Documents/Pass%20No%20Pass%20Petition.pdf)) and submit to Admissions and Records at [admissions@lacitycollege.edu](mailto:admissions@lacitycollege.edu). In order to earn a passing grade, students must satisfactorily complete the coursework at the level of a letter grade of C or higher.

The following credit courses are graded as Pass/No Pass only:

### Credit courses

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

REGNRSG 104L, 105L, 106L, 107L, 108L,  
109L, 110L, 111L

The following noncredit courses are graded as Pass/No Pass/  
Satisfactory Progress:

#### **Noncredit courses**

<b>SUBJECT</b>	<b>NUMBER</b>
BSICKSL	006CE, 007CE, 023CE, 034CE, 035CE, 037CE, 052CE, 053CE, 067CE, 070CE, 072CE, 075CE, 076CE, 079CE, 083CE, 084CE, 085CE, 086CE, 118CE, 200CE, 201CE, 202CE, 203CE
ESL NC	001CE, 002CE, 048CE, 049CE, 050CE, 110CE, 360CE
ESLCVCS	010CE, 011CE, 012CE, 013CE, 014CE, 015CE, 030CE, 031CE, 032CE, 033CE
VOC ED	002CE, 003CE, 053CE, 054CE, 055CE, 056CE, 059CE, 060CE, 063CE, 078CE, 079CE, 084CE, 092CE, 093CE, 094CE, 095CE, 103CE, 104CE, 105CE, 122CE, 128CE, 129CE, 171CE, 230CE, 231CE, 232CE, 233CE, 234CE, 235CE, 236CE, 237CE, 238CE, 239CE, 240CE, 241CE, 242CE, 243CE, 244CE, 245CE, 246CE, 247CE, 248CE, 249CE, 250CE, 253CE, 254CE, 279CE, 294CE, 300CE, 381CE, 382CE, 400CE, 403CE, 404CE, 405CE, 435CE, 444CE, 445CE, 446CE, 447CE, 448CE, 449CE, 460CE, 461CE, 462CE, 536CE, 537CE, 538CE

**Recording of Grade** (LACCD 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** (LACCD 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** (LACCD 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.

## **Grades and Grade Changes**

(LACCD Board Rule 6703)

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 one year 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.

## **Academic Renewal**

(LACCD Board Rule 6705)

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

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

Granted, academic renewal shall result in:

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

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

## **Auditing**

(LACCD Board Rule 6706)

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

- 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.
- No student auditing a course shall be permitted to change his/her enrollment in that course to receive credit for the course.
- Priority in class enrollment shall be given to students wanting to take the course for credit.

## **Repeatable Courses**

Certain courses in the college catalog may be repeated for additional unit credit. These courses, marked “RPT” in the “Credit Courses” 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

Repeatable courses may be repeated three times, for a total of four enrollments. The grade received each time shall be included for purposes of calculating the student's grade point average.

### Course Families (AP 4227)

Courses in physical education, visual arts, or performing arts that have related content are grouped into a course family. Students may only take four courses within a course family.

COURSE FAMILY	COURSES
Art - Acrylic	ART 304, 305, 306
Art - Ceramics	ART 708, 709, 710
Art - Design	ART 501, 502
Art - Directed Studies	ART 185, 285, 385
Art - Drawing	ART 201, 202, 209
Art - Graphic Design	ART 604, 605, 606
Art - Illustration	ART 620, 621
Art - Imaging	ART 250
Art - Life Drawing	ART 204, 205, 206
Art - Oil Painting	ART 307, 308, 309
Art - Relief Printmaking	ART 400, 401, 402, 407
Art - Sculpture	ART 700, 701, 702
Art - Typography	ART 603
Art - Water Color	ART 300, 301, 302
Art - Web Site Design	ART 645, 646
Dance - Ballet Techniques	DANCETQ 111, 112, 113, 114
Dance - Cultural and World Dance	DNCESPC 321
Dance - Dance Choreography	DANCEST 301, 302, 303, 304
Dance - Dance Performance	DANCEST 822
Dance - Dance Productions	DANCEST 814
Dance - Folk Dance Forms	DNCESPC 311, 312
Dance - Jazz Techniques	DANCETQ 121, 122, 123, 124
Dance - Modern Techniques	DANCETQ 141, 142, 143, 144
Dance - Special Projects	DANCEST 185
Dance - Tap Dance	DNCESPC 331
Dance - Yoga/Stress Management	DANCETQ 221, 222, 223, 224, 231, 241, 242
KIN - Acrobatics	KIN 206
KIN - Aerobics, Circuit Trng	KIN 045, 229, 230, 246, 250-1, 250-2, 250-3, 326, 327, 331, 333
KIN - Aquatics	KIN 201-1, 202, 205, 300, 300-1, 303
KIN - Court Sports	KIN 266-1, 266-2, 271-1, 271-2, 291-1, 291-2
KIN - Directed Studies	KIN 185, 285
KIN - Individual Activities	KIN 328, 328-1
KIN - Martial Arts/Combatives	KIN 215-1, 215-2, 215-3, 217
KIN - Mind/Body Conditioning	KIN 249-1, 249-2, 251-1, 251-2, 251-3, 265
KIN - Team Sports	KIN 287-1, 287-2, 289-1, 289-2, 290
KIN - Track and Field	KIN 180, 237, 272, 307, 334
Music - Brass Instr.	MUSIC 601, 602, 603, 604
Music - Classical Guitar	MUSIC 650, 651, 652, 653, 654, 661, 662, 663, 664
Music - Percussion Instr.	MUSIC 631, 632, 633, 634
Music - Piano	MUSIC 311, 312, 313, 314, 321, 322, 323, 324, 341-1, 341-2, 341-3, 341-4, 361-1, 361-2, 361-3, 361-4
Music - String Instr.	MUSIC 611, 612, 613, 614

COURSE FAMILY	COURSES
Music - Voice	MUSIC 400, 401, 402, 403, 404, 431, 432, 433, 434
Music - Woodwind Instr.	MUSIC 621, 622, 623, 624
Theater - Acting Study & Prof	THEATER 200, 270, 271, 272, 274-1, 274-2, 275
Theater - Analysis of Theater	THEATER 105-1, 105-2, 105-3, 105-4
Theater - Directed Study	THEATER 185, 285, 385
Theater - Directing	THEATER 225
Theater - Musical Theater	THEATER 210, 212
Theater - Performance Prep.	THEATER 276-1, 276-2, 277
Theater - Student Performance	THEATER 235
Theater - Theater in the Community	THEATER 262
Theater - Voice Theory	THEATER 240, 242-1, 242-2, 242-3, 242-4

### Conditions to Repeat a Course

(LACCD Board Rule 6704)

#### Course Repetition to Remove a Substandard Grade

Students may repeat courses in which substandard grades ("D", "F" or "NC", "NP") 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 are verified cases of accidents, illness, or other circumstances beyond the control of the student.

#### Duplicative Credit

Duplicative credit in non-repeatable courses should not be used towards the 60 units required for graduation regardless of whether or not the student petitioned to have the transcript annotated.

#### Repetition of Courses In Which a Satisfactory Grade Was Recorded

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

- b. 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.
- c. Grades awarded for courses repeated under the provisions of subsection "a" and "b" of this section shall not be counted in calculating a student's grade point average.
- d. 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.
- e. 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.
- f. 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.
- g. A student who receives a grade of Satisfactory Progress (SP) in a noncredit course pursuant to repeatability regulations governing noncredit courses.

## Limitations on Awarding Credit

LACC will not grant credit for 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 [ucop.edu/transfer-articulation/transferable-course-agreements/tca-policy/regulations-by-subject-area.html](http://ucop.edu/transfer-articulation/transferable-course-agreements/tca-policy/regulations-by-subject-area.html).

Students can only receive credit for:

### 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 040A/B/C are equivalent to COUNSEL 040 combined: maximum credit 3 units

### Modern 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, 227S, 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.

### 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 Counseling Department for more information.

# Credit for Prior Learning

## LACCD Credit for Advanced Placement Exams

AP SUBJECT AREA	AP SCORE	TOTAL SEMESTER UNITS AWARDED TOWARD AA/AS/ADT	SEMESTER UNITS APPLIED TOWARD LACCD GE REQUIREMENTS	ASSOCIATE DEGREE GE AREA FULFILLED BOARD RULE: CHAPTER VI: 6201	GRADUATION COMPETENCY REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201	TITLE 5 AMERICAN INSTITUTIONS REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201	IGETC SOURCE: IGETC STANDARDS V 1.9	CSU GE BREADTH SOURCE: CSU CODED MEMO AA-2019-03
Art History	3, 4, 5	6	3	Area C: Humanities			3A or 3B 3 semester units/ 4 quarter units	C1 or C2 3 semester units
Biology	3, 4, 5	6	3	Area A: Natural Science			5B and 5C 4 semester units/ 5 quarter units	B2 and B3 4 semester units
Calculus AB	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 semester units/ 4 quarter units	B4 3 semester units
Calculus BC	3, 4, 5	6	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 semester units/ 4 quarter units	B4 3 semester units
Calculus BC/AB Subscore	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 semester units/ 4 quarter units	B4 3 semester units
Chemistry	3, 4, 5	6	3	Area A: Natural Science			5A and 5C 4 semester units/ 5 quarter units	B1 and B3 4 semester units
Chinese Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Comparative Government and Politics	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D8 3 semester units
Computer Science Exam A	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking			NA	NA
Computer Science Exam AB	3, 4, 5	6	3	Area D2: Communication and Analytical Thinking			NA	NA
Computer Science Principles	3, 4, 5	6	0	NA			NA	NA
English Language and Composition	3, 4, 5	6	3	Area D1: English Composition	Reading and Written Expression Competency Satisfied		1A 3 semester units/ 4 quarter units	A2 3 semester units
English Literature and Composition	3, 4, 5	6	3	Area C: Humanities or Area D1: English Composition	Reading and Written Expression Competency Satisfied		1A or 3B 3 semester units/ 4 quarter units	A2 and C2 6 semester units
Environmental Science	3, 4, 5	4	3	Area A: Natural Science			5A and 5C 3 semester units/ 4 quarter units	B1 and B3 4 semester units

AP SUBJECT AREA	AP SCORE	TOTAL SEMESTER UNITS AWARDED TOWARD AA/AS/ADT	SEMESTER UNITS APPLIED TOWARD LACCD GE REQUIREMENTS	ASSOCIATE DEGREE GE AREA FULFILLED BOARD RULE: CHAPTER VI: 6201	GRADUATION COMPETENCY REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201	TITLE 5 AMERICAN INSTITUTIONS REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201	IGETC SOURCE: IGETC STANDARDS V 1.9	CSU GE BREADTH SOURCE: CSU CODED MEMO AA-2019-03
European History	3, 4, 5	6	3	Area B2: Social and Behavioral Sciences or Area C: Humanities			3B or 4 3 semester units/ 4 quarter units	C2 or D6 3 semester units
French Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
French Literature	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units (removal fall 09)
German Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Human Geography	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D5 3 semester units
Italian Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Japanese Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Latin	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Latin Literature	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units (removal fall 09)
Latin: Vergil	3, 4, 5	3	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units (removal fall 12)
Macroeconomics	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D2 3 semester units
Microeconomics	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D2 3 semester units
Music Theory	3, 4, 5	6	3	Area C: Humanities			NA	C1 3 semester units (removal fall 09)
Physics 1: Algebra-Based	3, 4, 5	4	3	Area A: Natural Science			5A and 5C 4 semester units/ 5 quarter units	B1 and B3 4 semester units

AP SUBJECT AREA	AP SCORE	TOTAL SEMESTER UNITS AWARDED TOWARD AA/AS/ADT	SEMESTER UNITS APPLIED TOWARD LACCD GE REQUIREMENTS	ASSOCIATE DEGREE GE AREA FULFILLED BOARD RULE: CHAPTER VI: 6201	GRADUATION COMPETENCY REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201	TITLE 5 AMERICAN INSTITUTIONS REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201	IGETC SOURCE: IGETC STANDARDS V 1.9	CSU GE BREADTH SOURCE: CSU CODED MEMO AA-2019-03
Physics 2: Algebra-Based	3, 4, 5	4	3	Area A: Natural Science			5A and 5C 4 semester units/ 5 quarter units	B1 and B3 4 semester units
Physics B	3, 4, 5	6	3	Area A: Natural Science			5A and 5C 4 semester units/ 5 quarter units	B1 and B3 4 semester units (removal fall 13)
Physics C: Mechanics	3, 4, 5	4	3	Area A: Natural Science			5A and 5C 3 semester units/ 4 quarter units	B1 and B3 4 semester units
Physics C: Electricity and Magnetism	3, 4, 5	4	3	Area A: Natural Science			5A and 5C 3 semester units/ 4 quarter units	B1 and B3 4 semester units
Physics C Mechanics	3, 4, 5	4	3	Section A: Natural Science			5A and 5C 3 semester units/ 4 quarter units	B1 and B3 4 semester units
Physics C Electricity and Magnetism	3, 4, 5	4	3	Section A: Natural Science			5A and 5C 3 semester units/ 4 quarter units	B1 and B3 4 semester units
Psychology	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D9 3 semester units
Spanish Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Spanish Literature and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Statistics	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 semester units/ 4 quarter units	B4 3 semester units
Studio Art: Drawing	3, 4, 5	3	3	Area C: Humanities			NA	NA
Studio Art: 2-D Design	3, 4, 5	3	3	Area C: Humanities			NA	NA
Studio Art: 3-D Design	3, 4, 5	3	3	Area C: Humanities			NA	NA
United States Government and Politics	3, 4, 5	3	3	Area B1: American Institutions		American Institutions Satisfied	4 and US-2 3 semester units/ 4 quarter units	D8+US-2 3 semester units
United States History	3, 4, 5	6	3	Area B1: American Institutions or Area C: Humanities		American Institutions Satisfied	3B or 4 and US-1 3 semester units/ 4 quarter units	C2 or D6 + US-1 3 semester units
World History	3, 4, 5	6	3	Area B2: Social and Behavioral Sciences or Area C: Humanities			3B or 4 3 semester units/ 4 quarter units	C2 or D6 3 semester units

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.

## COLLEGE CREDIT FOR ADVANCED PLACEMENT (AP) TESTS

Students may earn 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).

EXAM	LACCD – Total Semester Units Awarded Toward AA/AS/ADT	LACCD GE Area Fulfilled and Semester Units Applied Towards GE	CSU GE	CSU - UNITS EARNED TOWARD TRANSFER	IGETC	UC - UNITS EARNED TOWARD TRANSFER
Art History	6	Area C: Humanities. 3 semester units	C1 or C2 3 semester units	6 semester units	3A or 3B 3 semester units/ 4 quarter units	8 quarter /5.3 semester units
Biology	6	Area A: Natural Science 3 semester units	B2 and B3 4 semester units	6 semester units	5B and 5C 4 semester units/ 5 quarter units	8 quarter /5.3 semester units
Calculus AB	3	Area D2: Communication and Analytical Thinking Math Competency 3 semester units	B4 3 semester units	3 semester units	2A 3 semester units/ 4 quarter units	4 quarter /2.6 semester units
Calculus BC <sup>A</sup>	6	Area D2: Communication and Analytical Thinking Math Competency 3 semester units	B4 3 semester units	6 semester units	2A 3 semester units/ 4 quarter units	8 quarter /5.3 semester units
Calculus BC/AB Subscore	3	Area D2: Communication and Analytical Thinking Math Competency 3 semester units	B4 3 semester units	3 semester units	2A 3 semester units/ 4 quarter units	4 quarter /2.6 semester units
<b>AP Calculus Credit Limitations:</b>				<b>If a student passes more than one AP exam in Calculus, only one exam may be applied to the baccalaureate degree.</b>		<b>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.</b>
<b><sup>A</sup>UC Credit Note:</b>	<b>Students who take the Calculus BC examination and earn a subscore 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.</b>					
Chemistry	6	Area A: Natural Science 3 semester units	B1 and B3 4 semester units	6 semester units	5A and 5C 4 semester units/ 5 quarter units	8 quarter /5.3 semester units
Chinese Language and Culture	6	Area C: Humanities. 3 semester units	C2 3 semester units	6 semester units	3B and 6A 3 semester units/ 4 quarter units	8 quarter /5.3 semester units
Comparative Government and Politics	3	Area B2: Social and Behavioral Sciences 3 semester units	D8 3 semester units	3 semester units	4 3 semester units/ 4 quarter units	4 quarter /2.6 semester units
Computer Science Exam A	3	Area D2: Communication and Analytical Thinking 3 semester units	N/A	3 semester units	N/A	2 quarter /1.3 semester units
Computer Science Exam AB (exam no longer offered)	6	Area D2: Communication and Analytical Thinking 3 semester units	N/A	6 semester units	N/A	4 quarter /2.6 semester units
Computer Science Principles	6	N/A	N/A	N/A	N/A	8 quarter /5.3 semester units
<b>AP Computer Science Exam Credit Limitations:</b>				<b>If a student passes more than one AP exam in Computer Science, only one exam may be applied to the baccalaureate degree.</b>		<b>Maximum credit 4 quarter/2.6 semester units for both Computer Science A and AB exams. (Computer Science AB no longer offered.)</b>
English Language and Composition <sup>A</sup>	6	Area D1: English Composition Reading and Written Expression Competency Satisfied 3 semester units	A2 3 semester units	6 semester units	1A 3 semester units/ 4 quarter units	8 quarter /5.3 semester units <sup>A</sup>
English Literature and Composition <sup>A</sup>	6	Area C: Humanities or Area D1: English Composition Reading and Written Expression Competency Satisfied 6 semester units	A2 and C2 6 semester units	6 semester units	1A or 3B 3 semester units/ 4 quarter units	8 quarter /5.3 semester units <sup>A</sup>
<b><sup>A</sup>UC Credit Note</b>	<b>8 quarter unit/5.3 semester unit maximum for both English exams.</b>					
Environmental Science	4	Area A: Natural Science 3 semester units	B1 and B3 4 semester units (eff. F09)	4 semester units	5A and 5C 3 semester units/ 4 quarter units	4 quarter /2.6 semester units
European History:	6	Area B2: Social and Behavioral Sciences or Area C: Humanities 3 semester units	C2 or D6 3 semester units	6 semester units	3B or 4 3 semester units/ 4 quarter units	8 quarter /5.3 semester units
French Language and Culture	6	Area C: Humanities 3 semester units	C2 3 semester units	6 semester units	3B and 6A 3 semester units/ 4 quarter units	8 quarter /5.3 semester units
French Literature	6	Area C: Humanities 3 semester units	C2 3 semester units (removal Fall '09)	6 semester units	3B and 6A 3 semester units/ 4 quarter units	8 quarter /5.3 semester units
German Language and Culture	6	Area C: Humanities 3 semester units	C2 3 semester units	6 semester units	3B and 6A 3 semester units/ 4 quarter units	8 quarter /5.3 semester units
Human Geography	3	Area B2: Social and Behavioral Sciences 3 semester units	D5 3 semester units	3 semester units	4 3 semester units/ 4 quarter units	4 quarter /2.6 semester units
Italian Language and Culture	6	Area C: Humanities 3 semester units	C2 3 semester units	6 semester units	3B and 6A 3 semester units/ 4 quarter units	8 quarter /5.3 semester units
Japanese Language and Culture	6	Area C: Humanities 3 semester units	C2 3 semester units	6 semester units	3B and 6A 3 semester units/ 4 quarter units	8 quarter /5.3 semester units

EXAM	LACCD – Total Semester Units Awarded Toward AA/AS/ADT	LACCD GE Area Fulfilled and Semester Units Applied Towards GE	CSU GE	CSU - UNITS EARNED TOWARD TRANSFER #	IGETC	UC - UNITS EARNED TOWARD TRANSFER
Latin	6	Area C: Humanities 3 semester units	C2 3 semester units	6 semester units	3B and 6A 3 semester units/ 4 quarter units	8 quarter /5.3 semester units (test offered May 2013 and beyond)
Latin Literature	6	Area C: Humanities 3 semester units	C2 3 semester units (removal Fall '09)	6 semester units	3B and 6A 3 semester units/ 4 quarter units	4 quarter /2.6 semester units
Latin: Vergil	3	Area C: Humanities 3 semester units	C2 3 semester units (removal Fall '12)	3 semester units	3B and 6A 3 semester units/ 4 quarter units	4 quarter /2.6 semester units
Macroeconomics	3	Area B2: Social and Behavioral Sciences 3 semester units	D2 3 semester units	3 semester units	4 3 semester units/ 4 quarter units	4 quarter /2.6 semester units
Microeconomics	3	Area B2: Social and Behavioral Sciences 3 semester units	D2 3 semester units	3 semester units	4 3 semester units/ 4 quarter units	4 quarter /2.6 semester units
Music Theory <sup>A</sup>	6	Area C: Humanities 3 semester units	C1 3 semester units (removal Fall '09)	6 semester units	N/A	8 quarter /5.3 semester units <sup>A</sup>
<b><sup>A</sup>UC Credit Note:</b>	<b>Credit is granted only for the full Music Theory exam. Students who earn a subscore will not receive exam credit.</b>					
Physics 1: Algebra-Based	4	Area A: Natural Science 3 semester units	B1 and B3 4 semester units	4 semester units	5A and 5C 4 semester units/ 5 quarter units	8 quarter /5.3 semester units
Physics 2: Algebra-Based	4	Area A: Natural Science 3 semester units	B1 and B3 4 semester units	4 semester units	5A and 5C 4 semester units/ 5 quarter units	8 quarter /5.3 semester units
Physics B	6	Area A: Natural Science 3 semester units	B1 and B3 4 semester units (removal Fall '13)	6 semester units	5A and 5C 4 semester units/ 5 quarter units	8 quarter /5.3 semester units
Physics C: Mechanics	4	Area A: Natural Science 3 semester units	B1 and B3 4 semester units	4 semester units	5A and 5C 3 semester units/ 4 quarter units	4 quarter /2.6 semester units
Physics C Electricity and Magnetism	4	Area A: Natural Science 3 semester units	B1 and B3 4 semester units	4 semester units	5A and 5C 3 semester units/ 4 quarter units	4 quarter /2.6 semester units
<b>AP Physics Exam Credit Limitations:</b>				<b>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.</b>		<b>8 qtr./5.3 sem. unit maximum for all Physics exams.</b>
Psychology	3	Area B2: Social and Behavioral Sciences 3 semester units	D9 3 semester units	3 semester units	4 3 semester units/ 4 quarter units	4 quarter /2.6 semester units
Spanish Language and Culture	6	Area C: Humanities 3 semester units	C2 3 semester units	6 semester units	3B and 6A 3 semester units/ 4 quarter units	8 quarter /5.3 semester units
Spanish Literature and Culture	6	Area C: Humanities 3 semester units	C2 3 semester units	6 semester units	3B and 6A 3 semester units/ 4 quarter units	8 quarter /5.3 semester units
Statistics	3	Area D2: Communication and Analytical Thinking 3 semester units	B4 3 semester units	3 semester units	2A 3 semester units/ 4 quarter units	4 quarter /2.6 semester units
Studio Art: Drawing	3	Area C: Humanities 3 semester units	N/A	3 semester units	N/A	8 quarter /5.3 semester units <sup>A</sup>
Studio Art: 2-D Design	3	Area C: Humanities 3 semester units	N/A	3 semester units	N/A	8 quarter /5.3 semester units <sup>A</sup>
Studio Art: 3-D Design	3	Area C: Humanities 3 semester units	N/A	3 semester units	N/A	8 quarter /5.3 semester units <sup>A</sup>
<b><sup>A</sup>UC Credit Note</b>	<b>8 qtr./5.3 sem. unit maximum for all Studio Art exams.</b>					
United States Government and Politics	3	Area B1: American Institutions 3 semester units	D8 + US-2* 3 semester units	3 semester units	4 and US-2 3 semester units/ 4 quarter units	4 quarter /2.6 semester units
<b>*CSU Note:</b>	<b>*Exam does not fulfill CSU US-3: California state and local government requirement. Students can satisfy this requirement after transfer.</b>					
United States History	6	Area B1: American Institutions or Area C: Humanities 3 semester units	C2 or D6 + US-1 3 semester units	6 semester units	3B or 4 and US-1 3 semester units/ 4 quarter units	8 quarter /5.3 semester units
World History	6	Area B2: Social and Behavioral Sciences or Area C: Humanities 3 semester units	C2 or D6 3 semester units	6 semester units	3B or 4 3 semester units/ 4 quarter units	8 quarter /5.3 semester units

AA: GE and 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 credit given (if any) for 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://admission.universityofcalifornia.edu/counselors/exam-credit/ap-credits/index.html>.

The California State University Advanced Placement Policy can be found on their website: <https://www2.calstate.edu/apply/transfer/Pages/advanced-placement-ap.aspx>

**CSU GE:** The Advanced Placement examinations may be used towards certification of CSU General Education-Breath requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breath 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-Breath requirements. Complete details of the official CSU AP Policy can be found on CSU Chancellor's website: <http://www.calstate.edu/acadaff/codedmemos/AA-2015-19.pdf>

**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://icas-ca.org/standards-policies-and-procedures-manual>

**Private Institutions:** The University of Southern California (USC) Advanced Placement policy: [http://arr.usc.edu/services/articulation/adv\\_placement\\_exam\\_credit.html](http://arr.usc.edu/services/articulation/adv_placement_exam_credit.html); Loyola Marymount University (LMU) Advanced Placement policy: <http://academics.lmu.edu/undergraduate/overview/corecurriculum/advisinginformation/advancedplacementcredits/> For additional private institutions, please check with a counselor for more information.

**Transfer Major Requirements:** It is rare that colleges and universities will allow a passed AP exam to fulfill a course requirement that 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

**LACCD Credit for College-Level Examination Program (CLEP) Exams**

CLEP EXAM	ACE RECOMMENDED SCORE	TOTAL SEMESTER UNITS AWARDED TOWARD ASSOCIATE DEGREE <sup>1</sup>	SEMESTER UNITS APPLIED TOWARD ASSOCIATE DEGREE GE REQUIREMENTS	ASSOCIATE DEGREE GE SECTION FULFILLED BOARD RULE: CHAPTER VI: 6201.14	GRADUATION COMPETENCY REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.12	TITLE 5 AMERICAN INSTITUTIONS REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.14
<b>BUSINESS EXAMS</b>						
Financial Accounting	50	3	N/A			
Information Systems and Computer Applications	50	3	3	Section D2: Communication and Analytical Thinking		
Introductory Business Law	50	3	N/A			
Principles of Management	50	3	N/A			
Principles of Marketing	50	3	N/A			
<b>COMPOSITION AND LITERATURE</b>						
American Literature	50	3	3	Section C: Humanities		
Analyzing and Interpreting Literature	50	3	3	Section C: Humanities		
College Composition replaces English Composition w/essay effective 07/01/10	50	6	3	Section D: Language and Rationality: Area 1. English Composition		
College Composition Modular Replaces English Composition and Freshman College Composition exams effective 07/01/10	50	3	3	Section D: Language and Rationality: Area 1. English Composition		
English Literature	50	3	3	Section C: Humanities		
Humanities	50	3	3	Section C: Humanities		
<b>FOREIGN LANGUAGES</b>						
French Language, Level 1	50	6	3	Section C: Humanities		
French Language, Level 2	59	9	3	Section C: Humanities		
German Language, Level 1	50	6	3	Section C: Humanities		
German Language, Level 2	60	9	3	Section C: Humanities		
Spanish Language, Level 1	50	6	3	Section C: Humanities		
Spanish Language, Level 2	63	9	3	Section C: Humanities		
Level 1 - equivalent to the first two semesters (or 6 semesters hours) of college-level foreign language course work						
Level 2 - equivalent to the first four semesters (or 12 semester hours) of college-level foreign language course work						
<b>HISTORY AND SOCIAL SCIENCES</b>						
American Government	50	3	3	Section B1: American Institutions		American Institutions Satisfied
History of the United States I: Early Colonization to 1877	50	3	3	Section B1: American Institutions		American Institutions Satisfied
History of the United States II: 1865 to present	50	3	3	Section B1: American Institutions		American Institutions Satisfied
Human Growth and Development	50	3	3	Section B2: Social and Behavioral Sciences		

CLEP EXAM	ACE RECOMMENDED SCORE	TOTAL SEMESTER UNITS AWARDED TOWARD ASSOCIATE DEGREE <sup>1</sup>	SEMESTER UNITS APPLIED TOWARD ASSOCIATE DEGREE REQUIREMENTS	ASSOCIATE DEGREE SECTION FULFILLED BOARD RULE: CHAPTER VI: 6201.14	GRADUATION COMPETENCY REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.12	TITLE 5 AMERICAN INSTITUTIONS REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.14
Introduction to Educational Psychology	50	3	3	Section B2: Social and Behavioral Sciences		
Introductory Psychology	50	3	3	Section B2: Social and Behavioral Sciences		
Introductory Sociology	50	3	3	Section B2: Social and Behavioral Sciences		
Principles of Macroeconomics	50	3	3	Section B2: Social and Behavioral Sciences		
Principles of Microeconomics	50	3	3	Section B2: Social and Behavioral Sciences		
Social Sciences and History	50	6	3	Section B2: Social and Behavioral Sciences		
Western Civilization I: Ancient Near East to 1648	50	3	3	Section B2: Social and Behavioral Sciences		
Western Civilization I: 1648 to Present	50	3	3	Section B2: Social and Behavioral Sciences		
<b>SCIENCE AND MATHEMATICS</b>						
Biology	50	6	3	Section A: Natural Sciences		
Calculus	50	4	3	Section D2: Communication and Analytical Thinking	Mathematics Competency Satisfied	
Chemistry	50	6	3	Section A: Natural Sciences		
College Algebra	50	3	3	Section D2: Communication and Analytical Thinking	Mathematics Competency Satisfied	
College Mathematics	50	6	3	Section D2: Communication and Analytical Thinking	Mathematics Competency Satisfied	
Precalculus	50	3	3	Section D2: Communication and Analytical Thinking	Mathematics Competency Satisfied	
Natural Sciences	50	6	3	Section A: Natural Sciences		

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.

## LACCD Credit for International Baccalaureate (IB) Exams

IB SUBJECT AREA	MINIMUM PASSING SCORE A.A./A.S. CSU GE IGETC	TOTAL SEMESTER UNITS AWARDED TOWARD ASSOCIATE DEGREE	SEMESTER UNITS APPLIED TOWARD ASSOCIATE DEGREE GE REQUIREMENTS	ASSOCIATE DEGREE GE AREA FULFILLED BOARD RULE: CHAPTER VI: 6201.14	GRADUATION COMPETENCY REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.12	TITLE 5 AMERICAN INSTITUTIONS REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201.14	IGETC APPLICABILITY SOURCE: IGETC STANDARDS V 1.3	CSU GE BREADTH APPLICABILITY SOURCE: CSU CODED MEMO AA-2010-09
IB Biology HL	5 (ALL)	6	3	Section A: Natural Science			5B 3 semester units/ 4 quarter units	B2 3 semester units
IB Chemistry HL	5 (ALL)	6	3	Section A: Natural Science			5A 3 semester units/ 4 quarter units	B1 3 semester units
IB Economics HL	5 (ALL)	6	3	Section B2: Social and Behavioral Sciences			4B 3 semester units/ 4 quarter units	D2 3 semester units
IB Geography HL	5 (ALL)	6	3	Section B2: Social and Behavioral Sciences			4E 3 semester units/ 4 quarter units	5D 3 semester units
IB History (any region) HL	5 (ALL)	6	3	Section B2: Social and Behavioral Sciences			3B or 4F 3 semester units/ 4 quarter units	C2 or D6 3 semester units
IB Language A1 (ENGLISH) HL	4 (A.A./A.S.)	6	3	Section D: Language and Rationality: Area 1 English Communication	Reading and Written Expression Competency Satisfied		Refer below to IB Language A1 (any language) HL for IGETC Area applicability	Refer below to IB Language A1 (any language) HL for CSU GE Area applicability
IB Language A2 (ENGLISH) HL	4 (A.A./A.S.)	6	3	Section D: Language and Rationality: Area 1 English Communication	Reading and Written Expression Competency Satisfied		Refer below to IB Language A2 (any language) HL for IGETC Area applicability	Refer below to IB Language A2 (any language) HL for CSU GE Area applicability
IB Language A1 (any language, except English) HL	4 (A.A./A.S.) 5 (IGETC)	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	N/A
IB Language A2 (any language, except English) HL	4 (A.A./A.S.) 5 (IGETC)	6	3	Section C: Humanities			3B and 6A 3 semester units/ 4 quarter units	N/A
IB Language A1 (any language) HL	4 (A.A./A.S.) 4 (CSU GE) 5 (IGETC)	6	3	Section C: Humanities			3B 3 semester units/ 4 quarter units	C2 3 semester units
IB Language A2 (any language) HL	4 (A.A./A.S.) 4 (CSU GE) 5 (IGETC)	6		Section C: Humanities			3B 3 semester units/ 4 quarter units	C2 3 semester units
IB Language B* (any language) HL	4 (A.A./A.S.) 4 (CSU GE) 5 (IGETC)	6	3	Section C: Humanities			6A Meets proficiency reg.	N/A
IB Mathematics HL	4 (A.A./A.S.) 4 (CSU GE) 5 (IGETC)	6	3	Section D: Language and Rationality: Area 2 Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 semester units/ 4 quarter units	B4 3 semester units
IB Physics HL	5 (ALL)	6	3	Section A: Natural Science			5A (without lab) 3 semester units/ 4 quarter units	B1 3 semester units
IB Psychology HL	5 (ALL)	3	3	Section B2: Social and Behavioral Sciences			4I 3 semester units/ 4 quarter units	D9 3 semester units
IB Theater HL	4 (A.A./A.S.) 4 (CSU GE) 5 (IGETC)	6	3	Section C: Humanities			3A 3 semester units/ 4 quarter units	C1 3 semester units

## Assessments of Prior Learning

Credit for prior learning may be earned for eligible courses approved by the district for students who satisfactorily pass an authorized assessment. Authorized assessments may include the evaluation of approved external standardized examinations, Credit for Military Service/Training, student-created portfolios, and credit by examination.

## Credit for Military Service

(See Administrative Regulations E-118 and E-12)

To receive credit for military service:

1. Arrange for military transcripts to be sent to LACC Admissions (you can request them at <https://jst.doded.mil>).
2. Submit a general petition to LACC Admissions requesting credit for military service. Students must also include documentation of at least 181 days of active duty performed (e.g., DD214).
3. In accordance with Administrative Regulation E-118, using the general petition process, the college will maintain a written record that will clearly indicate that credit has been granted, if appropriate, with the training period shortened proportionately. The student and the VA will also be notified of this process.
4. Transcript Annotation Military credit will be posted on student transcripts in keeping with the provisions of Administrative Regulation E-118.

## Credit for Courses Completed Outside the United States

(See 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-Breadth. For more information you may refer to LACCD ADT Reciprocity Guidelines, IGETC Standards, CSU Executive Order 1100, or contact the Counseling Department.

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.

# Student Code of Conduct

## **Standards of Student Conduct**

(LACCD 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: opiates, opium, and opium derivatives; mescaline; hallucinogenic substances; peyote; marijuana; stimulants and depressants; 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 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) Willful 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

(LACCD 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.

Student complaint procedures and forms/documents can be found at [lacitycollege.edu/Students/Student-Conduct/Student-Conduct](http://lacitycollege.edu/Students/Student-Conduct/Student-Conduct)

## Standards for Probation

(LACCD 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

(LACCD 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.

## Additional Policies and Information

### **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**

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.

## 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 address to gender-based violence and harassment, and to respond to complaints in order to ensure that all students have equal access to education.

Any sexual misconduct, as defined by Federal statute and 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.

### **New Regulations**

In May 2020, the US Department of Education issued new Title IX regulations mandating how colleges that receive federal funding must respond to sexual harassment and sexual misconduct under Title IX. In August 2020, these new Title IX regulations went into effect. To be compliant with the new regulations, LACCD adopted a new Administrative Regulation (C-15) to respond to Title IX complaints that meet specific criteria.

### **Filing a complaint**

Contact your Deputy Title IX Coordinator or ODEI to file a District complaint.

To address Title IX issues, LACCD has designated a Title IX and Deputy Title IX Coordinators who are specially trained to work with individuals who report sexual misconduct and provide information about resources, support services, and procedural options. To make a report about a specific incident, please contact the Deputy Title IX Coordinator below assigned to your college or site within the District.

#### **Dr. Genice Sarcedo-Magruder**

Deputy Title IX Coordinator for West Los Angeles, Los Angeles Harbor, Southwest Los Angeles, Los Angeles City and Los Angeles Pierce Colleges, and the Educational Services Center (inclusive of all satellite campuses)

[sarcedg@piercecollege.edu](mailto:sarcedg@piercecollege.edu)

**Angelica Toledo**

Deputy Title IX Coordinator for East Los Angeles, Los Angeles Trade- Technical, Los Angeles Valley and Los Angeles Mission Colleges, and Van de Kamp Innovation Center (inclusive of all satellite campuses)  
toledoa@elac.edu

**Victoria Friedman**

Deputy Title IX Coordinator for Title IX Policy and Procedure Inquiries District Compliance Officer  
friedmv@laccd.edu

**Brittany Grice**

Title IX Coordinator  
Director of Diversity, Equity and Inclusion  
213-891-2315  
titleix@email.laccd.edu

**Reporting to Law Enforcement**

You have the right to file a report with law enforcement as well as the District. You can file a criminal complaint with the Sheriff's Department at your College or local police department, depending on where the incident took place.

For a crime that occurred on campus, contact the Sheriff's Office at (323) 953-2911, or if off-campus, call 911.

**LACCD Title IX Policy & Procedure**

The LACCD Prohibited Discrimination and Harassment Policy, which covers sexual harassment and Title IX issues is in Chapter XV of the Board Rules.

To file a Title IX Complaint, you can contact the appropriate Title IX Coordinator or Deputy Coordinator above or submit a completed Complaint Form available online at [laccd.edu/Departments/DistrictResources/OfficeOfDiversity/TitleIX/Pages/Reporting-an-Incident.aspx](http://laccd.edu/Departments/DistrictResources/OfficeOfDiversity/TitleIX/Pages/Reporting-an-Incident.aspx) or by email to [titleix@email.laccd.edu](mailto:titleix@email.laccd.edu).

To address and respond to Title IX issues, Title IX Coordinator and Deputies follow Administrative Regulations C-14 titled 'Procedures for Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct Complaints' and C-15 titled 'Responding to Harassment Based on Sex under Title IX.'

**Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct Policy**

(LACCD Board Rule 15001)

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.

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.

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**

(LACCD 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; the eligibility, disqualification or reinstatement of financial aid; student discipline; freedom of the press; or employee discipline.

## Family Education Rights and Privacy Act

The Los Angeles Community College District (LACCD), in compliance with Federal and State law, has established policies and procedures governing student records and the control of personally identifiable information. The LACCD recognizes that student records are a confidential matter between the individual student and the college.

At the same time, the LACCD 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 LACCD 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 Registrar. Copies of Federal and State laws and LACCD policies and procedures are maintained by the Registrar 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 college Registrar. 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 [lacitycollege.edu/Admissions/Admissions-Records/Grades-and-Transcripts](http://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 college Registrar. The log is open to inspection only to the student and the community college official or his or her designee responsible for the maintenance of student records.

Directory information includes the student's name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Directory information about any student currently attending the college may be released or withheld at the discretion of the college Registrar.

No directory information will be released regarding any student who has notified the college Registrar 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 college Registrar in the Admissions Office ([admissions@lacitycollege.edu](mailto:admissions@lacitycollege.edu)).

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.

### 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

## Free Speech Areas and Campus Access

### I. Background

Education Code Section 76120 requires the Board of Trustees to adopt rules and regulations relating to the exercise of free expression by students upon the premises of each Community College campus. This section requires that these rules and regulations include provisions for the time, place, and manner for conducting free speech activities. The Board of Trustees has delegated to the Chancellor the responsibility for developing and implementing the required free speech rules and regulations on each LACCD campus.

The Chancellor, or his/her designee, shall work with each College President to identify campus areas available for student expressive activity and to develop the required time, place and manner regulations applicable to the exercise of free expression by students. In addition, the College President at each College shall identify a portion of his/her college campus as a Free Speech Area(s), and develop appropriate regulations to govern the use of such area(s). The identified Free Speech Area(s) is/are areas available to all persons for First Amendment activities, including the distribution of free literature or materials, and obtaining petition signatures.

The purpose of these regulations is to foster free speech, assembly, and other expressive activities, while addressing the need of each Community College campus to make necessary arrangements to assure that such activities do not interfere with the College's mission and operations or with the rights of others. Accordingly, these regulations are intended to facilitate peaceable assembly, the expression of ideas and opinions, and the distribution of materials, while ensuring the safe, orderly and peaceful flow of College business and activities.

Each campus shall have copies of this Administrative Regulation, copies of the campus time, place and manner regulation, and copies of the campus map identifying the FSA(s) and areas available for student expressive activity on hand at all times. Copies of this Administrative Regulation, the campus map, and the campus regulation shall be provided to persons seeking to use these areas.

### II. Accessing the Free Speech Area(s)

The location of the Free Speech Area(s) on each College campus is/are identified on the College's campus map. The Office of Student Services or similar office is also identified on the campus map. A copy of the campus map is available online on each College's website. Any visitor (defined as any persons unaffiliated with LACCD) seeking access to a College's Free Speech Area(s) shall first report his/her/their presence to the Office of Student Services, or similar office, identified on the campus map. The visitor or organization representative shall be provided: 1) a copy of this Administrative Regulation; 2) a copy of the campus time, place, and manner regulation; and 3) a copy of the campus map. The visitor or organization representative shall be asked to complete the attached "Voluntary Acknowledgement Form." Representatives of organizations will also be asked to identify the organization and indicate the number of persons expected to visit the Free Speech Area(s).

Completing the “Voluntary Acknowledgement Form” is completely voluntary. No person or organization will be denied access to the FSA(s) for refusing to complete the “Voluntary Acknowledgement Form.” The form is not a permit to use a Free Speech Area. The information provided on the form will be used to document your presence on campus, assess the need for security, and address capacity issues and overcrowding.

The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by contacting the Office of Diversity, Equity, and Inclusion, 770 Wilshire Boulevard, Los Angeles, CA 90017, Tel: (213) 891-2315, Fax: (213) 891-2295, and email: [Diversity-Programs@email.lacc.edu](mailto:Diversity-Programs@email.lacc.edu).

## Free Speech Area Time, Place, and Manner Regulation

---

The Los Angeles City College Free Speech Area(s) is/are identified on the campus map.

The use of the campus Free Speech Area(s) is subject to the following restrictions:

### 1. Time

The Free Speech Area(s) is/are open from 8:30am to 8:00pm, Monday through Friday. If deemed necessary, the College President, or designee, may impose additional reasonable time limits in order to ensure equal access to all wishing to use the Free Speech Area(s).

### 2. Place

The Free Speech Area(s) is/are the space(s) identified on the attached campus map. The College President, or designee, may expand or relocate the Free Speech Area(s), or may open additional temporary space(s), as he/she may deem necessary.

### 3. Manner

There are no restrictions on the subject matter or viewpoint that may be expressed by users.

Persons using the Free Speech Area(s) shall not:

- Use any means of amplification.
- Physically touch, strike, batter, or assault any person
- Impede the progress of passersby
- Undertake any activity that substantially disrupts the orderly operation, or substantially interferes with the education activities, of the College
- Use speech or expression which is obscene according to current legal standards
- Engage in illegal activities or activities which violate LACCD or campus rules
- Solicit donations of money or solicit or conduct any sale or business of any kind, except as otherwise provided in any applicable Board Rules or administrative regulations.

All persons who distribute materials, such as circulars, leaflets, petitions, and other printed matter shall not litter. All persons are encouraged to remove or properly discard any materials that were not removed or discarded in an appropriate receptacle in or around the areas used for expressive activities prior to their departure from the College that day.

All persons who wish to use a table or place any large in the free speech area, must obtain permission from the Office of Student Life only to ensure that the placement of the table or large object will not obstruct the walkways.

The Office of Student Life should be notified at least five (5) business days in advance if the expressive activities are anticipated to require security, impede pedestrian traffic, pose a substantial risk of disrupting the functioning of the College, or draw a crowd of at least fifty (50) people. Prior notice is requested to ensure there is sufficient space for the large group event, the large group event does not conflict with any other scheduled use of the space, there are sufficient resources available for crowd control and security, and there is continued access to the free speech area. If such advance notice is not feasible because of circumstances that could not be reasonably anticipated, such as because of very recent or still-unfolding news developments, the person or group should provide the Office of Student Life with as much advance notice as circumstances reasonably permit.

No unauthorized vehicles are allowed on the campus.

## Student Speech Area Time, Place, and Manner Regulation

---

The Los Angeles City College Student Speech Areas are identified on the campus map.

Student Speech Areas are accessible to students and are intended for student use for expressive activity. Use by students of Student Speech Areas are in addition to student access to campus facilities through other applicable procedures.

The use of the campus Student Speech Areas is subject to the following restrictions:

### 1. Time

The Student Speech Areas are open from 8:30am to 8:00pm, Monday through Friday. If deemed necessary, the College President, or designee, may impose additional reasonable time limits in order to ensure equal access to all wishing to use the Student Speech Areas, and to minimize disruption of educational activities if occurring in or near an area identified for Student Speech.

### 2. Place

The Student Speech Areas are the spaces identified on the attached campus map. Any speech activity in these Areas must be at least 25 feet from the buildings, to permit reasonable ingress and egress to and from the buildings, and to avoid disruption from noise of ongoing business inside the buildings. The College President, or designee, may expand or relocate the Student Speech Areas, or may open additional temporary space(s), as he/she may deem necessary, to minimize disruption of educational activities on campus.

### 3. Manner

There are no restrictions on the subject matter or viewpoint that may be expressed by users.

Students may distribute non-commercial materials only via hand-to-hand distribution and may solicit signatures for petitions in a similar manner.

Persons using the Student Speech Areas shall not:

- Use any means of amplification. Noise levels may not interfere with classes, meetings, quiet areas reserved for study such as libraries, or other College activities.
- Physically touch, strike, batter, or assault any person
- Impede the progress of passersby.
- Undertake any activity that substantially disrupts the orderly operation, or materially interferes with the education activities, of the College.
- Use speech or expression which is obscene according to current legal standards.
- Engage in illegal activities or activities which violate LACCD or College rules.
- Solicit donations of money or solicit or conduct any sale or business of any kind, except as otherwise provided in any applicable Board Rules or administrative regulations.
- Set up tables or other physical structures.

All persons who distribute materials, such as circulars, leaflets, petitions, and other printed matter shall not litter. All persons are encouraged to remove or properly discard any materials that were not removed or discarded in an appropriate receptacle in or around the areas used for expressive activities prior to their departure from the College that day. Demonstrations, picketing, marches, and similar activity should be held in the Free Speech Area or in another location secured via applicable procedures for student access to campus facilities.