

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 (CSLOs)

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 (PSLOs)

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/General Education Student Learning Outcomes (ISLOs/GELOs)

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.

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). 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

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
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
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.

Benefits of being an ESG member:

- Upgrade to the Preferred Student Parking Lot (while permits are available)
- Free Admission and food to all ASG Events
- 2 Free Scantrons and 2 Free Exam Booklet on a Weekly Basis
- 20 Free Prints or Copies in the Student Union Computer Lab
- Discounted Poster Printing
- 10% off at Subway
- 10% off at The Faculty - food only
- \$8 AMC Movie Tickets (available at the Business Office)
- 5% discount on school supplies (@Bookstore)

For volunteer and other information send us an email at: studentlife@lacitycollege.edu

Cub Store Bookstore Services

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

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

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

Career Center

Student Services Building, 35
(323) 953-4000 ext. 2210
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

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 or call to make an appointment for a tour.

Interest forms are available online at: <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@pierrecollege.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.

Extended Opportunity Programs and Services (EOPS)

Student Services Building, Third Floor
(323) 953-4000 ext. 2300
Email: lacc-eops@lacitycollege.edu
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
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
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
- 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
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
- Special Care Increment (SCI) training: Formally known as D-Rate and F-Rate, is for Resource Parents who care for medically challenged foster children and/or behaviorally challenged foster children.

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
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
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
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
(323) 953-4000 ext. 2485
Email: healthctr@lacitycollege.edu
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. 2332
Email: dualenrollment@lacitycollege.edu
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
- ada.org/en/coda Save money on college tuition; Dual Enrollment classes are FREE

GO Central City

Student Union, Second Floor 219
(323) 953-4000 ext. 2325
Email: GoCentralCity@lacitycollege.edu
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 placement tests (if needed), and prepare for entry into LACC.

- Career exploration activities for middle and high school students.

Outreach and Recruitment

Student Union, Second Floor 219
(323) 953-4000 ext. 2450
Email: outreach@lacitycollege.edu
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

TRIO/Upward Bound

Student Services Building, Second Floor 242
(323) 953-4000 ext. 2315
Email: lopezme@lacitycollege.edu
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 bachelor's 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.

International Student Program

Administration Building, AD 109
(323) 953-4000 ext. 2470
Email: iss@lacitycollege.edu
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 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 109
(323) 953-4000 ext. 2651
Email: laccextension@lacitycollege.edu
laccextension.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

The Foundation is a non-profit, tax-exempt corporation designed to receive gifts for the Los Angeles City College from individuals, corporations and private foundations.

The Los Angeles City College Foundation develops philanthropic support to increase the capacity for accessible educational opportunities providing academic and vocational excellence for the students of Los Angeles City College, as well as enriching the cultural, economic and civic life of Los Angeles.

To ensure the success of LACC students:

1. The Foundation expands programs, employing strategies to meet students' basic needs including food, housing, utilities, transportation and access to healthcare.
1. The Foundation seeks to enable low-income students to enroll, persist and succeed in Los Angeles City College's postsecondary education.
2. 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.

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

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.

Scholarships

Financial Aid Office:
lacitycollege.edu/Admissions/Financial-Aid/Scholarships

LACC Foundation:
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.

Office of Student Life

Student Union Building, 219
(323) 953-4000 ext. 2450
Email: deregha@lacitycollege.edu
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

Office of Special Services (OSS)

Student Services Building, First Floor Room 100
(323) 953-4000 ext. 2270 (=Voice/TTY)
Email: oss@lacitycollege.edu
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 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

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Students and visitors with accommodations are encouraged to contact the campus ADA Coordinator for more information.

Transfer Center

Student Services Building, Second Floor
(323) 953-4000 ext. 2215
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
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 application assistance
- Financial Aid/Scholarship application assistance
- Academic and personal counseling
- Math and English Tutoring
- Educational and Personal Development Workshops
- Cultural activities
- Computer lab access
- Laptop/Calculator Loans
- University field trips
- Free printing

UMOJA

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

Veterans Resource Center (VRC)

Life Sciences Building, Room 101
(323) 953-4000 ext. 2125
Email: veteransaffairs@lacitycollege.edu
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
For real time assistance: <https://laccd.zoom.us/j/3239532455>
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 for the list of computer labs.

ESL Lab

Jefferson Hall JH 310
Email: nishimjm@lacitycollege.edu
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

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

lacitycollege.edu/Departments/NonCredit-Adult-Education/Department-Home

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

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

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: mednicks@lacitycollege.edu or 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

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

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

Students are expected to attend every meeting of all classes, but 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 student's responsibility 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.

For more information visit the Admissions and Records website at 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-Calendars/Final-Exam-Schedule.

Deans' and President's Honors

Students with outstanding scholastic achievement are given public recognition through the LACC Deans' List, within the following parameters:

- 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. To have your honors certificate mailed to you, send your name, student number, and address to Admissions Office at admissions@lacitycollege.edu.

Grading Symbols and Definitions and Conditions for Use

(LACCD Administrative Procedure 4230)

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	Passing (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, or failing - units not counted in GPA. NP has the same meaning as "NC" 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 the removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the Admissions Office until the

"I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

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 an evaluative symbol (grade) must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages. If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" at the end of a term and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluative symbol (grade) in accordance with subdivision (a) or (a) and (b) if plus and minus grading is used) to be recorded on the student's permanent record for the course.

RD - Report Delayed

The "RD" symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

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

(LACCD Administrative Procedure 4232)

You may receive a P or NP grade only for those credit courses that have been identified by the faculty as being eligible for Pass/No-Pass grading. This includes credit courses that are graded exclusively on a Pass/No Pass basis and courses that allow students the choice of earning a Pass/No Pass grade or a letter grade. All other credit courses must be completed with a letter grade. Pass/No Pass grades are not counted in the GPA. For courses for which a student has a choice of grading method, the student must request the grading method change by the last day of the academic term. Letter grades are not awarded for noncredit courses, but may be graded on a Pass/No Pass/Satisfactory Progress basis.

To request Pass/No Pass, complete the petition (laccd.edu/Students/Documents/Pass%20No%20Pass%20Petition.pdf) and submit to Admissions and Records at 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
CH DEV	084-1, 084-2, 085-1
E. S. L.	003A, 003B, 003C, 004A, 004B, 004C
ENGLISH	067, 068, 104, 108
LRNFDTN	001, 002, 003, 004, 031A, 031B, 032, 040, 059, 070, 071
MATH	010, 100, 202
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

SUBJECT	NUMBER
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, 060CE, 110CE, 111CE, 112CE, 113CE, 360CE
ESLVCVS	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, 335CE, 336CE, 337CE, 338CE, 372CE, 373CE, 375CE, 379CE, 381CE, 382CE, 391CE, 400CE, 403CE, 404CE, 405CE, 435CE, 444CE, 445CE, 446CE, 447CE, 448CE, 449CE, 460CE, 461CE, 462CE, 536CE, 537CE, 538CE, 822CE

Recording of Grade

A student who is enrolled in a course on the "Pass/No Pass" basis shall receive both course and unit credit upon satisfactory

completion of the course. Satisfactory completion is equivalent to the grade of "C" or better. A student with unsatisfactory performance will be assigned a "No Pass" grade.

Grade Point Calculation

Units earned on a "Pass/No Pass" basis shall not be used to calculate grade point averages. However, units attempted for which the "NP" (No Pass) symbol is recorded shall be considered in probationary and dismissal procedures.

Conversion to Letter Grade

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

Grades and Grade Changes

(LACCD Administrative Procedure 4231)

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, and such longer period shall apply at that college.

Academic Renewal

(LACCD Administrative Procedure 4240)

Academic renewal is a process intended to facilitate transfer, degree and certificate completion, and removal from academic probation or academic disqualification. You must meet with a counselor and complete an academic renewal petition. A maximum of 30 semester units may be disregarded under this policy. Final approval of the petition will be granted by the Vice President of Student Services or designee. Academic renewal is irreversible.

You may petition to have your academic record reviewed for academic renewal of substandard academic performance under the following conditions:

1. Coursework to be disregarded is limited to "D" and "F" grades in courses not subsequently completed with a "C" or better at the LACCD colleges.
2. In order to qualify for academic renewal, the student must have completed a minimum of the equivalent of 12 semester units with a 2.0 GPA at any United States regionally accredited institution(s) at any time after the semester or session of the coursework to be disregarded.

3. At least one (1) semester must have passed since the semester or intersession term when the coursework to be disregarded was completed.

If granted, academic renewal shall result in:

1. 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
2. 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 your cumulative grade point average for all college work attempted.

Academic renewal procedures may not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

Contact the Academic Counseling office or download an Academic Renewal petition at: lacitycollege.edu/Academics/Counseling/documents/Fillable-Forms/LACC-Academic-Renewal-Form_2022.pdf

Auditing

(LACCD Board Policy 4070)

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

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

Auditing Enrollment Request: lacitycollege.edu/LACC/media/buildings/Request-for-Audit-Enrollment.pdf

Email to: admissions@lacitycollege.edu.

Repeatable Courses

(LACCD Administrative Procedure 4225, 4227, 4228)

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

Active participatory courses which do not fall under sections 1, 2, and 3 above are not repeatable. Students may not enroll in active participatory courses in physical education, visual arts, or performing arts that are related in content more than four times. This enrollment limitation applies even if the student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances.

Submit a Repeated Class Petition to Admissions and Records at to request grades of D or F be removed from your grade point calculation when you have repeated the class. Only classes repeated within the Los Angeles Community College District are eligible.

Repeat Class Petition: lacitycollege.edu/Admissions/Admissions-Records/documents/Repeat-Petition.pdf

Email to: admissions@lacitycollege.edu

Conditions to Repeat a Course

(LACCD Administrative Procedure 4225)

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

- a. 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. At the student's option, the previous grade for the course repeated may be disregarded in calculating the student's GPA. Only one repetition for a course due to extenuating circumstances is permitted.
- b. Repeating a course due to significant lapse is permitted if the college has established a recency prerequisite for a course or program, or an institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course (defined as no less than 36 months since the most recent grade was awarded). At the student's option, the previous grade for the course repeated may be disregarded in calculating the student's GPA.
- c. 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.

- d. Students may repeat a cooperative work experience course any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).
- e. Students may petition to repeat a course needed for employment or licensing because of a significant change in the industry or licensure standards.
- f. Students with verified disabilities may repeat a special class for students with disabilities any number of times when an individual determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029.

Course Families

(LACCD Administrative Procedure 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 709, 710
Art - Design	ART 501, 502
Art - Directed Studies	ART 185, 285, 385
Art - Drawing	ART 201, 202
Art - Graphic Design	ART 604, 605, 606
Art - Illustration	ART 620, 621
Art - Life Drawing	ART 204, 205, 206
Art - Oil Painting	ART 307, 308, 309
Art - Relief Printmaking	ART 401, 402, 407
Art - Sculpture	ART 700, 701, 702
Art - Typography	ART 603
Art - Water Color	ART 301, 302
Art - Web Site Design	ART 645, 646
Cooperative Education	ART 931; BUS 911, 921, 931, 941; CINEMA 911, 921, 931, 941; COOP ED 195, 196, 295, 296, 395, 396; LAW 931, 941; PHOTO 911
Dance - Ballet Techniques	DANCETQ 111, 112, 113, 114
Dance - Dance Choreography	DANCAST 301, 302, 303, 304
Dance - Dance Performance	DANCAST 822
Dance - Dance Productions	DANCAST 814
Dance - Folk Dance Forms	DNCESPC 311, 312
Dance - Jazz Techniques	DANCETQ 121, 122, 123, 124
Dance - Latin and Social Dance	DNCESPC 321
Dance - Modern Techniques	DANCETQ 141, 142, 143, 144
Dance - Special Projects	DANCAST 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

COURSE FAMILY	COURSES
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, 670
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
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 - Voice Theory	THEATER 240, 242-1, 242-2, 242-3, 242-4

Limitations on Awarding Credit

LACC does 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. 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).

The CSU and UC and their respective campuses govern credit limitations toward the baccalaureate degree. For UC credit limits visit the section "special regulations for courses in specific subject areas" on the UC Transfer Articulation website at ucop.edu/transfer-articulation/transferable-course-agreements/tca-policy/regulations-by-subject-area.html or contact the Counseling Department for more information.

Credit for courses completed inside the United States

(LACC Administrative Procedure 4051)

If you are seeking credit for coursework from other institutions in the U.S., the college must be regionally accredited. You will need to have your transcripts evaluated by the appropriate faculty. Major course requirements for local degrees and certificates of achievement may be substituted or waived solely at the discretion of academic department faculty, provided that the major requirement units do not fall below 18 units for the local degree or 16 units for the certificate of achievement.

Course substitutions need not be stated in the college catalog, student information system, or any other database that houses academic program requirements. Course substitutions for major requirements for Associate Degrees for Transfer may be recommended by academic department faculty but must be reviewed and approved by the college Articulation Officer.

Substitution of coursework required to meet any general education requirements and graduation competency is solely at the discretion of the counseling faculty or Articulation Officer.

Appropriate credit will be awarded when your transcripts are officially verified and when you submit graduation petitions and/or transfer certification. Your official transcripts and/or external exams from other institutions must be sent directly to LACC's Admissions office.

Pass Along Credit

LACC does not award credit posted to a third-party institution's transcript. Credit is only considered from the original institution's official academic record.

Credit for Courses Completed Outside the United States

(LACCD Administrative Procedure 4251)

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.
 - d. LACCD Residency Requirement, completing no fewer than 12 units at the college conferring the degree.

Credit for Prior Learning

(LACCD Administrative Procedure 4235)

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. To discuss the awarding of credit for prior learning, contact a counselor or the appropriate department chair.

Credit for Prior Learning useful links:

Advanced Placement (AP) - <http://go.boarddocs.com/ca/laccd/Board.nsf/goto?open&id=CBPST473C85C>

International Baccalaureate (IB) - <http://go.boarddocs.com/ca/laccd/Board.nsf/goto?open&id=CBPSWV749E27>

CLEP - <http://go.boarddocs.com/ca/laccd/Board.nsf/goto?open&id=CBPRZP707333>

Credit for Military Service

(LACC Administrative Procedure 4100)

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. 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.

Academic Transcripts

An official academic transcript is a record of all the courses you completed and the grades you earned along with your degrees and academic honors. Visit lacitycollege.edu/Admissions/Admissions-Records/Grades-and-Transcripts for information on how to request an official academic transcript online, through the student portal, or by mail. The transcript will include all coursework completed within LACCD.

Each student is entitled to two academic transcripts without charge. Regular transcripts cost \$3 each and require 10 working days of processing time from the day your request is received by Admissions and Records. Rush transcripts cost an additional \$7 or \$10 per transcript. For rush service requests, the transcript will be sent within two working days from the day your request is received.

Transcript Request Form: lacitycollege.edu/Admissions/Admissions-Records/documents/Transcript-Request-7-7-15.pdf

Email to: admissions@lacitycollege.edu

Student Code of Conduct

Standards of Student Conduct

(LACCD Board Policy 5500)

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators of the Colleges will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the college community, students should be encouraged to develop the capacity for critical judgment, to engage in the sustained and independent search for truth, and to exercise their rights to free inquiry and free speech in a responsible, non-violent 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:

1. Willful disobedience to directions of college officials acting in the performance of their duties.
2. 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.
3. Dishonesty, such as cheating or knowingly furnishing false information to the colleges.
4. Unauthorized entry to or use of the college facilities.
5. Forgery, alteration or misuse of college documents, records or identification.
6. Obstruction or disruption of classes, administration, disciplinary procedures or authorized college activities.
7. Theft of or damage to property belonging to the college, a member of the college community or a campus visitor.
8. 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.
9. 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.
10. 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
11. Possession, while on a college campus or at a college-sponsored function, of any object that might be used as a lethal weapon is forbidden for all persons except sworn peace officers, police officers and other governmental employees charged with policing responsibilities.
12. 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.
13. 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.
14. Any agreement between two or more persons to perform illegal acts.
15. A direct or implied expression of intent to inflict physical or mental/emotional harm and/or actions, such as stalking, which a reasonable person would perceive as a threat to personal safety or property. Threats may include verbal statement, written statements, telephone threats or physical threats.
16. 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 college premises or functions.
17. Theft or abuse of computer resources including but not limited to:
 - Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
 - Unauthorized transfer of a file.
 - Unauthorized use of another individual's identification and password.

- Use of computing facilities to interfere with the work of a student faculty member or college official, or to alter college or district records.
 - Use of unlicensed software.
 - Unauthorized copying of software.
 - Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and/or substantially disrupt the orderly operation of a college campus.
 - Use of computing facilities to interfere with the regular operation of the college or district computing system.
18. 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.
19. Violations of Academic Integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade.
20. 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.
21. 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.
22. 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.
23. Conduct which poses a threat of harm to the individual and/or to others. This includes, but is not limited to, the following types of conduct:
- Unsafe conduct in connection with a Health Services Program (e.g., Nursing, Dental Hygiene, etc.);
 - Failure to follow safety directions of District and/or College staff;
 - Willful disregard of safety rules as adopted by the District and/or College; and/or
 - Negligent behavior which creates an unsafe environment.

Student Discipline Procedures

(LACCD Administrative Procedure 5520)

The purpose of this Administrative Procedure is to provide uniform procedures to assure due process when a student is charged with a violation of the 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 LACC 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 Policy 5500 ("Standards of Student Conduct") 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 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.

Disciplinary measures may be taken by the college independent of any charges filed through civil or criminal authorities, or both. Disciplinary action may include warning, reprimand, restitution, suspension, or expulsion from one or more classes, programs, activities, campus locations, or the entire district.

You may address questions pertaining to student conduct to: deregha@lacc.edu or visit the student conduct website at: lacity-college.edu/Students/Student-Conduct/Student-Conduct.

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 the 1972 Education Amendments (Title IX) is a Federal civil rights law that prohibits discrimination on the basis of sex in any education program or activity that receives federal funding. Sex discrimination includes gender-based discrimination or harassment, sexual harassment, sexual misconduct, sexual assault, dating and domestic violence, and gender-based stalking.

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

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 gender-based discrimination and 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)
Regional Equity & Title IX Officer and Dean
770 Wilshire Boulevard
Attention: Office for Diversity, Equity and Inclusion
Los Angeles, CA 90017
213-891-2315
sarcedg@piercollege.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 Complaint form online.

You may also download a flier with specific contacts and resources available at: www.laccd.edu/Departments/DistrictResources/OfficeOfDiversity/TitleIX/Documents/2020-21%20ODEI%20Campus%20Safety%20Fliers%20LACC.pdf

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 implement this policy.

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)
Regional Equity & Title IX Officer and Dean
770 Wilshire Boulevard
Attention: Office for Diversity, Equity and Inclusion
Los Angeles, CA 90017
213-891-2315
sarcedg@piercecollege.edu

Academic Freedom

(LACCD Board Policy 4030)

Academic freedom is defined as the freedom to teach, learn, research, and express one's views without fear of sanction, whether such expression takes the form of speech, writing, electronic communication, or the like, and whether it occurs on campus or off campus. The right to academic freedom, however, cannot be separated from the equally important responsibility, which each

individual has, to uphold the District's professional ethics policies for faculty, administrators, and staff; and in the case of students, to abide by the District's Standards of Student Conduct.

The District recognizes that an essential function of education is a probing of received opinions and an exploration of ideas which may cause some students discomfort. However, academic freedom does not permit prohibited discrimination, racist expression, unlawful harassment, or sexual misconduct, nor does academic freedom excuse the perpetuation of racism, sexism, homophobia, or any other forms of bigotry and hate. Finally, the discussion of ideas, taboos, behavior or language which may be intrinsic to the content of courses shall in no event constitute prohibited discrimination, racist expression, unlawful harassment, or sexual misconduct.

Student Grievance Procedures

(LACCD Administrative Regulation E-55)

The purpose of this 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".

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.

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.

Statue of Limitations

The statute of limitations period for requesting a Grievance Hearing under this regulation is one hundred twenty (120) calendar days after the occurrence of the incident giving rise to the grievance; or one hundred twenty (120) calendar days after the student learns, or should have learned, that the student has a basis for filing a grievance.

For more information about student grievances visit the website at: lacitycollege.edu/Admissions/Admissions-Records/Student-Grievances or send an email to ombudsperson@lacitycollege.edu

Family Education Rights and Privacy Act

(LACCD Administrative Procedure 5040)

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.

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

For additional information about Student Records, Directory Information, and Privacy please refer to the LACCD Administrative Procedure 5040.

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 Acknowledgment 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 Acknowledgment Form" is completely voluntary and is available in the Office of Student Life located in the Student Union Building. No person or organization will be denied access to the FSA(s) for refusing to complete the "Voluntary Acknowledgment 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.laccd.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 campus.