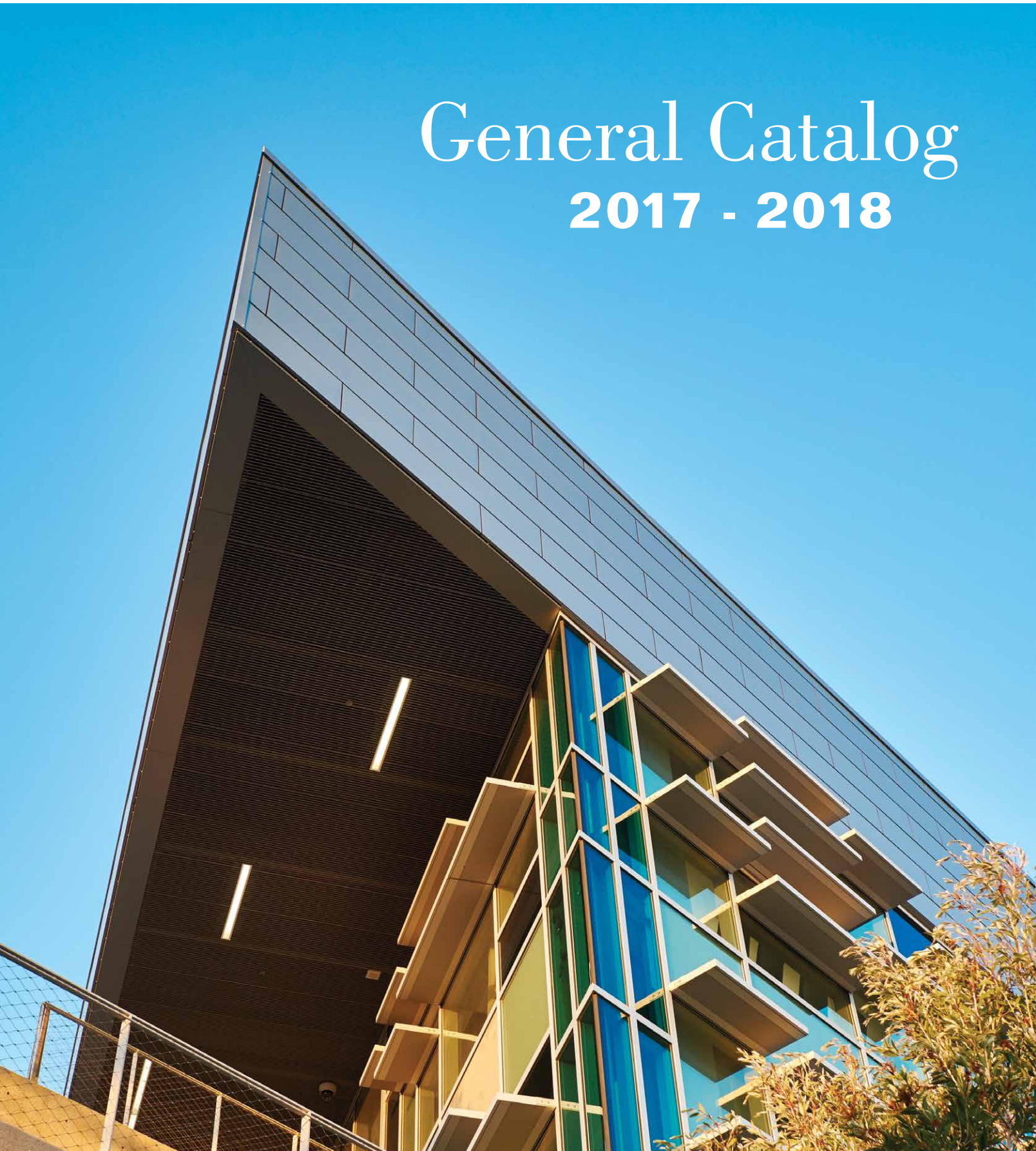




LOS ANGELES CITY COLLEGE

# General Catalog

## 2017 - 2018



General Catalog  
2017 - 2018



LOS ANGELES CITY COLLEGE  
*the City's*  
*College*

## ACCURACY STATEMENT

The LACC Catalog contains the academic and administrative policies and regulations that govern enrollment of students at Los Angeles City College. Students are responsible for knowing academic and administrative policies and regulations affecting their program of study and for abiding by all such policies and regulations during their period of enrollment at the College.

The Catalog is not an offer to enter into a contract. LACC reserves the right to make changes to degree program requirements, academic and administrative policies and regulations, financial charges, and course offerings published in the Catalog at any time without prior notice. The College strives to assure the accuracy of the information in the Catalog. However, the College and LACCD reserve the right to make corrections as necessary to the Catalog.

## ACCREDITATION & PROFESSIONAL PROGRAM APPROVALS

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

Additional information about accreditation, including the filing of complaints against member institutions, can be found at [www.accjc.org](http://www.accjc.org). Students and members of the public who desire to file a formal complaint related to noncompliance with accreditation standards (<https://accjc.org/complaint-process>) may contact the Accrediting Commission for Community and Junior Colleges (ACCJC) directly. The commission can be contacted at: Accrediting Commission for Community and Junior Colleges; Western Association of Schools and Colleges; 10 Commercial Boulevard, Suite 204; Novato, CA 94949; Telephone: (415) 506-0234; Fax: (415) 506-0238.

## LOS ANGELES CITY COLLEGE

855 N. Vermont Avenue, Los Angeles, CA 90029  
**(323) 953-4000**

### COLLEGE ADMINISTRATION

RENEE D. MARTINEZ, *President*  
DR. DAN WALDEN, *Vice President, Academic Affairs*  
DR. JOHN AL-AMIN, *Vice President, Administrative Services*  
DR. REGINA SMITH, *Vice President, Student Services*  
DR. THELMA DAY, *Dean, Academic Affairs*  
ALLISON JONES, *Dean, Academic Affairs*  
FELICIA DUEÑAS, *Dean, Strategic Program Support, Academic Affairs*  
DR. CAROL KOZERACKI, *Interim Dean, Academic Affairs*  
DR. ANNA BADALYAN, *Dean, Institutional Effectiveness, Academic Affairs*  
ANGELICA RAMIREZ, *Assistant Dean, Academic Affairs*  
DR. ADRIANA "ALEX" DAVIS, *Dean, Academic Affairs*  
ALEN ANDRIASSIAN, *Dean of Student Life, Student Services*

Los Angeles City College programs are also accredited by the American Dental Association (Dental Laboratory Technician) and the Joint Review Committee on Education in Radiologic Technology (Radiologic Technology) and the Commission on Dietetic Education of the American Dietetic Association (Dietetic Technician).

## ASSESSMENT OF STUDENT LEARNING OUTCOMES

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

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

## ALTERNATIVE PUBLICATION FORMATS

Students with verifiable disabilities who require alternate formats of college publications and resources should check with the Vice President of Student Services (323) 953-4000 ext. 2460. The College will provide information in alternate text formats upon request in the timeliest manner possible.

*Note: the Catalog and Schedule of Classes are also available on our web site, [www.lacitycollege.edu](http://www.lacitycollege.edu).*

## LOS ANGELES COMMUNITY COLLEGE DISTRICT

770 Wilshire Boulevard, Los Angeles, CA 90017  
**(213) 891-2000**

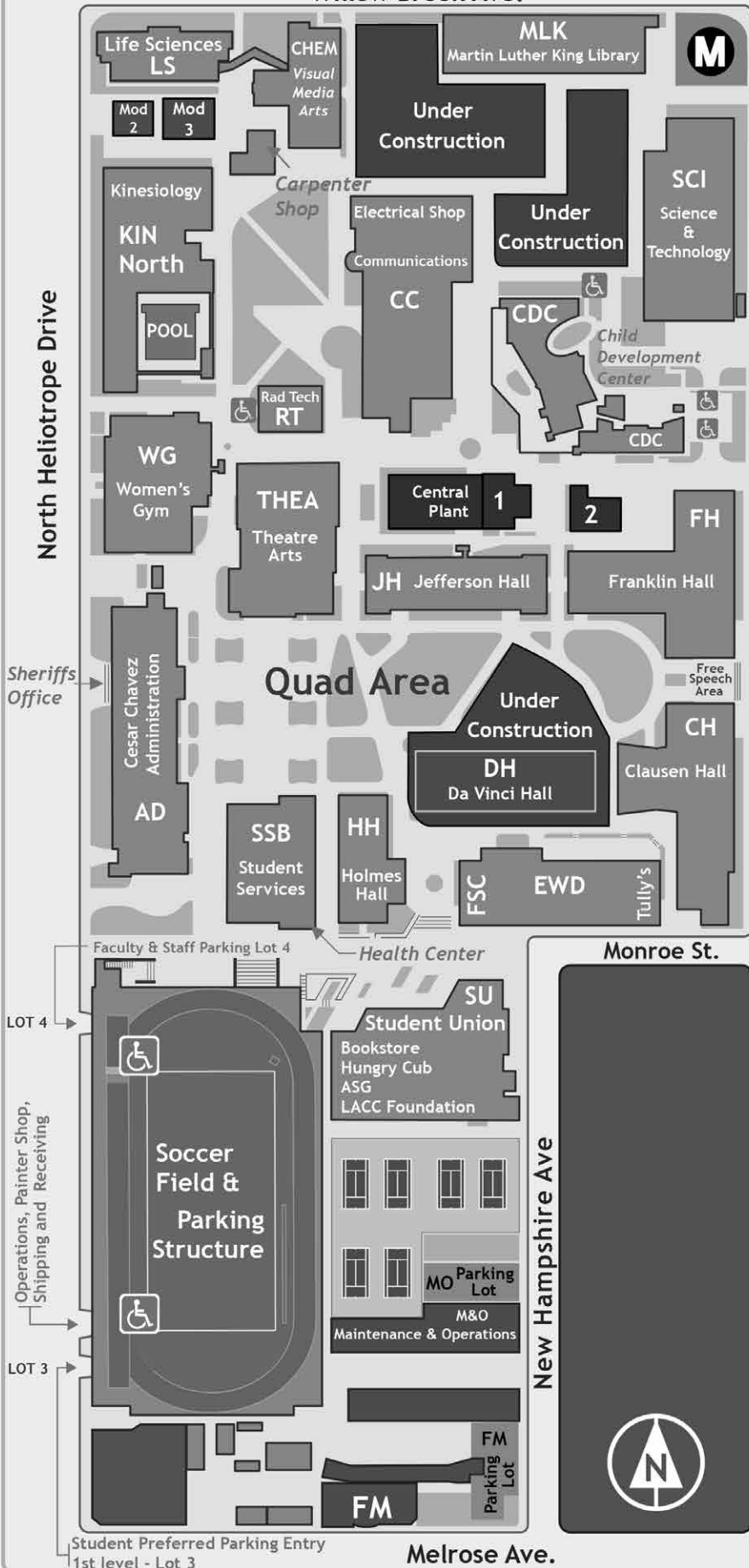
### 2017-2018 BOARD OF TRUSTEES

SYDNEY K. KAMLAGER, *President*  
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GABRIEL BUELNA, *Ph.D.*  
ANDRA HOFFMAN  
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### DISTRICT ADMINISTRATION

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DEPUTY CHANCELLOR (VACANT)  
DR. ROBERT B. MILLER, *Vice Chancellor of Finance and Resource Development*  
DR. RYAN M. CORNNER, *Vice Chancellor of Educational Programs and Institutional Effectiveness*  
DR. ALBERT J. ROMAN, *Vice Chancellor for Human Resources*  
DR. KEVIN D. JETER, *Interim General Counsel*  
THOMAS HALL, *Interim Chief Facilities Executive*

Willow Brook Ave.



# Campus Map

Address: | 855 N. Vermont Ave.  
Los Angeles CA 90029

Telephone: | (323) 953-4000

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

**Note:** We offer classes at various locations. Please check the schedule of classes and our website for more information.

For Los Angeles County Sheriffs (Campus Police): (323) 662-5276 or dial #3 on any campus phone.

NO

Smoking  
Vaping  
Skating  
Biking

### SSB - New Student Services Building:

- |                             |                                |
|-----------------------------|--------------------------------|
| - Admissions & Records      | - Foster & Kinship Care Center |
| - Assessment                | - Health & Wellness Center     |
| - Business Office           | - Honors Program               |
| - CalWORKS                  | - International Students       |
| - Career / Transfer Centers | - Matriculation - SSSP         |
| - Counseling                | - Office of Special Services   |
| - Cub Card Office           | - Outreach and Recruitment     |
| - EOP&S / CARE / CAFYES     | - TRIO                         |
| - FASTLAB                   | - Upward Bound                 |
| - Financial Aid             | - Welcome Center               |
| - First Year Experience     |                                |

Monroe St.

🦿

**Parking Lot 1**

🦿

**Parking Structure Lot 2**

Marathon St.

**Note:** Visual & Media Arts classes also in Mod 2 and Mod 3 Units.

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# WELCOME TO LOS ANGELES CITY COLLEGE!

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Dear LACC Students

Los Angeles City College (LACC) has had some exciting times and we are pleased that you have decided to take the next step on your educational pathway.

LACC has been serving the Los Angeles community since 1929 and as our 80th anniversary approaches we are happy to still be a part of providing quality education to our community. We enroll more than 20,000 students every semester and offer a wide variety of classes and programs to assist with a career and/or transferring to a four year University.

Los Angeles City College continues to work hard to ensure that students have state-of-the-arts buildings, latest technology and other educational resources to help with completing their education. As you walk around the campus, you will see several new complexes and renovations that house many support resources for our students and community.

Holmes Halls which holds classes such as Administration of Justice, Psychology and Community Services classes has been renovated and given a new look, with newly designed classrooms and computers to help students with research projects.

The new Student Services building is our one-stop shop for our students providing services such as Financial Aid, OSS, Counseling, Admissions & Records, Business Office, and much, much, more. The Welcome Center is also located in the new Student Services building; the staff is knowledgeable and professional and can assist students with questions and all their enrollment needs. Our counselors will help you meet the necessary requirements for degree and certificate attainment, or to transfer.

Other programs such as the FYE “First Year Experience” program allows eligible new students to enroll full time at the college, complete most or all of their math and English classes in one year, and begin enrolling in the general education and career classes that fulfill their major requirements.

Our EOPS/CARE program is a state-funded retention and support program designed to facilitate the success of the financially and educationally disadvantaged student. Services provided by EOPS include registration assistance, EOPS specific mandatory orientations, academic counseling, book services, tutoring and transfer information. The CARE program is an extension of EOPS for single parents/heads of household receiving CalWORKS/TANE, who have at least one child under the age of 14. The services provided are: transportation passes/parking permits, books, supplies and meal tickets.

Other student support programs such as STEM (Science, Technology, Engineering, and Mathematics)/HSI (Hispanic Serving Institutions) grant consist of several educational components to assist students in Math Preparation, Peer-Led Team Learning, Science, providing Faculty Mentoring, and other resourceful projects.

Los Angeles City College is proud to serve our student veterans. We offer a full support staff who works hard to help veterans transition to the academic paths and careers that their experience and service warrant.

At LACC you will receive professional and quality services from our faculty, staff and administrators while completing your education. We work harder each day to improve your experiences here at LACC and we are fully committed to you and your success.

Again, welcome to Los Angeles City College! Go City!

*Yours in Student Success,*

RENEÉ D. MARTINEZ  
*President, Los Angeles City College*  
855 North Vermont Avenue  
Los Angeles, Ca 90029  
(323) 953-4010



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# HOW TO USE THIS CATALOG



## Information Section

Following General Information at the beginning, this section is divided into additional information sections which are described below.

## Admission And Matriculation

This contains information on the admission process, residency requirements, International Student admissions, matriculation, student fees, and enrollment policies, auditing classes, and adding and dropping classes.

## Student Success And Support Program

The purpose of the Student Success and Support Program (formerly known as Matriculation) is to ensure that all credit and noncredit students promptly define their educational and career goals, complete their courses, persist to the next academic term, and achieve their educational objectives in a timely fashion. The goal is that students benefit from comprehensive and integrated delivery of services to increase retention and to provide students with a foundation to support success.

## Financial Aid

This contains information on federal, state government and private sources in in the form of grants, scholarships, employment, loans and qualifications.

## Scholastic Policies

This contains information on attendance policies, pre-requisites and co-requisites, grading policies, scholastic awards, grade changes, repetition of courses, and credit by examination.

## Student Services And Programs

This section contains information on different services and programs available for students. It includes office location, phone number and the service provided.

## Graduation And Transfer Requirements

This section gives the procedures for students to apply for graduation and transfer, the requirements for graduation and transfer, and options for courses which must be taken to qualify for graduation and transfer.

## Departmental Listings

Course names and abbreviations are listed on page "Academic Subjects and Abbreviations" on page [ ].

Departmental listings start on page "Administration of Justice Department" on page 98 of this catalog. All listings generally follow the same format, which includes:

1. Department name, office and phone number of the chairperson
2. Educational Programs - Summary of Skills Certificates, Certificates of Achievement, Associate Degrees, and Transfer Curriculum offered by the department
3. Associate Degree Program details
4. Certificate of Achievement program details
5. Skills Certificate program details
6. Course descriptions - listed by Subject

## Appendix

This section lists faculty of the college with the date of their first appointment, title, and degrees along with the institutions conferring the degrees.

This section also contains a listing of emeriti faculty, a glossary, and an index.

# GENERAL INFORMATION

## About LACC

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

Through a \$147 million bond award, the college is further enhancing itself with a new and advanced technology learning facility, increased parking, and expanded athletic/fitness and child development centers. (Note: LACC does not provide campus housing. However, inexpensive rentals are available in the surrounding community.)

Our student body is one of the most diverse in the country. Students range in age from late teens to seniors and come from every ethnic group, culture and country in the world. We are proud to have ranked 35th among all community colleges across the country in awarding 2-year certificates to students; 33rd in awarding Associate Degrees to minority students; and 23rd in awarding Associate Degrees to Hispanic students. (Community College Week, June 24, 2002, Online Edition.)

## Satellites

### **LACCD Van de Kamp Innovation Center**

**2930 Fletcher Dr.**

(323) 953 - 4000 ext. 3534

We also offer distance learning (taking classes via computer and/or video) through Instructional Television and online courses.

## History

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

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



College; Los Angeles Mission College; Pierce College; Los Angeles Trade-Technical College; Los Angeles Valley College; Los Angeles Southwest College; and West Los Angeles College.)

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

Dr. William H. Snyder, Director	1929-1934
Dr. Rosco C. Ingalls, Director	1934-1945
Dr. Einar W. Jacobsen, President	1946-1948
Dr. Howard S. McDonald, President	1949-1955
Dr. John Lombardi, President	1955-1966
Dr. Glenn G. Gooder, President	1966-1970
Dr. Louis Kaufman, President	1970-1973
Dr. John H. Anthony, President	1973-1977
Dr. Stelle Feuers, President	1978-1989
Dr. Edwin Young, President	1989-1991
Mr. Jose L. Robledo, President	1991-1997
Dr. Mary Spangler, President	1997-2003
Dr. Doris Givens, President (Interim)	2003-2005
Dr. Steve Maradian, President	2005-2007
Dr. Jamillah Moore, President	2008-2012
Ms. Renee Martinez, President	2012-Present

## District Philosophy

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

We recognize the necessity to adapt to the changing educational needs of the LACCD communities and to the growing diversity among students. The quality of the educational experience is judged by its value to students and communities, not merely by quantitative appeal. We further recognize that academic freedom is essential to excellence in education. Los Angeles City College empowers students from the diverse communities it serves to achieve their educational and career goals by providing learner-centered pathways to success through transfer, career and technical education, and foundational skills programs.

## Mission

Los Angeles City College empowers students from the diverse communities it serves to achieve their educational and career goals by providing learner-centered pathways to success through transfer, career and technical education, and foundational skills programs.

## Functions of the LACCD Colleges

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

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

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

**General Education.** A program of General Education course work consisting of Associate Degree programs and other planned experiences that develop knowledge, skills, and attitudes necessary for the student to be effective as a person, a family member, a worker, and a citizen, thereby enhancing the quality of life for the individual and for the society at large.

**Transitional Education.** A program of developmental and basic skills education for students needing preparation for community college.

**Continuing Education.** A program of continuing education consisting of graded and ungraded classes to provide opportunities for personal and occupational competence that supplements formal full-time college attendance.

**Counseling and Guidance.** A counseling and guidance program incorporating academic, career, and personal counseling to assist the student in the establishment of educational goals and in the selection and pursuit of a life work compatible with his or her interests, aptitudes, and abilities.

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

**Community Services.** A program of not-for-credit classes offered to meet the needs of the community for vocational and recreational courses, community and cultural events, and civic functions, completely financed by fees charged those attending the classes.

**Joint Programs.** Joint programs with business, industry, labor, education, government, international and other institutions that are of mutual benefit to sponsoring institutions, enhance the educational opportunities of program participants, and advance the mission and functions of the LACCD.

## Student Right-To-Know Disclosure

Beginning in Fall 1995, all certificate, degree, and transfer-seeking first time full-time students were tracked over a three-year period; their completion and transfer rates were calculated. More information about Student Right-To-Know rates and how they should be interpreted can be found at the California Community Colleges "Student Right-To-Know Information Clearinghouse Website" at <http://srtd.cccco.edu>. Student Right To Know: Campus Security.

## Student Responsibilities To Be Informed

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

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

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

## Catalog Rights

The college catalog is the document of record. A student will maintain "catalog rights" by continuous\* attendance in the Los Angeles Community College District to satisfy the degree, certificate or graduation requirements in effect at the college from which the student will earn the degree, certificate or graduate if:

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

*\*Continuous attendance means no more than a one semester absence within a school year, excluding summer sessions and winter inter sessions. Absence due to an approved educational leave shall not be considered an interruption in attendance, if the absence does not exceed two years.*

For purposes of implementing this policy, the college may:  
Authorize or require substitutions for discontinued courses;  
or Require a student changing his/her major to complete the major requirements in effect at the time of the change.

### **Equal-Opportunity Policy Compliance Procedure**

To assure proper handling of all equal opportunity matters, including the Civil Rights Act and Americans with Disabilities Act, discrimination, accommodation, and compliance issues, inquiries should be directed to following individuals:

#### **Compliance Officer**

- Sexual Harassment
- Discrimination – Education
- Discrimination – Workplace - Hiring/Promotion
- Training

For assistance, contact the Compliance Officer

(323) 953-4000 ext. 2249.

- ADA Section 504

For assistance, contact the ADA Coordinator in AD 307, (323) 953-4000 ext. 2249.

#### **Administrative Services for Affirmative Action**

- EEO – Hiring/Promotion
- Gender Equity (Non-Athletic)

For assistance, contact Naira Sargsian, AD 213

(323) 953-4000 ext. 2424.

### **Prohibited Discrimination & Harassment Policy**

The policy of the Los Angeles Community College District is to provide an educational, employment and business environment free from prohibited Discrimination, as defined by Rule 15003. Employees, students, or other persons acting on behalf of the District who engage in Prohibited Discrimination as defined in this policy or by State and Federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of contract. The specific rules and procedures for reporting allegations of Prohibited Discrimination and for pursuing available remedies are incorporated in the Board Rules in Chapter 15. Copies may be obtained from each College and District Compliance Officer.

The LACCD has a policy that provides formal and informal procedures for resolving complaints. Copies of the policy

and procedures may be obtained from the LACC Compliance Office Website ([www.lacitycollege.edu/resource/complianceoffice](http://www.lacitycollege.edu/resource/complianceoffice)) or by calling the LACCD Office of the Vice Chancellor of Educational Services at (213) 891-2279, or the LACCD Office of Diversity Programs at (213) 891-2315.

Any member of the Los Angeles City College community, which includes students, faculty, and staff, who believes, perceives, or actually experiences conduct that may constitute prohibited discrimination, has the right to seek the help of the College. Every employee has the responsibility to report such conduct to the LACC Compliance Officer when it is directed toward students. Potential complainants are advised that administrative and civil law remedies, including but not limited to injunctions, restraining orders or other orders, may be made available. For assistance, contact the Compliance Officer, (323) 953-4000 ext. 2249.

### **Limited English Proficiency**

Occupational Education Classes are open to all students. Although the lack of proficiency in English is no barrier to enrollment in occupational education courses, it is suggested the students deficient in English utilize the services of the college that are provided for persons who are limited in English proficiency or have English as a Second Language.

Contamos con cursos vocacionales en distintas ramas de trabajo. Todos los cursos están disponibles a las personas que no dominan el idioma inglés con fluidez. No tener conocimientos básicos de inglés no debe ser un impedimento para matricularse en dichos cursos. Los servicios del colegio están disponibles para personas que hablan inglés como segundo lenguaje.

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### **Campus Security Reports**

Pursuant to the Clear Act, the College's Security Reports are published in each LACC class schedule and on the web at [www.lacitycollege.edu/public/Crime/index.htm](http://www.lacitycollege.edu/public/Crime/index.htm). Students may obtain a paper copy of the Report upon request from the Sheriff's office.

### **Los Angeles County Sheriff**

The Los Angeles community college district has a Sheriff's department for the protection of students, staff, visitors, and other persons on campus from bodily harm or deprivation of their property. They are also responsible for the protection of their property they are also responsible for the protection of the district's buildings and property, the sheriff's department will respond to assist students, staff and visitors on campus in a variety of personal emergencies, i.e., Emergency notification (in compliance with the privacy act), lost and found property, police escort, upon request etc. For further information regarding their services, you can contact the sheriff department.

# ADMISSIONS AND MATRICULATION



## Academic Year

### The academic year is divided into 4 sessions:

Fall Semester (15 weeks, August- December)

Winter Session (5 weeks, January- February)

Spring Semester (15 weeks, February - June)

Summer Session (5 & 8 week sessions, June - August)

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

### Days, Evening, Weekends & Distance Learning Classes

Classes are taught from 7:00 a.m. to 10:00 p.m., Monday through Friday and 7:00 a.m. to 5:00 p.m. on Saturdays. Some courses are available through distance learning including Instructional Television (ITV) and online.

## Summer Sessions

Los Angeles City College offers one or more 5 to 8 week summer sessions subject to approval by the Board of Trustees.

## Registration Information Open Enrollment

The Policy of the Los Angeles Community College District Is That, Unless Specifically Exempted By Statute Or Regulation, Every Course, Course Selection, Or Class Offered And Maintained By the District And Reported For State Aid Shall Be Fully Open To Enrollment And Participation By Any Person Who Has Been Admitted To Los Angeles City College And Who Meets the Prerequisites Established According To the Regulations Contained In California Code of Regulations Title 5 §§55200-55202.

## Program Planning-Unit Limit

In cooperation with a counselor, students should carefully plan their academic programs. Students may enroll for a maximum of 19 units for the spring or fall semesters, and 9 units for summer or winter sessions.

Students may petition for additional units for Spring and Fall semesters only. Petition to enroll in additional units

are available at the Counseling Office (in Student Services Building, 2nd Floor). Careful planning will facilitate progress through a curriculum with maximum learning and minimum difficulty. In general, students may receive no more than 30 semester or 45 quarter units of credit for remedial coursework. Exceptions to this limitation exist for students enrolled in ESL courses and students who have learning disabilities. "Remedial coursework" is defined as "pre-collegiate basic skills courses" which are described as "those courses in reading, writing, computation, and English as a Second Language which are designated by the community college district as non-degree credit courses." Degree and non-degree applicable units are noted on student records. A student who intends to transfer to another college or university should consult the catalog of that institution. The Transfer Requirements section of this catalog gives general education requirements for the California State University, and breadth requirements for the University of California, as accurately as could be determined at the time of publication of this catalog.

## Admission Application

The first step to becoming a college student is to submit a college application. The college application is available online at the college website [www.lacitycollege.edu](http://www.lacitycollege.edu). After the submission of a college application, the applicant will receive a Student ID and instructions on how to login to the Student Information System portal and campus email account.

All new students accepted in FALL 2017 will receive a Student ID number that begins in "90". Any corrections to the Student ID or merging of multiple Student IDs must be made in the Admissions and Records office.

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

## Re-Admission Policy

The college has a policy for readmission of students who missed two or more semesters of attendance. Students who missed two or more consecutive semesters (FALL or SPRING) must file a new application.

## Concurrent And Dual Enrollment

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

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

## Admissions Eligibility Requirements

Prospective college applicants must possess a high school diploma or its equivalent meet the basic eligibility requirement for admission.

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

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

## Residency Classification

The residency classification determines the amount of enrollment or tuition fee that a student will be required to pay to enroll in classes. In addition, the residency status is used to determine student eligibility for the California Board of Governor's Fee Waiver.

### California Residency

To be classified as a California resident, a prospective must have resided in California for at least one year and one day preceding the student's Residence Determination Date. The Residence Determination Date is the day before the opening day of instruction of any given semester.

### Non-Resident

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

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

### Appeal of Residency Status

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

## Admissions Requirements for Veterans

### Veterans are required to follow these procedures

1. File an application for VA Educational Benefits (VA Form 22-1990 or 22-5490) and an application for admission to the college.
2. Complete and submit Veterans enrollment forms for school records declaring major, transfer school, and schools previously attended.

The appropriate form for over 60 units must be filed.

3. Request that transcripts from all colleges attended be sent directly to the Admissions Office. This applies even if attendance at a college was for a short time with no units completed, or if it was prior to entering the service.
4. Claims for dependents must be accompanied by a copy of the claimant's marriage license and/or birth certificates for each dependent child.
5. File VA Form 22-1995 (Request for Change of Program or Place of Training) if you are a transfer student.
6. Apply each semester for continuous VA educational benefits.

### Veterans' Services and Programs

The programs of this college are approved for the training of veterans and other eligible persons.

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

### Program Planning For Veterans

Veterans are required to complete a Student Educational Plan and submit to Veterans clerk.

The counseling department will advise you in preparing your Student Educational Plan (known as the SEP). This plan basically consists of the educational goal and major which you intend to pursue, the classes you expect to take in order to achieve your goal and major, and the student services you expect to use in order to help you complete your college program.

The Veterans Administration will not pay for courses that do not fit in a veteran's selected major.

1. 70 Unit Rule - Once a veteran has received an Associate Degree in any major, he/she is eligible for further training at the college only if he/she takes courses required for upper division status at his/her transfer institution, or if he/she changes his/her objective. These courses must be approved by the Veterans Administration.
2. If a veteran desires units beyond the Associate Degree (60-69 units), approval is needed from a four-year college, and/or the college counseling department.

### Credit For Military Service

1. Credit for military service will be awarded toward Associate Degree requirements as follows:

- Three units of credit towards LACCD Associate Degree general education Area E: Health and Physical Education (Board Rule 6201.14)
  - Three units of elective credit toward the 60 units required for an associate degree
2. Application Requirements:
    - Complete an LACCD Application
    - Arrange for all transcripts (including A/ASRTS, SMART, and CCAF) and other application materials to be sent to the LACCD campus of attendance
    - Provide verification of U.S. military service, as follows:
      - a. Military Personnel on Active Duty: documentation must verify at least 181 days of active duty.
      - b. Former Military Personnel currently NOT on Active Duty: Active Duty documentation (DD 214) must indicate student's length of service, which must include 181 days of active duty.
  3. Acceptable Documentation for Verifying Military Course Completion:
    - Army/American Council on Education Registry Transcript System (A/ASRTS)
    - Form DD 295, "Application for the Evaluation of Learning Experiences During Military Service"
    - DD Form 214, "Armed Forces of the United States Report of Transfer or Discharge"
    - Course completion certificates
    - Sailor/Marine American Council on Education Registry Transcript (SMART)
    - Community College of the Air Force (CCAF) Transcript
    - Defense Acquisition University (DAU) Transcript
  4. There is no LACCD residency requirement. Students may receive military credit upon entrance to any college within the LACCD.
  5. Transcript Annotation Military credit will be posted on student transcripts in keeping with the provisions of Administrative Regulation E-118.

Adds and Drops for Veterans must be reported to the Veterans Clerk in the Admissions Office as soon as possible. To fail to do so may result in an overpayment or underpayment. The Veterans Administration holds the veteran responsible for reimbursement of overpayments.

Attendance Verification: Veterans must sign in with the Veterans Clerk from the 20th to 28th of each month or they will be discontinued from receiving benefits.

### Academic Probation

In accordance with Title 38, Code of Federal Regulations, Part 21, 5253 (d) (4), "The school enforces a policy relative to standards of conduct and progress required of the student." This means that for veterans and/or eligible dependents, if such

a student fails to obtain a cumulative grade point average of 2.0 or better after three (3) consecutive semesters, his/her VA educational benefits will be discontinued.

**Selective Service**

Under Veterans Affairs, according to Duration Code section 66500, all male applicants to undergraduate admissions are obligated to register with the Selective Service.

**Elective Credit For Military Service**

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

Upon verification of completion of a Basic Training course in any of the armed services, the physical education graduation requirement will be waived. Waiver of the health education graduation requirement is not automatic; petitions will be evaluated on a case-by-case basis.

A veteran may also receive 6 units of elective credit for 181 days or more of active-duty service; such petitions will also be evaluated on a case-by-case basis. See Academic Policies, Credit for Military Service and Elective Credit for Military Training.

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

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

1. The student must have attended a California high school for three or more years
2. Attainment of credit earned in California from a California high school equivalent to three or more years of full-time high school coursework and a total of three or more years of attendance in California elementary schools, California secondary schools, or a combination of those schools. .
3. The student must have graduated from a California high school or attained the equivalent , such as GED or passing of the CA High School Proficiency Exam)
4. A U.S. Citizen or legal lawful immigrant from out of state who meets both of the above requirements may also qualify for exemption from non-resident tuition payment.

5. Undocumented students must certify that an application for legalization is currently in process or that will do so when they become eligible to do so.
6. To qualify for an exemption to payment of non-resident tuition, the student must complete and sign the LACCD Non-Resident Tuition Exemption Request form, otherwise known as the AB 540 Affidavit.

**International Students**

Los Angeles City College is one of the most diverse campus in the country, represented by every culture from around the world. The college is certified by the Department of Homeland Security to issue I-20's to non-immigrant visa students.

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

You may be considered if you meet the following requirements:

Have a score of four-hundred-fifty (450-paper based/133-computer based/45-internet based) or more on the TOEFL (Test of English as a Foreign Language).

Have earned a high school diploma from a high school in the United States or the equivalent education from a foreign country.

Show the ability to pay the nonresident tuition, currently \$243 per unit. (Immigration required to be enrolled in 12 semester units to maintain visa status.)

The student must also show the ability to pay living and personal expenses for twelve (12) months, which are estimated to be \$16,500 per year. (fees subject to change). Fees include mandatory Medical Insurance provided by LACCD with no substitution of other medical insurance coverage.

Have a valid non-immigrant visa.

International students must maintain a full-time academic load of 12 or more units per semester for the Fall and Spring semesters. Enrollment is permitted but not required during the Winter and

Summer sessions. Upon admission, student services include counseling, orientation, instructional support (tutoring) and Learning Skills Center, and an international student organization.

**International Student Medical Insurance Fee**

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

International students attending a college in the Los Angeles Community College District under an F-1 visa shall be charged a medical insurance fee equal to the cost of medical insurance purchased by the District on the student's behalf.

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

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

## Course Registration

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

## Priority Registration

Priority registration is given in the following order to new and continuing students who are in good academic standing and completed the college orientation, English and Math assessment, and Educational Plan.

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

Priority Registration Tier 2: Athletes, Promise, Completion

Registration Tier 3: Continuing & New, Fully Matriculated Students

Registration Tier 4: Students Who Lost Priority

Registration Tier 5: K12 Special Admits

## Loss of Priority Registration

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

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

## Appealing Loss of Priority Registration and Loss of Bog Fee Waiver

After each regular term, the college will send an email notification to students who are subject to the loss of priority registration and BOG Fee Waiver. Students may petition to appeal the loss of priority registration or fee waiver by submitting a Petition to Appeal Loss of Enrollment and BOG Fee Waiver that comes with the notification.

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

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

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

## LATE REGISTRATION

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

## SECTION TRANSFER

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

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

## CANCELLATION OF CLASSES

The college reserves the right to cancel a class due to insufficient number of enrolled students prior to the end of the second week of the term.

## Student Records and Directory Information and Family Education Right and Privacy Act (FERPA)

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

At the same time, the District has a responsibility to fulfill public information needs (e.g., information about students participating in athletics, announcement of scholarships and awards). To meet this responsibility, the District may release directory information unless the student states in writing that he or she does not want it released. The responsibility for carrying out these provisions is charged to the college records

officer, designated by the chief administrative officer on each campus. The records officer may be contacted via the Office of Admissions. Copies of Federal and State laws and District policies and procedures are maintained by the records officer and are available for inspection and inquiry.

All student records maintained by the various offices and departments of the college, other than those specifically exempt by law, are open to inspection by the student concerned. The accuracy and appropriateness of the records may be challenged in writing to the records officer. A student has the right to receive a copy of his or her record, at a cost not to exceed the cost of reproduction. (Requests for transcripts should be made at [www.lacitycollege.edu](http://www.lacitycollege.edu).)

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

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

No directory information will be released regarding any student who has notified the records officer in writing that such information shall not be released. All inquiries regarding student records, directory information, and policies for records access, release, and challenge should be directed to the records officer via the Office of Admissions. Students have the right to file a complaint with the United States Department of Education concerning alleged violations of Federal and State laws governing student records.

## Academic Transcripts

An official academic transcript is a record of all the courses you completed and the grades you earned along with your degrees and academic honors. Beginning in Fall 2017, an official academic transcript may be requested in-person at any of nine Los Angeles Community College District (LACCD) college campus. The transcript will include all coursework completed within LACCD.

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

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

A student's transcript may be withheld if:

- a. Any library books or other college property are charged to the student or are unreturned, or
- b. There are any unpaid fees or charges due to the college. The transcript may be withheld until these obligations of the student to the college are discharged.

## Submission of Academic Transcripts

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

## Evaluation of Foreign and International Transcripts

Students who wish to receive course credit for college and university work completed from a foreign country must have their transcripts evaluated, if the transcript is in foreign language. The course description must be submitted along with the evaluated transcript. The process for receiving credit for Foreign/International Transcripts is as follows:

- a. A petition must be submitted to the Admissions and Records Office to request credit for the courses in question along with the evaluated transcripts. The Admissions and Records Office maintains a list of LACCD recognized companies that are authorized to evaluate Foreign/International transcripts.
- b. Provide the Admissions Office with course descriptions of the evaluated course work or any catalog information that may expedite the evaluation process.
- c. After the transcripts have been evaluated, the student will be informed of the petition outcome. If the student disagrees with the outcome of the petition, the student may petition to the appropriate Department Chair. The decision of the Department Chair is final.

## Foreign Transcript Credit Policy

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

- a. Students must submit a detailed evaluation from an approved evaluation service. Students are responsible for the cost of this service.
- b. The foreign university or college must have been approved by that country's Ministry of Education at the time the student attended.

- c. No courses taken outside the United States may be used to satisfy the Associate Degree's Reading and Written Expression or Oral Communication requirement.
- d. No course may be used to satisfy the Associate Degree's American Institutions requirement.
- e. In cases where equivalent course credit is not granted, elective credit may be awarded.

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

## Student Fees

### Enrollment Fees For Students

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

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

### K-12 Students

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

### Fee For Out-Of-State Non-Residents

U.S. Citizens and Permanent Resident Card holders who have lived in California for less than a year are required to pay a non-resident tuition fee of \$190 per unit plus an enrollment fee of \$46 for a total of \$243 per unit.

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

### Fee For Residents of a Foreign Country

Students with Visas which require residency in a country outside the United States are required to pay a non-resident fee of \$243 per unit plus an enrollment of \$46 per unit, for a total of \$258 per unit. In addition, students with visas are required to pay a capital outlay fee of \$17.

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

### Health Fee

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

8502. STUDENT HEALTH. The Board of Trustees shall give diligent care to the health, safety and physical development of students enrolled in the public colleges under its jurisdiction. The Chancellor or designee shall establish such regulations as shall be necessary for the administration of college health

program. The Board of Trustees shall require that each campus collect a mandatory fee for these services to all full-time and part-time students pursuant to Education Code Section 76355 and Title 5 of the California Code of Regulations, Section 54702, fee procedures, and specific allowable fee expenditures. Except in cases where it is allowable under the law, health services will not be provided to minors under the age of eighteen (18), unless the student has a consent form signed by his or her parent or guardian.

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

### Parking Fee

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

### Associated Student Organization Fee

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

### Service Fee

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

### Instructional Materials Fee

Students may be required to pay for instructional and other material required for some courses. Such materials shall be

of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

### Enrollment Fee Waiver-Bogfw

If at the time of enrollment you are receiving benefits under the Aid to Families with Dependent Children program (AFDC), the Supplemental Security Income (SSI) or State Supplementary programs (SS), the General Assistance Program (GAP), or have low income as deemed by the State of California and classified as a California resident, the enrollment fee will be waived at the Financial Aid Office (E1-173).

### Loss of Board of Governor's (Bog) Fee Waiver

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

## Fee Refund Policies

### Full-Term Course Fees

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

### Short-Term Course Fee

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

### Non-Resident Tuition Fee

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

### Audited Course Fee

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

### Parking Fee

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

## Student Prerequisite or Co-Requisite Challenge Policy

STUDENTS WITHOUT PREREQUISITES MAY BE DROPPED FROM A COURSE BY THE INSTRUCTOR OR THE DEAN OF ADMISSIONS.

It is the student's responsibility to know and to meet any and all course prerequisites and co-requisites. These requirements are indicated in the individual course description sections of this catalog or the accompanying catalog update. Students who are currently enrolled in the prerequisite course will be allowed to conditionally enroll in the next sequence-level course. Failure to successfully pass the prerequisite course with a "C" or better may result in exclusion from the sequential course. Students challenging prerequisites or co-requisites will be required to file proof of meeting these course requirements along with an appropriate "Challenge Form".

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

### Pre-Requisites, Co-Requisites and Advisories:

**PRE-REQUISITE:** a condition of enrollment that a student is required to meet in order to demonstrate readiness for enrolling in a course or educational program.

**CO-REQUISITE:** Courses that a student is required to take simultaneously in order to enroll in another course.

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

**SATISFACTORY GRADE:** Academic record with the symbol A, B, C, or "P".

### Procedures For Challenging Pre/Co-Requisites and Limitations On Enrollment

If a student believes a course taken at another college or university meets the prerequisite for a course in which he/she wishes to enroll, the student may submit a prerequisite clearance request.

If a student has not met a prerequisite at either City or another college/university and qualifies for an exemption from the pre-requisite requirement, a prerequisite challenge form should be submitted to the department chair.

### The Grounds For Student Challenges

(ACCORDING TO SECTION 55003 OF TITLE 5)

1. Successful completion of a course similar to the one listed as the prerequisite and/or co-requisite for the course in question (documentation must be provided). Such courses

must be from collegiate institutions accredited by the Western Association of Universities and College or related accrediting agency;

2. Requirement (prerequisite or co-requisite) not established by adopted LACCD process;
3. Requirement established in violation of Title 5;
4. Requirement is unlawfully discriminating or applied in an unlawful discriminatory manner;
5. Student has the appropriate documented knowledge or ability to succeed in the course for which the prerequisite or co-requisite is specified (documentation must be provided);
6. Student will be delayed in completing educational objectives by one or more semesters in fulfilling the requirements for a degree and/or certificate because the prerequisite and/or co-requisite course has not been made reasonably available (documentation must be provided).\*

*\*Note: A CHALLENGE USING THIS PORTION OF SECTION 55003 WILL BE CONSIDERED VALID ONLY IF:*

1. Alternate LACC courses to fulfill degree and/or certificate requirements are not available.
2. Any campus established prerequisite and/or limitations on enrollment for a course that involves:
  - a. Health and safety considerations (a student must demonstrate that he or she does not pose a health threat to himself or herself or others; documentation must be provided)
  - b. Intercollegiate competition honors students, public performance (a student is given a seat in such course based on competitive performance or judged to be most qualified); and c. Block or limited enrollment for a group (cohort) of students in specific courses or a section of a course.

**Limitations on Enrollment**

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

- a. Students meeting pre-requisites
- b. Health and safety considerations
- c. First come-first served basis
- d. Registration procedure
- e. Intercollegiate competition, honors courses or public performance courses, allocating available seats to those students judged most qualified, or
- f. Enrollment in one or more sections of course to a cohort of students enrolled in one or more other courses, provided however, that a reasonable percentage of all sections of the course do not have such restriction,
  - a. Students on probation or students or subject to dismissal
  - b. May be limited to enrollment in a total number of units to selected courses, or required to follow a prescribed educational plan.

**Challenges to Limitations on Enrollment:**

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

1. The enrollment limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
2. The District is not following its policy on enrollment limitations, or
3. Basis upon which the District has established an enrollment limitation does not exist.
4. The student shall bear the burden of showing that grounds exist for the challenge. Challenges shall be addressed in 5 working days and if the challenge is upheld, the enrollment limitation shall be waived.
5. Upon completion of the challenge, the college shall advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to Title 5. Completion of this challenge procedure shall be deemed to satisfy the requirement of Title 5 that the district and the student attempted to informally resolve the complaint.

**Full-Time Definition**

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

Minimum study loads for specific programs:

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

**Concurrent Course Enrollment**

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

Consult with the department for additional detail. Concurrent enrollment in courses which are cross-referenced to each other is not permitted (i.e., courses designated "same as" in the District Directory of Educational Programs and Courses).

Violation of this regulation will result in loss of transfer credit.

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

**Auditing Classes**

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

1. Payment of a fee of \$15 per unit. Students enrolled in classes to receive credit for ten or more semester units shall not be charged a fee to audit three or fewer semester units per semester.



2. No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.
3. Priority in class enrollment shall be given to students desiring to take the course for credit.

Audit permits must be submitted to Admissions Office before the Audit deadline (see class schedule).

## **Adding and Dropping Classes**

A student may add and drop classes between certain dates as published in the schedule of classes each semester.

### **Registration Appointments**

Students continuing from the prior semester will automatically receive registration notification through the district email. New and returning students are issued a Registration Appointment Card when the application for admission is approved.

### **Dropping Classes and Withdrawing From College**

The student is asked to consult with a counselor when considering withdrawing from the College. Clearance of the record in courses where equipment has been issued is required when the student separates from such classes. Individual classes may be dropped by presenting a drop card at the Admissions Office information window. Students who cease attending class or classes officially or unofficially are Subject to the following regulations:

1. Dropping officially from a class or withdrawing from the College by the end of 20% of the term will prevent classes from appearing on the student's permanent record.
2. Dropping a class after 20% of the term is completed will result in a "W" being recorded by the Admissions Office. IT

IS THE STUDENT'S RESPONSIBILITY TO DROP BEFORE THE DEADLINE DATES. Excessive "W" grades may lead to progress dismissal.

3. Students are not permitted to drop a class or withdraw from the College after 75% of the term. Grades shall be recorded by the instructor based on the grade-point average of the student during the period of attendance. Students may receive a failing grade in any course when they stop attending class and do not officially drop the class.
4. Students seeking withdrawal from a class after the "W" deadline for extenuating circumstances must submit a petition to Admissions clearly stating the circumstances and providing documentation of such circumstances. Petitions are to be available in the Admissions Office after the "W" deadline. Petitions will not be accepted without documentation.

The Dean of Admissions will review petitions. The following criteria will be applied:

Verified cases of accidents, illness, or other circumstances beyond the control of the student, such as death of an immediate family member, natural disaster, and/or other reasonable obstacles that prevented a student from complying with college procedures for dropping a class.

Students wishing to appeal the final decision should be referred to the Student Grievance Procedures, Administrative Regulation E-55.

IT IS THE STUDENTS RESPONSIBILITY TO DROP CLASSES HE/SHE NO LONGER WISHES TO ATTEND. FAILURE TO DROP A CLASS, MAY RESULT IN FEE CHARGES, AND/OR HAVING GRADES OF "W" OR "F" LISTED ON OFFICIAL TRANSCRIPTS.

"W" records count as attempted enrollment. Students are currently limited to three attempt in the same course.

# STUDENT SUCCESS AND SUPPORT PROGRAM

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

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

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

All new non-exempt students are required to complete the Student Success and Support Program mandated core services:

## Admissions

Students can complete an admissions application online at [www.lacitycollege.edu](http://www.lacitycollege.edu). Students can also speak to a staff member at the Welcome Center (located on the 1st floor of the Student Services building) for assistance in completing the admissions application and to receive general campus information.

## Assessment

The Assessment Center provides English, English as a Second Language (ESL) and mathematics assessments for placement in an appropriate courses based on the students' skill levels. Assessment is required for all new non-exempt students who have not received a waiver. Assessment is also available for continuing students who are eligible to re-assess and returning students who need to retake the placement test. Students can "drop in" and take the assessment test the same day or make an appointment to take the test when they feel they are prepared to do their best.

## Orientation

All new, non-exempt students should complete the LACC college orientation prior to taking the assessment test. Students

can complete the orientation online or schedule an appointment to do the orientation in person with a counselor. The Online Orientation is available via the LACC webpage. The Online Orientation introduces students to the campus policies, procedures, resources, support services and college programs which are available to help you make better, more informed educational and career choices. Failure to complete orientation will impact your priority enrollment.

## Counseling/Student Educational Planning

Provides academic advisement and assistance in course selection, development of a Student Educational Plan, career planning, referral to appropriate student services, and Counseling Classes which are taught by counseling faculty.

## First Semester Student Educational Planning (SEP)

Once students have completed the online orientation and have assessment results, they are required to make a Counseling appointment for an abbreviated student educational plan (SEP).

In-person orientations are counselor-led advisement sessions where students review: Assessment results, educational goals, the registration process, important dates and deadlines and develop an abbreviated student education plan (SEP).

## Comprehensive Student Educational Plan (SEP)

Before completing 15 units, or their third semester, students must declare a course of study and complete a Comprehensive Student Educational Plan (SEP). Students must meet with an academic counselor to develop a Comprehensive SEP. Counselors are also available by appointment for: academic counseling, career assessment and exploration and transfer information. Counselors are also available for Online Chat and Online Advising.

Failure to complete the Abbreviated or Comprehensive Student Educational Plan will impact your priority enrollment.

**\* EXEMPTION CRITERIA** - Students may be exempt from SSSP core services if they:

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



5. Students who completed assessment or taken English and math classes at another California community college in the past two years may submit an Assessment Exemption Request available in the Admissions & Records Office or see an academic counselor for pre-requisite clearance.
3. Meet with a College Counselor to establish a Student
4. Educational Plan within one semester after declaring an educational goal and to review the Educational Plan at least once each semester.
5. Attend classes regularly and complete assigned course work.
6. Maintain satisfactory progress toward an educational goal according to standards established by the Los Angeles Community College District and the State of California.
7. Be familiar with the information in the college catalog and schedule of classes, and know and observe all policies and procedures related to the program of study being pursued.

## Appeal

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

## Follow-Up

Provides regular evaluation of student's progress through the Early Alert program. Will monitoring probation students (year-round) and provide services including group counseling sessions, group workshops and one-on-one counseling.

1. Express at least a broad educational intent upon admission.
2. Declare a specific educational goal after completion of 15 semester units at the college.

# FINANCIAL AID

## Financial Aid Office

Student Services Building

(323) 953-4000 ext. 2010

<http://www.lacitycollege.edu/stusvcs/finaid/>

For more information, see the Financial Aid section at the beginning of this catalog.

## What is Financial Aid?

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

## Eligibility for Financial Aid

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

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

## Ability to Benefit (ATB):

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

- Received a high school diploma; or Passed a high school proficiency examination; OR

- Received a certificate of General Education Development (GED); OR
- Successfully completed a two-year program (minimum 48 credit towards a bachelor's degree)

## Education Status

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

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

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

## Apply for Financial Aid

US Citizens, and aliens that hold eligible immigration documents apply for all federal and state financial aid programs by completing a Free Application for Federal Student Aid (FAFSA). The application is available online at [www.fafsa.gov](http://www.fafsa.gov). Students that are classified AB540 by the college's Admissions Department may apply for state of California financial aid programs by completing a CA Dream Act Application. It is available online at <https://dream.csac.ca.gov>. The process is free.

Never pay for federal or state financial aid. You'll need an FSA User ID and password to "sign" your application, make corrections to the application, and more. If you are a dependent student, your parent will also need an FSA User ID and password. The option to create your FSA User ID and password will be presented to you when you first begin your FAFSA. If you choose not to create your FSA User ID and password at the beginning of the application the option will be presented to you again when you get ready to submit it.

Students applying for Federal Direct Loans, Emergency Loans, or scholarships must complete additional applications and/or forms that may be requested from the Financial Aid Office.

Note: Financial Aid applicants must use their own social security number on all college records.

## Priority Dates & Deadlines

In general, the institution must have on file a valid Institutional Student Information Record (ISIR) by the last day of enrollment for a term.

To receive a Pell Grant, financial aid applications and all required documents must be submitted to the Financial Aid Office prior to the end of the enrollment period.

To receive a Cal Grant, the FAFSA must be submitted no later than March 2, 2017 for the 2017-2018 award year. Students planning to attend a community college have a secondary deadline of September 2, 2017 to apply for Cal Grant.

The priority processing date May 1, 2017 for the 2017-2018 academic year. Students who have missed the priority processing date are encouraged to apply as Pell Grant funds may be available.

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

## Verification

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

## Federal Refund Requirements

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

## Post-Withdrawal Disbursements

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

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

## Federal Recalculation Requirements

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

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

## Federal Financial Aid

### Federal Pell Grants

The Federal Pell Grant is a federally funded program. To be eligible, an applicant must be an undergraduate student and demonstrate financial need. The maximum for 2017-2018 is \$5,920. During his or her lifetime a student's eligibility is limited to the full-time equivalent of 12 semesters.

### Federal Supplemental Educational Opportunity Grants (FSEOG)

The FSEOG is a federal grant program designed to supplement other sources of financial aid for Pell Grant recipients with exceptional need. A student must file a FAFSA by the May 1, 2016 and have a complete financial aid file by June 1, 2016 in order to qualify.

### Federal Work Study (FWS)

FWS enables a student to earn part of his/her financial aid award through campus employment. A student must have filed a FAFSA by the May 1, 2016 and indicate on the FAFSA the he/she was interested in work-study. Also, the student must have a completed his/her financial aid file by June 1, 2016 in order to qualify.

## Federal Loans

### Federal Perkins Loan

This is a low interest loan made available to students with exceptional need to meet their educational expenses.

### Federal Direct Loans (Subsidized and Unsubsidized)

Students may be eligible to borrow up to \$3,500 for first year students and \$4,500 for second year students per academic year from the Direct Loan Program. The student's annual borrowing limit may also vary based upon the following:

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

### Federal Direct Subsidized Loan

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



In general, a student's eligibility for subsidized loans is limited to 150% of student's published program length.

### Federal Direct Unsubsidized Loan

A low interest loan for which a student isn't required to demonstrate financial need. Students are responsible for the interest charges while they are in school. Interest begins to accrue when the first disbursement is made, the amount that a student may borrow is based upon unmet costs and the student's progress in an academic program. Also, loan amounts are constrained by federally mandated annual and aggregate limits.

### Bureau of Indian Affairs Grants (BIA)

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

Are a member of, or at least one-quarter American Indian blood or a descendant of a member of an American Indian tribe who are eligible for the special programs and services provided by the United States through the Bureau of Indian Affairs to Indians because of their status as Indians.

Have been accepted for admission to a nationally accredited institution of higher education that provides a course of study conferring the Associate of Arts or Bachelor's degree.

Demonstrate financial need as determined by the financial aid officer of the post-secondary institution.

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

## State Financial Aid

### Board of Governor's Fee Waiver Program (BOGFW):

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

#### Method A

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

#### Method B

You meet the following 2017-2018 income standards:

HOUSEHOLD SIZE (INCLUDING YOURSELF)	TOTAL 2016 FAMILY INCOME (ADJUSTED GROSS INCOME AND/OR UNTAXED INCOME)
1	\$17,820
2	\$24,030
3	\$30,240
4	\$36,450
5	\$42,660
6	\$48,870
7	\$55,095
8	\$61,335
Each additional Family Member	\$6,240

The Financial Aid Department determines that the student has a financial need that's at least \$1,104. This can be only be determined if the student has submitted a FAFSA or CA Dream Act Application.

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

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

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

## Cal Grant Programs

### Cal Grant A

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

### Cal Grant B

Cal Grant B provides a living allowance for entering college freshman. At a community college, students receive up to \$1,551 per academic year. Students must be enrolled in a minimum of six (6) units to be eligible.

### Cal Grant C

Cal Grant C is intended for students who desire to train for specific occupations, vocations, or technical careers, but who do not have the financial resources to enter training programs because they are from low income families. Grants are limited to \$576 per year at community colleges for programs ranging in length from four months to two years. Students must be enrolled in at least six (6) units and demonstrate occupation achievement or aptitude in the chosen field.

### Full-time Student Services Grant

Cal Grant B and Cal Grant C recipients may receive up to \$600 per year. The actual amount received is constrained by the student's unmet need.

### Gainful Employment Program

For thousands of dollars less than you'd pay at private career colleges, you can receive outstanding training in Dental and Radiologic Technology, Nursing, Psychology/Human Services, Photography, Journalism, Child Development, Food Services/Dietetics, Cinema/TV Production, Acting/Stage-Craft, Art/Graphic Arts, Music, Computer Technology, Business, Law/Law enforcement and more.

The link below provides information about the careers for which each Career and Technical Education Certificate prepares you, the costs associated with the program and the average expected debt.

<http://www.lacitycollege.edu/services/finaid/eligible-programs.html>

In order to be eligible for Federal Student Aid, a student MUST be enrolled in an educational program that leads to an associate's degree, or prepares a student for gainful employment in a recognized occupation. Students must declare an associate's major, select a transfer goal, or be enrolled in an eligible program in order to receive Federal Student Aid at LACC.

### Chafee Grant Program

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

## Law Enforcement Personnel Dependents Scholarship

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

## Determining Financial Need

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

### 2017-2018 COST OF EDUCATION: LIVING AT HOME

	9 MONTHS	12 MONTHS
Fees	\$1,220	\$1,827
Books & Supplies	\$1,791	\$2,687
Room & Board	\$4,968	\$6,624
Transportation	\$1,107	\$1,476
Personal Expenses	\$3,177	\$4,236
TOTAL	\$12,263	\$16,850

**2017-2018 COST OF EDUCATION: LIVING AWAY FROM HOME**

	9 MONTHS	12 MONTHS
Fees	\$1,220	\$1,827
Books & Supplies	\$1,791	\$2,687
Room & Board	\$12,492	\$16,656
Transportation	\$1,242	\$1,656
Personal Expenses	\$2,916	\$3,888
TOTAL	\$19,661	\$26,714

\* Subject to change without notice by the California Legislature.

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

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

## Satisfactory Academic Progress Policy

### 1. GENERAL INFORMATION

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

#### FEDERAL PELL GRANT

*Federal Supplemental Educational Opportunity Grant (FSEOG)*

Federal Work Study (FWS)

Federal Perkins Loan

Federal Nursing Loan

Federal Parent Loan for Undergraduate Students (PLUS) Family Educational Loan (FFEL)

Federal Direct Student Loan (FDSL)

Cal Grant B and C Child Development Grant

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

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

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

### CONSORTIUM CLASSES

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

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

### 2. GENERAL REQUIREMENTS

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

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

### 3. SATISFACTORY ACADEMIC PROGRESS STANDARDS

- Maintenance of a 2.0 cumulative GPA.
- Fewer than ninety (90) attempted units for students who indicated AA degree or Transfer as their educational goal.
- ESL and Basic Skills/Remedial classes are excluded from the ninety (90) unit limit when determining units attempted.
- Students who have already earned an Associate or higher degree outside of the LACCD will need to follow the appeal procedure.
- In Progress (IP) grades count as attempted units in the maximum time frame only. It does not affect cumulative grade point average in the qualitative measure nor is it included as completed units in the quantitative measure.
- Completion of 67% cumulative units attempted.
- Entries recorded in the students' academic record as Incomplete (INC), No Credit (NCR), No Pass (NP), and/or Withdrawal (W) are considered non-grades and must be 33% or less than the cumulative units attempted.

### APPLICATION OF STANDARDS

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

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

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

A change of one (1) educational goal or major course of study will be permitted. Students are eligible to receive financial aid for one educational goal at the institution of attendance.

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

- Total units attempted (excluding ESL and Basic Skill/Remedial classes) are equal to or greater than ninety (90) - Associate or higher degree has been earned.
- Cumulative GPA is less than 2.0;

- Cumulative Non-Grades are more than 33%;
- Warning Probation Letter - Students will receive a Warning Probation Letter at the end of the Fall semester if they have one or more of the following academic deficiencies:
- Cumulative GPA is less than 2.0; Cumulative non-grades are greater than 33%; Advisory Letter Number of units attempted reaches forty-five (45).

**4. MAXIMUM TIME LENGTH**

Students attending for the purpose of obtaining an Associate of Arts Degree (AA), an Associate of Science Degree (AS), or completion of requirements for transfer to a four year college, are allowed 90 attempted units in which to complete their objective.

Exceptions will be made only when the requirements of a student's objective cause the student to exceed the maximum time limit

**SHORT LENGTH CERTIFICATE PROGRAMS**

Some certificate objectives at the Los Angeles Community Colleges may be completed in less time than that required for the Associate of Arts, Associate of Science and Transfer objectives. The following table shows the normal completion time and maximum time for certificate programs of varying length:

REQUIRED CERTIFICATE UNITS	NORMAL LENGTH	MAXIMUM LENGTH
10 to 24	2 semesters	3 semesters
25 to 36	3 semesters	5 semesters
37 to 48	4 semesters	6 semesters

To be eligible for financial aid, a program must be at least six (6) months in length with a minimum of sixteen (16) units. Students enrolled in a certificate program may continue to qualify for financial aid up to ninety (90) attempted units, six (6) full-time semesters, or the equivalent, if they are planning to obtain an A.A. or A.S degree or to transfer to a four-year school in addition to obtaining the certificate.

**SUMMER AND WINTER FINANCIAL AID**

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

**Fraud**

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

**Scholarships**

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

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

**Foundation**

LACC Foundation located on the 3rd floor of the Student Union building.

(323) 953-4000 ext. 2490 • [www.laccfoundation.org](http://www.laccfoundation.org).

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

**Student Fees**

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

TYPE OF FEE SUMMER	SUMMER/WINTER	FALL/SPRING
Enrollment Fees for ALL Students (*subject to change by the California Legislature)	\$46/unit	\$46/unit
Non-Resident Tuition for Out-of-State Residents (All non-resident students must also pay the \$46* per unit enrollment fee) Capital Outlay Fee	\$193/unit \$22/unit	\$193/unit \$22/unit
Non-Resident Tuition for Out-of-State Residents Beginning 2015-16 Academic Year Capital Outlay Fee	\$197/unit \$25/unit	\$197/unit \$25/unit
Non-Resident Tuition for International Student and/or F-1 VISA (All Non-Resident International students must also pay the \$46* per unit enrollment fee) Application Fee SEVIS Processing Fee International Student Medical Insurance (IMED)	\$215/unit \$35 \$25 None	\$215/unit \$35 \$25 \$600
Non-Resident Tuition for International Student and/or F-1 VISA Beginning 2015-16 Academic Year (All Non-Resident International students must also pay the \$46* per unit enrollment fee) Application Fee SEVIS Processing Fee International Student Medical Insurance (IMED)	\$222/unit \$35 \$25 None	\$222/unit \$35 \$25 \$618
Audit Fee	\$15	\$15
Health Services Fee	\$8	\$11
Associated Student Organization (ASO) Membership Fee (Optional)	\$3	\$7
Student Representation Fee (Mandatory)	\$1	\$1
Parking Fee –Standard All Student Lots	\$7	\$20
Parking Fee ASO Preferred	\$10	\$27
Instructional Materials Fee	See courses in schedule of classes	See courses in schedule of classes
Other Fees (All fees owed must be paid before transcripts or verifications will be released.) Emergency Processing of Transcripts (CSU/IGETC Certification is not available with Rush Transcript requests) First 2 transcripts ever requested Additional Rush Transcripts Verification of Enrollment/Transcripts First 2 transcripts ever requested Additional copy	\$7 \$10/copy Free \$3/copy	\$7 \$10/copy Free \$3/copy

# POLICIES

## Policies: Academic

### Attendance

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

Students who have enrolled for a class and who do not attend or who are late or absent from the first meeting of the class may be excluded by the instructor.

### Student Responsibilities

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

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

Students may petition for one more attempt by citing “extenuating circumstances,” however, for the most part the only extenuating circumstances that are allowed are military deployment or natural disaster.

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

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

IT IS THE STUDENT'S RESPONSIBILITY TO DROP FROM A COURSE. Any drops or exclusions that occur between 20% 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 extenuating circumstances. After 75% of the time the class is scheduled, the student may petition to the Dean of Admissions to withdraw from class demonstrating extenuating circumstances.

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

### Tardies

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

### Final Examinations

Final examinations are given in all courses according to the schedule which is printed in the Schedule of Classes.

### Grading Symbols and Definitions and Conditions For Use

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 SYMBOL	DEFINITION	GRADE POINTS
A	Excellent . . . . .	4
B	Good . . . . .	3
C	Satisfactory . . . . .	2
D	Less than satisfactory . . . . .	1
F	Failing . . . . .	0
P	Pass (at least satisfactory - units awarded not counted in GPA. Has the same meaning as “CR” as that symbol was defined prior to June 30, 2007.) Applies to credit and noncredit courses.	
NP	No-Pass (less than satisfactory - units awarded but not counted in GPA. NP has the same meaning as “NC” as that symbol was defined prior to June 30, 2007.) Applied to credit and noncredit courses.	
RD	Report Delayed (assigned only by the registrar when there is a delay in reporting the grade behind the control of the student; a temporary notation to be replaced by a permanent symbol as soon as possible.)	
W	Withdrawal (the “W” symbol may be used to denote withdrawal in accordance with the requirements of section 55024.)	
WM	Military Withdrawal (the “MW” symbol may be used to denote Military Withdrawal in accordance with section 55024)	

*(P and NP grades may be given only in courses authorized by the District Pass/No-Pass Option and Credit by Examination Policies).*

The following non-evaluative symbols may be entered on a student's record, but are not part of the GPA calculation.

### INC Incomplete

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an “I” symbol being entered in the student's record. The condition for removal of the “I” and the grade which is assigned in lieu of shall be stated by the instructor in an Incomplete Grade Record. This record shall be given to the student, with a copy on file in the college Admissions Office until the “I” is made up and a final grade assigned, or when on year has passed. The “I” symbol shall not be used in calculating units attempted nor for grade points. The “I” may be made up no later than one



year following the end of the term in which it was assigned. The student may petition for a time extension due to unusual circumstances.

### **IP In Progress**

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

### **RD Report Delayed**

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

### **W Withdrawal**

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

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

Withdrawal between the end of the fourth week (or 30% of the time the class is scheduled to meet, whichever is less) and the last day of the fourteenth week of instruction (or 75% of the

time the class is scheduled to meet, whichever is less) shall be authorized after informing the appropriate faculty. A student who remains in class beyond the fourteenth week of 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 a 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

"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".

1. Military withdrawals shall not be counted in progress probation and dismissal calculations.
2. MW shall not be counted towards the permitted number of withdrawals.

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

### RD Report Delayed

A notation of RD shall be entered on a student's transcript when an instructor fails to turn grades in on time. The notation on the student's transcript shall be changed to the grade earned by the student following receipt of the grades from the instructor.

### Pass/No-Pass Option

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

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

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

*NOTE THAT UC AND CSU POLICIES ON ACCEPTING P/NP VERSUS GRADES VARY BY CAMPUS. SEE YOUR COUNSELOR FOR CURRENT INFORMATION.*

## LOS ANGELES CITY COLLEGE OFFERS PASS/NO-PASS COURSES IN THE FOLLOWING CATEGORIES:

### A. NON-OPTIONAL

The courses wherein all students are graded on a Pass/No-Pass basis. These courses are indicated in the Schedule of Classes

CAOT	64
CH DEV	84-1, 84-2, 85, 85-1
COMM	60 (A-D)
ENGLISH	20, 67, 68, 69, 94, 97, 108
E.S.L.	4A , 4B
ESL	1B, 2A, 2B, 3A, 3B, 3C
DEN TEK	304
KIN	230
LRNSKIL	1, 2,3, 6, 7, 8,10, 11, 40, 41, 43, 485
MATH	100
MUSIC	180-1, 180-2, 180-3, 180-4
PSYCH	27, 43
RAD TEC	280, 281, 282, 283
T V	185

### B. OPTIONAL

The College President may designate courses in the College Catalog wherein each student may elect, no later than the end of the first 30 percent of the term, whether the basis of evaluation is to be "Pass/No-Pass" or a letter grade. Pass/No-Pass petition forms listing all approved courses are available in admissions.

### Acceptance of Pass Credits

All courses and units (including those units earned on a "Pass/No-Pass" basis) used to satisfy requirements, including graduation requirements, educational program requirements and transfer core curriculum requirements, shall be from accredited institutions, unless otherwise specified in this Board Rule.

"Accredited institution" shall mean a postsecondary institution accredited by an accreditation agency recognized by either the U.S.

Department of Education or the Council on Postsecondary Accreditation. It shall not mean an institution "approved" by the California Department of Education or by the California Council for Private Postsecondary and Vocational Education.

### Recording of Grade

A student who is enrolled in a course on the "Pass/No-Pass" basis shall receive both course and unit credit upon satisfactory completion of the course. Satisfactory completion (earned 70% or higher) is equivalent to the grade of "C" or better. A student with unsatisfactorily performance (earned 70%) will be assigned a "No-Pass" (NP) 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 "NP" (No- Pass) symbol is recorded shall be considered in probationary and dismissal procedures.

## Standards of Evaluation

The student who is enrolled in a course on a "Pass/No-Pass" basis will be held responsible for all assignments and examinations required in the course and the standards of evaluation are identical for all students in the course.

## 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.

## Grade Changes

### Grade Change Petition

The instructor of the course shall determine the grade to be awarded to each student in accordance with Board Rule 6702. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the instructor of the course, and concurrence of the office of Academic Affairs. The Grade Challenge policy is contained in Administrative Regulation E-55. The Ombudsperson is able to facilitate the process.

The changing of a grade is a serious matter that must be supported with documentation provided by the student of the course. To request a grade change, students may submit a petition for review to the Admissions Office.

NO GRADE MAY BE CHALLENGED BY A STUDENT AFTER ONE YEAR FROM THE END OF THE TERM IN WHICH THE COURSE WAS TAKEN.

## Transcripts

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

Upon written request of the student, a copy of the student's academic record shall be forwarded by the Admissions Office to a designated addressee promptly by U.S. mail.

A student or former student shall be entitled to two free copies of the transcript of his or her record or two free verifications of student records. Additional copies shall be made available to the student, or to an addressee designated by the student, at a cost of \$3.00. Students may request special processing to expedite their request for an additional fee of \$7. This option is subject to the college's ability to provide this service.

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

## Academic Renewal

*(See an Academic Counselor for advisement)*

Students may submit a petition to the Office of Admissions and Records to have their academic record reviewed for Academic Renewal action of substandard academic performance under the following conditions:

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

If the student meets the above conditions, the College shall grant academic renewal, consisting of:

Academic renewal actions are irreversible. Students should meet with a College Counselor before taking such an action.

## Course Repetition

*(See an Academic Counselor For Advisement)*

Repetition of courses for which substandard work has not been recorded shall be permitted only upon advance petition of the student and with permission of the College President or designee based on a finding that circumstances exist which justify such repetition. In such repetition under special circumstances, the student's permanent academic record shall be annotated in such a manner that all work remains legible. Grades awarded for repetition under special circumstances shall not be counted in calculating a student's grade-point-average.

Students may petition for approval to repeat courses up to a total of 15 units in which substandard grades (less than "C") were awarded. Students may repeat the same course only once for this purpose. Upon completion of a course repetition, the best grade earned will be computed in the cumulative grade-point-average and the student academic record so annotated.

No specific course or categories of courses shall be exempt from course repetition. This policy is adopted for use in the Los Angeles Community College District only. Other institutions may differ. Students planning to transfer to another college or university should contact that institution regarding its policy.

Student may also repeat certain activity, performance, and skills courses as stated below:

Legally mandated training requirement: Courses necessary to meet legally mandated training requirements as a condition of continued paid or volunteer employment may be repeated for credit any number of times.

Content differs each time the course is offered: the course outline of record must clearly differentiate how the content changes each time. Applied courses, such as production and studio courses, may also qualify as activity courses (see below). Courses where students apply theory may also fall under the category of content changing each time. Examples of these types of courses are poetry writing creative writing or conversational Spanish. Other examples of courses where content changes each time are: directed study, field work, special topics, or current events. Theory courses should not be repeatable.

Activity courses: are defined as those where the student meets course objectives by repeating a similar primary educational activity and gains an expanded educational experience each time the course is repeated, provided : (A) skills

or proficiencies are enhanced by supervised repetition and practice within class periods; or (B) active participatory experience in individual study or group assignments is the basic means by which learning objectives are attained. Examples of activity courses that qualify as repeatable courses include but are not limited to the following: Kinesiology courses or visual or performing arts courses in music, fine arts, theater, dance, or career technical education courses. Foreign language and ESL courses are not considered "activity courses".

### **Granted, Academic Renewal Shall Result In:**

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

Granting of Academic Renewal does not mean the course can be repeated beyond the maximum repeatability listed for the course.

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

This Administrative Regulation, as authorized by Board Rule 6700, Chapter VI, Article VII, is adopted for use in the Los Angeles Community College District only. Other institutions may differ, and students planning to transfer to another college should contact that institution regarding its policy.

### **Course Repetition to Remove a Substandard Grade**

Students may repeat courses in which substandard grades ("D", "F", or "NC", or "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.

- a. 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.

### **Course Repetition: Fourth Attempt or More**

#### **FOURTH ATTEMPT**

A student may enroll and receive an evaluative symbol of "D, F, NCR and NP" and/or a non-evaluative symbol of "W" in the same credit course a maximum of three times. Title 5 Regulation 55024 allows a district to establish a petition process for students attempting this same course a fourth time due to extenuating circumstances.

Extenuating Circumstances. According to Board Rule 6701.10, "Extenuating circumstances may include, but are not limited to, verified cases of accidents, illness, military service, significant lapses of time, changes in program or major, or other circumstances beyond the control of the student."

### **Repetition of Courses In Which A Satisfactory Grade Was Recorded**

- a. Repetition of courses for which a satisfactory grade of "A", "B", "C", "CR" or "P" has been recorded shall be permitted only upon an advanced petition of the student and with the written permission from the college president, or designee, based on a understanding that extenuating circumstances exist which justify such repetition or that there has been a significant lapse of time since the student previously took the course. Significant lapse of time is defined as no less than 36 months since the most recent grade was awarded.
- b. When course repetition under the section occurs, the student's permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.
- c. Grades awarded for courses repeated under the provisions of sub-section "a" and "b" of this section shall not be counted in calculating a student's grade point average.
- d. When such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment, such courses may be repeated for credit any number of times, and the grade received each time shall be included for purposes of calculating the student's grade point average. The college shall establish policies and procedures requiring students to certify or document that course repetition is necessary to complete legally mandated training pursuant to this subsection.

THE COLLEGE'S PROCESS FOR CERTIFICATION OR DOCUMENTATION OF LEGAL TRAINING REQUIREMENTS SHALL BE DEVELOPED IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER XVIII OF THE BOARD RULES -- ACADEMIC SENATE AND BOARD OF TRUSTEES SHARED GOVERNANCE POLICY.

- e. A student may repeat any course if the college has properly established a recency prerequisite for a course, if there has been "significant lapse of time." In no instance shall this be less than three years. f. A student with a disability may repeat a class any number of times, if such repetition is required as a disability-related accommodation for that particular student.

### **Repeatable Courses**

Certain courses in the Catalog may be repeated for additional unit credit. These courses, marked "RPT" in the Course Section of the Catalog, allow the student to build on skills and proficiencies by supervised repetition and practice within class periods. Enrollment in these courses is limited in any similar course to a maximum of three repeats for a total of four (4) enrollments, regardless of the repeatability of individual courses.



### 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.

### Awarding Credit

The colleges within the LACCD will accept upper division course-work completed at other colleges for the purpose of fulfilling Associate Degree requirements using the following guidelines:

1. Coursework must be completed at a United States regionally accredited institution.
2. A student must submit official transcripts from the originating institution.
3. Upper division courses may be applied to an LACCD general education area or major and/or elective requirements based on content equivalency to a general education, major or elective course offered at an LACCD campus.
4. Upper division courses in Math or English composition may be used to satisfy competency requirements for the Associate Degree.

Use of Upper Division Courses to Satisfy IGETC or CSU GE Breadth

Policy on the use of upper-division coursework on the IGETC and CSU GE is governed by the University of California and California State University systems. Consult the IGETC Standards and CSU Executive Order 1100 for complete details.

### Previously Earned College Units

College credits earned at any accredited institutions of higher education. Credits are posted to transcripts upon completion of all other graduation requirements. Students must request copies of official sealed transcripts be mailed to the Office of Admissions and Records from each college attended.

Acceptance of Course to Meet Associate Degree and General Education Requirements:

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

1. Coursework must be completed at an institution accredited by a recognized regional accrediting body.
2. Coursework must be Associate Degree applicable.
3. A student must submit official transcripts from the originating institution consistent with current Board policy.
4. The college will honor each course in the same general education area in which the originating institution placed each course. Equivalency to an LACCD course is not required

and does not prohibit application of the course to an alternative general education area, if deemed beneficial to the student.

5. Courses taken at the origination institution that do not appear on that college's general education pattern will be applied to an LACCD general education area based on course content equivalency to a general education course offered at an LACCD campus.
6. A minimum grade of "C" (2.0) is required in each course used to fulfill the English and Mathematics competency requirement.

### Advanced Placement Credit

#### 1. Course Equivalency

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

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

#### 2. USE OF ADVANCED PLACEMENT

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

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

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

#### 3. Advanced Placement Unit Credit

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

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

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

#### 4. CSU GE Breadth and IGETC

The placement of courses in the California State University General Education Breadth (CSU GE Breadth) and the Intersegmental General Education Transfer Curriculum (IGETC) Plans is determined by the University of California and California State University systems respectively;

therefore it is not necessary for the college to grant course equivalency for this to occur. Appendix A indicates how AP tests are used to meet these requirements.

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 ADA Compliance Administrator, 770 Wilshire Boulevard, Los Angeles, CA 90017, (213) 891-2213 voice, (213)891-2408 TTY, (213) 891-2295 fax.

### College Level Examination Program (CLEP) Credit

#### 1. Course Equivalency

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

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

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

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

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

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

#### 3. CLEP Unit Credit

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

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

**LACCD Credit for Advanced Placement Exams**

AP SUBJECT AREA	AP SCORE	TOTAL SEMESTER UNITS AWARDED TOWARD AA/AS/ADT	SEMESTER UNITS APPLIED TOWARD LACCD GE REQUIREMENTS	ASSOCIATE DEGREE GE AREA FULFILLED BOARD RULE: CHAPTER VI: 6201	GRADUATION COMPETENCY REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201	TITLE 5 AMERICAN INSTITUTIONS REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201	IGETC APPLICABILITY SOURCE: IGETC STANDARDS V 1.7	CSU GE BREADTH APPLICABILITY SOURCE: CSU CODED MEMO AA-2015-19
Art History	3, 4, 5	6	3	Area C: Humanities			3A or 3B 3 semester units/ 4 quarter units	C1 or C2 3 semester units
Biology	3, 4, 5	6	3	Area A: Natural Science			5B and 5C 4 semester units/ 5 quarter units	B2 and B3 4 semester units
Calculus AB	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 semester units/ 4 quarter units	B4 3 semester units
Calculus BC	3, 4, 5	6	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 semester units/ 4 quarter units	B4 3 semester units
Calculus BC/AB Subscore	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 semester units/ 4 quarter units	B4 3 semester units
Chemistry	3, 4, 5	6	3	Area A: Natural Science			5A and 5C 4 semester units/ 5 quarter units	B1 and B3 4 semester units
Chinese Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Comparative Government and Politics	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D8 3 semester units
Computer Science Exam A	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking			NA	NA
Computer Science Exam AB	3, 4, 5	6	3	Area D2: Communication and Analytical Thinking			NA	NA
Computer Science Principles	3, 4, 5	6	0	NA			NA	NA
English Language and Composition	3, 4, 5	6	3	Area D1: English Composition	Reading and Written Expression Competency Satisfied		1A 3 semester units/ 4 quarter units	A2 3 semester units
English Literature and Composition	3, 4, 5	6	3	Area C: Humanities or Area D1: English Composition	Reading and Written Expression Competency Satisfied		1A or 3B 3 semester units/ 4 quarter units	A2 and C2 6 semester units
Environmental Science	3, 4, 5	4	3	Area A: Natural Science			5A and 5C 3 semester units/ 4 quarter units	B1 and B3 4 semester units
European History	3, 4, 5	6	6	Area B2: Social and Behavioral Sciences or Area C: Humanities			3B or 4 3 semester units/ 4 quarter units	C2 or D6 3 semester units
French Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
French Literature	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units (removal fall 09)
German Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Human Geography	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D5 3 semester units
Italian Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Japanese Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Latin	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units

AP SUBJECT AREA	AP SCORE	TOTAL SEMESTER UNITS AWARDED TOWARD AA/AS/ADT	SEMESTER UNITS APPLIED TOWARD LACCD GE REQUIREMENTS	ASSOCIATE DEGREE GE AREA FULFILLED BOARD RULE: CHAPTER VI: 6201	GRADUATION COMPETENCY REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201	TITLE 5 AMERICAN INSTITUTIONS REQUIREMENT FULFILLED BOARD RULE: CHAPTER VI: 6201	IGETC APPLICABILITY SOURCE: IGETC STANDARDS V 1.7	CSU GE BREADTH APPLICABILITY SOURCE: CSU CODED MEMO AA-2015-19
Latin Literature	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units (removal fall 09)
Latin: Vergil	3, 4, 5	3	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units (removal fall 12)
Macroeconomics	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D2 3 semester units
Microeconomics	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D2 3 semester units
Music Theory	3, 4, 5	6	3	Area C: Humanities			NA	C1 3 semester units (removal fall 09)
Physics 1: Algebra-Based	3, 4, 5	4	3	Area A: Natural Science			5A and 5C 4 semester units/ 5 quarter units	B1 and B3 4 semester units
Physics 2: Algebra-Based	3, 4, 5	4	3	Area A: Natural Science			5A and 5C 4 semester units/ 5 quarter units	B1 and B3 4 semester units
Physics B	3, 4, 5	6	3	Area A: Natural Science			5A and 5C 4 semester units/ 5 quarter units	B1 and B3 4 semester units (removal fall 13)
Physics C: Mechanics	3, 4, 5	4	3	Area A: Natural Science			5A and 5C 3 semester units/ 4 quarter units	B1 and B3 4 semester units
Physics C: Electricity and Magnetism	3, 4, 5	4	3	Area A: Natural Science			5A and 5C 3 semester units/ 4 quarter units	B1 and B3 4 semester units
Physics C Mechanics	3, 4, 5	4	3	Section A: Natural Science			5A and 5C 3 semester units/ 4 quarter units	B1 and B3 4 semester units
Physics C Electricity & Magnetism	3, 4, 5	4	3	Section A: Natural Science			5A and 5C 3 semester units/ 4 quarter units	B1 and B3 4 semester units
Psychology	3, 4, 5	3	3	Area B2: Social and Behavioral Sciences			4 3 semester units/ 4 quarter units	D9 3 semester units
Spanish Language and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Spanish Literature and Culture	3, 4, 5	6	3	Area C: Humanities			3B and 6A 3 semester units/ 4 quarter units	C2 3 semester units
Statistics	3, 4, 5	3	3	Area D2: Communication and Analytical Thinking	Mathematics Competency Satisfied		2A 3 semester units/ 4 quarter units	B4 3 semester units
Studio Art: Drawing	3, 4, 5	3	3	Area C: Humanities			NA	NA
Studio Art: 2-D Design	3, 4, 5	3	3	Area C: Humanities			NA	NA
Studio Art: 3-D Design	3, 4, 5	3	3	Area C: Humanities			NA	NA
United States Government and Politics	3, 4, 5	3	3	Area B1: American Institutions		American Institutions Satisfied	4 and US-2 3 semester units/ 4 quarter units	D8+US-2 3 semester units
United States History	3, 4, 5	6	3	Area B1: American Institutions or Area C: Humanities		American Institutions Satisfied	3B or 4 and US-1 3 semester units/ 4 quarter units	C2 or D6 + US-1 3 semester units
World History	3, 4, 5	6	3	Area B2: Social and Behavioral Sciences or Area C: Humanities			3B or 4 3 semester units/ 4 quarter units	C2 or D6 3 semester units

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

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

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

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

The scores and credit hours that appear in this table are the credit-granting scores and semester hours recommended by the American Council on Education (ACE). The scores listed above are equivalent to a grade of "C" in the corresponding course. The credit in this table is applicable for local Associate Degrees only. For credit hours that apply toward CSU Associate Degrees for Transfer (ADT's), refer to CSU coded memorandum AA-2015-19.

**LACCD Credit for International Baccalaureate (IB) Exams**

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

## Credit By Examination

Some courses listed in this catalog are eligible for credit by examination.

1. Methods of obtaining credit by examination.
  - a. Achievement of a score of three (3) or higher on an Advanced Placement Examination administered by the College Entrance Board
  - b. Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the Los Angeles City College Catalog.
  - c. Achievement of a score that qualifies for credit on an examination administered by other agencies approved by Los Angeles City College.
2. Determination of Eligibility to Take College Administered Examinations. Students who qualify:
  - a. Must be currently enrolled in at least six (6) units at Los Angeles City College, in good standing, and with minimum grade point average of "C" (2.0) in any work attempted at Los Angeles City College.
  - b. May petition for credit by examination if they
    1. Are eligible to take such course for credit under existing regulations;
    2. Have not completed a course or are not in the process of taking a course which is more advanced than the course for which credit is requested.
3. Maximum credit allowable for credit by examination: the maximum number of credits allowable for credit by examination for the associate degree shall be fifteen (15). Credit by examination transferred from other institutions is counted toward this maximum. Limitations:
  - a. Credits acquired by examination are not applicable to meeting such unit load requirements as Veteran or Social Security benefits.
  - b. Recording of Credit: Students who successfully pass the examination given to fulfill the "credit by examination" option shall have the course posted on their cumulative record indicating "Credit" in the grade column. The number of units of credit recorded for any course may not exceed those listed in the College catalog.
4. Acceptance Towards Residence Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the twelve units of credit in residence requirement.
5. Recording of credit:
  - a. If a student passes the examination, the course shall be based on his/her cumulative record indicating "Credit" in the "Grade" column.
  - b. The number of units of credit recorded for any course may not exceed those listed in the Los Angeles City College Catalog.

## Credit For Courses Completed At Non-Accredited Institution

1. Credits for Military Service Training Students who are currently serving in or have served in the military service, may, after successful completion of at least one course at a college in the Los Angeles Community College District, request an evaluation of credit earned through military service training schools and/or military occupational specialties for a total of six general elective credits.
2. Credits for Law Enforcement Academy Training Credit for basic recruit academy training instructional programs in Administration of Justice or other criminal justice occupations shall be granted as follows:
  - a. Credit will be given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission.
  - b. A single block of credit will be given and identified as academy credit.
  - c. One unit of credit may be granted for each 50 hours of training, not to exceed 18 semester units or their equivalent. Credits granted by an institution of higher education for basic recruit academy training, under the above provisions, shall not be identified as equivalent to any required course in the major.
  - d. The transcript is not to reflect the major field nor
3. Acceptance Towards Residence Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the twelve units of credit in residence requirement.
4. Recording of Grade Students who successfully pass the examination given to fulfill the "credit by examination" option shall have the record of such examination entered on their record as "CRX" (Credit by Exam), as provided by the LACCD Grading Symbols and Definitions Policy.

*\*The exception being foreign languages.*

## Probation & Dismissal

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

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

Academic Probation: the student has attempted a minimum of 12 semester units of work and has a grade-point-average less than a "C" (2.0).

Progress probation: the student has enrolled in a total of at least 12 semester units and the percentage of all units in which a student has enrolled and for which entries of W (Withdrawal), I (Incomplete), and NP (No Pass) are recorded reaches or exceeds fifty percent (50%).

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

Students shall be subject to dismissal and subsequently be dismissed under the conditions set forth within this section. Dismissal from Los Angeles City College shall disqualify students from admission to any college in the Los Angeles Community College District (LACCD).

**Academic Dismissal:** Students who are on academic probation shall be subject to dismissal if they have earned a cumulative grade-point-average of less than 2.0 in all units attempted in each of three consecutive semesters.

Students who are on academic probation and who earn a semester grade-point-average of 2.0 or better shall not be dismissed as long as this minimum semester grade-point-average is maintained.

**Progress Dismissal:** Students who are on progress probation shall be subject to dismissal if the cumulative percentage of units in which they have been enrolled for which entries of W (Withdrawal), I (Incomplete), and NP (No Pass) are recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent (50%).

Students who are on progress probation shall not be dismissed after a semester in which the percentage of units in which they have been enrolled for which entries of W, I and NP are recorded is less than fifty percent (50%).

Students who are subject to dismissal may appeal to the Vice President of Student Services. Dismissal may be postponed and the student continued on probation if the student shows significant improvement in academic achievement but has not been able to achieve a level that would meet the requirements for removal from probation.

Students who have been dismissed may request reinstatement after two (2) semesters have elapsed. They shall submit a written petition requesting readmission to the College in compliance with College procedures. Readmission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the College. Students must file a petition to return prior to the day for new and returning students to register in person. Refer to the College Calendar in the current Schedule of Classes for effective dates.

### **Conditions of Enrollment**

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

### **Concurrent Enrollment**

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

### **Auditing**

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

1. Payment of a fee of \$15 per unit. Fees are not refundable and they are not covered by a fee waiver. 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. Students auditing a course shall not be permitted to change their 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.
4. Permission to enroll in a class on an audit basis is at the instructor's discretion.
5. Participation in class activities by student auditors will be solely at the discretion of the instructor, who may provide a written statement of how much participation is allowed beyond observation.
6. Students must be added as an auditor by the last day of the term to add classes.

### **Dual Enrollment**

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

Dual Enrollment classes are scheduled through the LACC administration by request of the high school principal or college counselor. Applications are available for high school staff by contacting Harley Hass at [haasht2@lacitycollege.edu](mailto:haasht2@lacitycollege.edu).

### **Deans' & President's Honors**

Students with outstanding scholastic achievement are given public recognition through the Los Angeles City College Dean's List. Full-time students (a student enrolled in 12 or more graded units the qualifying semester) must earn a 3.5 or higher GPA. Part-time students (a student enrolled in 6 through 10.4653 graded units) must have completed 12 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" will not be counted in meeting the unit requirement for the Dean's or President's Honor List.

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

The Dean's Honor Program is held annually each spring semester to acknowledge the students who earned their honors the prior spring and fall semesters.

For graduation with honors (Summa Cum Laude, Magna Cum Laude, Cum Laude), see "Graduation With Honors" in the Graduation Requirements section of this catalog.

### 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.

### Directed Study Courses

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

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

Directed Study 185 (1-unit) = 48 hours per semester

Directed Study 285 (2-unit) = 96 hours per semester

Directed Study 385 (3-unit) = 144 hours per semester

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

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

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

### Distance Education Learning

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

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

## Policies: Student

### Classroom Conduct

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

### Student Discipline Procedures

Community college districts are required by law to adopt standards of student conduct along with applicable penalties for violation (Education Code Section 66300). The Los Angeles Community College District has complied with this requirement by adopting Board Rules 9803 and 9804-9806, Standards of Student Conduct .

The LACCD has adopted Board Rule 91101, "Student Discipline Procedures," to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of Student Conduct. All proceedings held in accordance with these procedures shall relate specifically to an alleged violation of the established Standards of Student Conduct. These provisions do not apply to grievance procedures,

student organization councils and courts, or residence determination and other academic and legal requirements for admission and retention. Disciplinary measures may be taken by the College independently of any charges filed through civil or criminal authorities, or both.

Copies of the Student Discipline Procedures are available in the Office of Vice President of Student Services.

### **Academic Freedom**

The Board of Trustees reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow Prohibited Discrimination. The discussion of ideas, taboos, behavior or language which is an intrinsic part of the course content shall in no event constitute Prohibited Discrimination. It is recognized that an essential function of education is a probing of received opinions and an exploration of ideas which may cause some students discomfort.

It is further recognized that academic freedom.

### **Student Grievance Procedures (E-55 Regulation)**

The purpose of the E-55 regulation is to provide a prompt and equitable means for resolving student(s) grievances. In the pursuit of academic goals, the student should be free of unfair or improper action by any member of the academic community. The grievance procedure may be initiated by one or more students who reasonably believe to have been subject to unjust action or denied rights involving their status or privileges as students.

It is the responsibility of the student(s) to submit proof of alleged unfair or improper action. Grievances pertaining to grades are subject to the California Education Code Section 76224(a) which states: When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith or incompetency, shall be final.

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

This grievance procedure does not apply to the challenge process for prerequisites, co-requisites, 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; or an appeal for residency decision; or the eligibility, disqualification or reinstatement of Financial Aid.

Information about the grievance procedures and a copy of the regulation are available to grievant(s) and/or respondent(s) upon request from Mr. Edward Bird Song, at (323) 953-4000 ext. 1256 or Dr. Jeremy Villar (323) 953-4000 ext. 2011, both serving as campus ombudspersons.

## **Policies: General**

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### **Drug-Free Campus**

Los Angeles City College adheres to, supports, and is in full compliance with requirements that maintain our college as a drug-free institution of higher education. The LACCD Board of Trustees has adopted the following standards of conduct:

Students and employees are prohibited from unlawfully possessing, using or distributing illicit drugs and alcohol on district premises, in District vehicles, or as part of any activity of the Los Angeles Community College District.

The LACCD Board of Trustees has adopted Rule 9803.19, which prohibits: Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances, the possession of which is prohibited by the same or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District. "Controlled substances," as used in this section, include, but are not limited to the following drugs and narcotics: opiates, opium and opium derivatives, mescaline, hallucinogenic substances, peyote, marijuana, stimulants, depressants, cocaine.

The LACCD Board of Trustees policy on the Drug-Free Workplace restates these prohibitions.

### **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.

### **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.

### **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.

### **Counseling, Treatment and Rehabilitation**

Students should contact the LACC Counseling Office for assistance and referrals.

### **Disciplinary Action**

Violation of the above Board Rules shall result in student discipline, imposed in accordance with the Student or termination of financial aid; suspension; withdrawal of consent to remain on campus; expulsion subject to reconsideration; and permanent expulsion. Furthermore, institutional policies and practices may impose disciplinary sanctions on students

and employees consistent with local, state, and Federal law, up to and including expulsion, termination of employment, and referral for prosecution for violations of the standard of conduct.

The Los Angeles Community College District is committed to drug-free and alcohol-free campuses. We ask you to share in this commitment and dedication.

### **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.

### **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 administrator.

### **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 Los Angeles City College should be directed to the Associate Vice President, Administrative Services responsible for Human Resources.

### **Standards of Student Conduct**

Board Rules website:

<http://www.laccd.edu/Board/Pages/Board-Rules.aspx>

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

Students shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the City, County, State, and Nation.

Student conduct must conform to LACCD and Los Angeles City College rules and regulations. Violations of such rules and regulations will subject students to disciplinary action. Such violations, include, but are not limited to, the following:

#### **Board Rule 9803.10**

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

#### **Board Rule 9803.11**

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

#### **Board Rule 9803.12**

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

#### **Board Rule 9803.13**

Unauthorized entry to or use of the College facilities.

#### **Board Rule 9803.14**

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

#### **Board Rule 9803.15**

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

#### **Board Rule 9803.16**

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

#### **Board Rule 9803.17**

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

#### **Board Rule 9803.18**

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

#### **Board Rule 9803.19**

Alcohol and Drugs. Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any 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, depressants, cocaine.

**Board Rule 9803.20**

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

**Board Rule 9803.21**

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

**Board Rule 9803.22**

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

**Board Rule 9803.23**

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

**Board Rule 9803.24**

**Threatening Behavior.** A direct or implied expression of intent to inflict physical or mental/emotional harm and/or actions, such as stalking, which a reasonable person would perceive as a threat to personal safety or property. Threats may include verbal statements, written statements, telephone threats, or physical threats.

**Board Rule 9803.25**

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

**Board Rule 9803.26**

**Theft or Abuse of Computer Resources.** Theft or abuse of computer resources including but not limited to: (a) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose. (b) Unauthorized transfer of a file. (c) Unauthorized use of another individual's identification and password. (d) Use of computing facilities to interfere with the work of a student, faculty member, or college official, or to alter college or district records. (e) Use of unlicensed software. (f) Unauthorized copying of software. (g) Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and/or substantially disrupt the orderly operation of a college campus. (h) Use of computing facilities to interfere with the regular operation of the college or district computing system.

**Board Rule 2803.27**

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

**Board Rule 9803.28**

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

**Board Rule 9804**

**Interference with Classes.** Every person who, by physical force, willfully obstructs or attempts to obstruct, 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 to exceed one (1) 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 or concert with others, to impede access to or movement within which the premises are devoted.

**Board Rule 9805**

**Interference with Performance of Duties by Employees.** Action to cause or attempt to cause, any employee of the Los Angeles Community Colleges to do or refrain from doing, any act in the performance of his/her duties by means of a threat to inflict any injury upon any person or property, is guilty of a public offense.

**Board Rule 9805.10**

**Assault or abuse of an Instructor.** Assault or abuse of 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.

**Board Rule 9806**

**Unsafe Conduct.** Conduct which poses a threat of harm to the with a Health Services Program (e.g., Nursing, Dental Hygiene, etc.); failure to follow safety direction of District and/or college staff; willful disregard to safety rules as adopted by the District and/or college; negligent behavior which creates an unsafe environment.

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liability. Civil liability for copyright infringement may include payment of monetary damages to the copyright owner. Criminal penalties for copyright infringement may include fines up to \$250,000 and imprisonment up to ten years. Students who violate the District's computing facilities usage policy (LACCD Administrative Regulation B-28) may also be subject to college disciplinary action, including, but not limited to, suspension or expulsion.

# STUDENT SERVICES & PROGRAMS

## Admissions & Records

### Student Services Building

(323) 953-4000 ext. 2104

<http://www.lacitycollege.edu/citymain/admissions.html>

#### HOURS

Monday - Thursday: 8am - 6:30pm

Friday: 8am - 2pm

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

## Assessment

### Student Services Building

(323) 953-4000 ext. 2264

<http://www.lacitycollege.edu/services/matriculation/>

The Assessment Office schedules and administers placement tests for new non-exempt students, continuing students who are eligible for re-assessment, and returning students who need to retake the placement test for course placement into English, Math, or ESL courses. The office also schedules in-person (and online) appointments for orientations and counseling.

You will lose your place in priority enrollment if you do not participate in orientation, assessment, and educational planning services.

For enrollment question, please visit SSB, Room 180 or call 323-953-4000 X2455

## Associated Student Government (ASG)

### Student Union Building, Office of Student Life

(323) 953-4000 ext. 2450

<http://aso.lacitycollege.edu/>

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

LACC students are encouraged to join the ASG by paying the ASG fee of \$7.00 per semester. The membership benefits include participation in student government, preferred parking, book grants (limited number to qualified applicants), free copier services (weekly limit), free scantrons and bluebooks

(weekly limit), discounted local faxing, free admission to ASG supported cultural and social events, discount tickets to theaters and local amusement parks, and much more.

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

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

More information on student government, joining and/or starting a club, holding an activity, eligibility for office, and the many benefits offered, is available in the Office of Student Life in the Student Union, or by calling (323) 953-4000 extension 2450. All students are encouraged to get involved and get more out of college. (Page 262-263)

### Student Trustee

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

In accordance with existing law, candidates for Student Trustee must:

1. Be currently enrolled at an LACCD college.
2. Be enrolled in a minimum of five (5) units.

3. Maintain enrollment in a minimum of five (5) units through the one- year term of office.
4. Have completed a minimum of 12 units and no more than 80 transferable units.
5. Have and maintain a minimum 2.0 GPA.

## Bookstore

### Student Union Bldg

(323) 953-4000 ext. 2142

[www.laccbookstore.com](http://www.laccbookstore.com)

Regular Business Hours

Mon - Thur, 7:30am to 7:00 pm

Friday 7:30 am to 3:00pm

CLOSED Saturday and Sundays

The Los Angeles City College Bookstore (aka: 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. In addition, there is the opportunity for the students to sell authorized textbooks back to the Cub Store during the last week of each major term and other posted dates.

—Please see [www.laccbookstore.com](http://www.laccbookstore.com) or cashiers for refund policy and more information—

### Refunds

Cash register receipt MUST accompany all refunds and exchanges

— NO EXCEPTIONS. (please see Cub Store refund policy for more information [www.laccbookstore.com](http://www.laccbookstore.com))

### Textbooks

Required textbooks are arranged alphabetically by subject within their respective departments and numerically by course number. The instructors name, ISBN, and price will be listed under the book. Used books, if available are on the shelves with the new books. They are clearly marked USED. You should not purchase textbooks until you are officially enrolled.

Full refunds on textbooks will be allowed during the first 10 school days of the Fall and Spring Semesters and the first 5 days of the Summer, Winter and short-term classes (5 weeks or longer). [see requirements below]. Refunds for books purchased for 8-day courses or courses shorter than 5 weeks will only be allowed during the first day of class.

Refunds for textbooks purchased after the first 10 school days of the Fall and Spring semesters and the first 5 days of the Summer, Winter or short-term classes MUST be made within 24 hours of purchase and will only be allowed if the book is incorrect or defective.

NO Refunds on textbooks purchased during final exam period (i.e. last ten days) of any semester or session.

### New Books

Must be returned in same condition as when purchased, free of markings, underlining, soil marks or erasures, bends or folds or obvious signs of use. Otherwise, the book will be classified as “USED” and refundable at a maximum of 50% of the purchase price. Final determination will be made by Cub Store Management. Water damaged books will not be accepted.

### Computer Software and Textbook Bundle with Software

May not be refunded if the package is open.

This includes textbooks with software if the shrink-wrap has been opened.

Special Orders/Prepaid Sales: Not eligible for refund.

### Shrinkwrapped Textbooks

Packages may be refunded if all items in the bundle are in new, sellable condition (to be determined by Cub Store staff). A \$5.00 restocking fee will be charged. Packages that include CD's, computer disks, or supplemental booklets etc. must be returned in original, UNOPENED packaging for a refund. Otherwise, they do not qualify for a refund.

### Supplies

Clothing and non-textbook items are refundable only if they are in their original package, in new sellable condition, unworn, accompanied by the original sales receipt and returned within 24 hours of purchase.

Dictionaries, reference books, dental tools, dissecting kits, compact disks, calculators and related items are NOT returnable. Lab goggles, lab smocks and socks are NOT returnable as governed by the California State Health Laws.

### Purchasing

#### Check Purchasing Policy

Current LACC (or other LACCD campus) Student Registration Fee Receipt and Valid California I.D. or Drivers License (addresses must match and PO Boxes are not accepted) are REQUIRED to pay by check.

No temporary, third party or out of state, money orders or checks accepted. Checks must be imprinted with correct name and address and written for the amount of purchase only. No postdated checks are accepted. Customer must have valid California Drivers License or ID and original/current registration printout(from business office) Check writing privileges may be permanently denied after one returned check.

There is a 30-day waiting period for a cash refund on merchandise purchased by check. Merchandise must be returned by return deadline to qualify. A credit slip will be issued and a return date given to pick up refund (30 days from date of purchase). If upon return the check has cleared the district bank (tangible proof required) or the canceled check is presented (both sides) cash will be refunded at time of return.

*NOTE- AFTER JULY 1, 2006 IF YOU MAKE A PURCHASE WITH A CHECK, your student id number will be written on your check. if you do not wish to have your student id number appear on your check, you must use an alternate form of payment!*

**Credit Card Acceptance Policy**

Credit cards are only accepted with valid California Drivers License ID that match the name on the card and the card holder must be present (name must match card holders name). The following cards are accepted: MasterCard, VISA, Discover, and American Express.

**No Cash Refunds**

Refunds will be issued on a credit card used at time of purchase. Merchandise must be returned by return deadline to qualify. A credit will be issued and forwarded to the credit agency and a copy given to the customer. \*\*

Please

Note: refunds are sent to our bank each night...your bank may take up to 3 weeks to credit your account.

**Cash Purchasing Policy**

Merchandise must be returned by return deadline to qualify. Cash refunds will be issued at time of return if all other refund policy qualifications are met.

**Book Buyback**

Books may be sold back to the Cub Store at the end of each semester (during finals) and/or during the first week of each semester.

The Cub Store will make an effort to Buy Back as many texts as possible from LACC students. It is not an obligation on the part of the Cub Store, but a special service we perform to help keep the cost of books affordable.

How books qualify for buyback- for a book to be bought back by the LACC Bookstore, all of the following conditions must be met. Qualifying books will then be purchased at market price.

Check LACC Website and/or posted signs for dates and times.

1. A signed adoption by the department.
2. Needed for the LACC Cub Store inventory for the next semester.
3. The book is in the correct edition, volume, etc. and in good condition (limited writing and underlining are permissible in most texts). No water damaged books will be accepted.

The LACC Cub Store will not buy back workbooks, study guides, syllabi or supplementary related materials.

Final determination of the condition and resale value of a textbook shall be made by Cub Store Management

Textbooks not bought back by the Cub Store may be purchased by the company conducting the buyback, at a lesser price, subject to that companies buying policy. The Cub Store regrets it cannot buy back all books.

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**Cubstore Bookstore****Cub Snack shop**

- Candy and snacks
- Hot and cold beverages

**Cubstore Vending Machine** (in front of EWD building)

- Testing Materials (scantrons, bluebooks, pencils)
- Flashdrives

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**Business Office****Student Services Building**

(323) 953-4000 ext. 2180

The Business office handles collection of fees relating to enrollment, health, tuition, ASG membership, student representation, parking and transcripts in accordance with LACCD Board Rules and is subject to audit. Assistance with student account balances and refund requests are processed here as well.

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**College Readiness Academy/Ged-Hiset Prep**

CRA assists students to strengthen their English and/or math foundations. The academy provides basic skills English and Math courses designed to help students prepare for the GED, College Entrance Exam, and Basic Skills assessments. In addition to providing courses, support services are available to all student. Some of the services include free class materials, book loans, tutors, computer literacy, and job training.

For information and Counseling contact (323) 953-4000 X 2236 and 2231 location EWD Building

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**CalWORKs****Student Services Building, 3rd Floor**

(323) 953-4000 ext. 2599/2856

(next to the Chemistry Bldg)

(323) 953-4000 ext. 2586

<http://www.lacitycollege.edu/services/calworks2/index.html>

CalWORKs Program assists student-parents who are receiving Temporary Assistance for Needy Families (TANF) to realize their Dreams, Achieve their educational goals and Succeed in leading families to self-sufficiency and independence (DAS). Student-parents of the CalWORKs Program receive the benefit of education, workforce training, one-on-one counseling and specialized case management. The CalWORKs office completes county documents which includes GN 6005/06 forms, employment/child care verifications; progress reports; and assist with other county paperwork or issues regarding GAIN participation. In addition, CalWORKs students are eligible for priority registration, books and supplies, childcare and tutoring at no cost. Furthermore, CalWORKs offers work study placement on and off campus in the students related field. Monies earned does not affect any assistance provided by the Department of Public Social Services (DPSS). Each semester, job readiness services are available for students via monthly workshops and/or one-on-one sessions.

## Campus Child Development Center

### Child and Family Studies Building

(323) 953-4000 ext. 2220

The Campus Child Development Center offers a preschool program for children 3 to 5 years of age and an evening program for school age children. The Center provides a developmentally appropriate curriculum that responds to the individual needs of the children, incorporating the learning domains of social, physical, cultural, cognitive and emotional growth. Enrollment is available for the children of LACC student/parents to assist them in completing their educational goals. Priority is given to low-income families. Applications for enrollment are available at the Campus Child Development Center. Applicants are encouraged to apply early because enrollment is limited. A fee may be charged, based upon the family size and income. Many families qualify for the grant program and receive subsidized child care.

## Career & Job Development Center

### Student Services Building

(323) 953-4000 ext. 2210

<http://www.lacitycollege.edu/services/career/index.html>

The Career and Job Development Center provides students with career assessment (testing), career counseling, and information on career choices. The Center offers vocational testing to identify interests, abilities, personality type, and work values related to career options. In addition, there is a career resource library and internet accessible computers with software programs (i.e. EUREKA) to assist in the career exploration process. The Career Center offers workshops, resume assistance and has information on internships. Services are provided by appointment and on a walk-in basis when available.

## Compliance Officer

### Los Angeles Community College District Office

(213) 891-2000 extension 2315

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

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

It is conduct that has created a hostile or intimidating environment.

The role of the Compliance Officer is to implement policies and procedures that follow Federal and State laws on discrimination and sexual harassment, oversee compliance, investigate

and recommend resolutions to discrimination and/or sexual harassment complaints, serve as a resource on relevant issues and promote diversity. Students who feel that they have been discriminated against or sexually harassed or who wish to discuss incidents of discrimination or sexual harassment may contact and/or file a complaint with the Compliance Office.

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

## Contract Education

### Cesar Chavez Administration Building 208A

(323) 953-4000 ext. 2062

(Academic Affairs) ext. 2595 (Workforce Education)

Contract Education is designed to enhance the economic development of the State of California. All courses and programs are taught by qualified faculty and meet the same standards of academic rigor as does the traditional, campus-based program. For additional information, contact the Office of Economic & Workforce Development in Academic Affairs.

Through its Contract Education program, LACC provides credit courses and complete lower division transfer programs as well as not-for-credit workshops and customized seminars, for business, industry, and government agencies. The course offerings may be provided on company or agency premises or on campus. Contract Education course work is paid for by the contracting company or agency.

## Community Services

### Administration Building 112

(323) 953-4000 ext. 2651

[www.lacitycollege.edu/comsucs/](http://www.lacitycollege.edu/comsucs/)

The Los Angeles City College Community Services Program provides a full range of not-for-credit classes and programs designed to meet the educational, social, recreational, cultural, and civic needs of residents in the college community. Fee and grant funds are received for programs to make them self-supporting.

Educational programs offer the community an opportunity to explore a variety of personal interest areas of learning and to update individual knowledge and skills. Moreover, recreational, cultural, and social programs offer opportunities for community residents to participate in such activities as not-for-credit, short-term programs in dance, martial arts, physical fitness, gymnastics, and sports as well as a variety of self-directed activities.

## Academic Counseling

### Student Services Building

(323) 953-4000 ext. 2250

[www.lacitycollege.edu/services/counsel/index.html](http://www.lacitycollege.edu/services/counsel/index.html)

Academic counseling services are available for all students in the Counseling Department. Students are encouraged to

make an appointment to consult with a college counselor. If students need to review their records, appointments should be made in person several days in advance.

No appointments are available the first week of the semester. Walk-in counselors are available to answer quick questions or to provide emergency help for students.

The services available include counseling and guidance on educational, career, and personal goals as well as problems that may interfere with a successful adjustment to college life. The experienced and professionally trained counseling faculty works with students concerning transfer, educational goals, career planning, choice of college or universities, and other decisions involving a direction in life. Counselors also help students select and plan their academic majors, explore future college or other educational choices, and develop specific plans to meet their transfer and graduation goals. Students should consult with a college counselor as soon as possible to make these plans.

Counselors will work with students who feel the need for greater self-understanding, who need to know more clearly what their abilities and interests are, and where these abilities and interests may lead.

Personal Development courses offered through the department have been structured to prepare and help students complete their college education in a timely manner. The courses are highly recommended for new and returning students.

## Computer Labs

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Open labs are available to faculty, staff, and students enrolled at LACC at the following locations. Note that many labs require students to log in with their username and password.

### **MLK Library – Ext. 2396**

- Open to all students. Please check the library schedule

### **Art – Chem 112**

- Art Design students only.

### **Business Administration - AD 305 & 316 Ext. 2549**

- Business Students only.

### **Cinema, Film and Media Center - CC 118, 147, & 220**

- Cinema, TV and Photo students only.

### **Computer Applications & Office Technologies - FH B04, FH B06, AD 305 & AD 319**

- For CAOT students only.

### **CSIT - FH 201, FH 202, FH 204A, FH 206 & FH 208 Ext. 2676.**

- For CSIT students only.

### **The High Tech Center (Disabled Students) - Office of Special Services SSB 1st Floor Ext. 2278**

- For OSS students only.

### **English Writing Center - JH 318 Ext. 2726.**

- For English 67 & 108 students only.
- Foreign Language - JH 115 For Foreign Language students only.

### **Math - FH 104 Ext. 2815**

- For Math students only.

### **Music - HAMC 120 & HAMC 130 Ext. 2880**

- For Music students only.

### **PI Shop - FH 104 Ext. 2676**

- For Math Tutoring only.

### **Speech - LS 105 Ext. 2963**

- For Speech students only.

### **Teaching Learning Center - AD 300 Ext. 2480**

- For LACC employees only.

## English Literacy & Citizenship Center

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The LACC English Literacy Program and Citizenship Center are part of the Noncredit Success Academies in Academic Affairs. The English Literacy Program provides eligible students with instruction in non-credit English as a Second Language (ESL), Vocational ESL, Basic Skills, and Tutoring Services, while the Citizenship Center is focused on providing students with all services necessary for completing the citizenship test preparation and application process. FREE Classes and Workshops- are open entry/open exit.

### Citizenship Requirements

Lawful permanent resident for at least 5 years

-OR- Lawful permanent resident for at least 3 years and married to a US citizen for those 3 years

-OR- Lawful resident child of a citizen parent.

FREE Naturalization Services Include:

N-400 referrals, Document Duplication and Translations, USCIS Study materials, a certificate of completion to be presented to USCIS on the day of the interview, and CASAS practice interview test.

FOR MORE INFORMATION: (323) 953-4000 EXT. 2235 and 2231 EWD 100 (near Music Building)

OFFICE HOURS:

8:00 am to 7:00 pm, Mon-Thurs

8:00 am to 4:00 pm, Friday

9:00 am to 12:00 pm, Saturday

## Extended Opportunity Programs & Services (EOP&S)

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### **Student Services Building 3rd floor**

(323) 953-4000 ext. 2300 & 2301

<http://eops.lacitycollege.edu>

A state-funded program for nontraditional students who are affected by educational and economic barriers. The program motivates students in reaching their career and educational goals by providing support services and encouragement. EOP&S provides the following services: intensive academic,

career and personal counseling, individualized tutoring, priority registration, transfer assistance, educational workshops, and book vouchers.

Bring your registration receipt showing 12 or more active units to Student Services Building 3rd floor to find out if you qualify. OSS students must be enrolled in 6 or more active units to apply.

## CARE

The CARE Program is a supplement program EOP&S that provides additional support services for single parents receiving TANF/CalWORKs subsidies. CARE students are eligible for all EOP&S services plus childcare referrals, meal tickets, parking permits, auto gas card (if funding permits), parenting and job preparation seminars. CARE offers personal and professional support while assisting participants to meet their educational goals.

## Extra- & Co-Curricular Activities

In addition to the regular academic offerings of the College, various departments make noteworthy contributions to the cultural life of LACC students and its community. Listed below are College-authorized "extra-curricular" (outside or supplemental to course work) activities available to LACC students.

The Art Department presents exhibitions of interest to the diverse community served by the College. The gallery in DaVinci Hall features drawing, painting, graphics, photography, sculpture, and ceramics by artists of local and international reputation, as well as offering a first-time gallery exhibition experience to students.

Forums, guest speakers, and art demonstrations are presented throughout the year and are open to the general student body. Student work is prominently displayed in the first and second floor cases in DaVinci Hall.

The Annual Art Competition and subsequent scholarships reward outstanding department students with cash awards based on submitted portfolios.

The Citadel is the creative arts and literary journal of Los Angeles City College, presented through the English department. The Citadel publishes works of art, photography, fiction, novels-in-progress, essays, manifestos, and poetry by LACC students. The Citadel publishes work that reflects the socio-cultural changes taking place on campus, in the city, as well as in the world.

The Citadel addresses issues that reflect changes due to America's growing diversity; reviews and illuminates LACC's understanding, respect, and eager embrace of the many cultural aspects of its students from around the world.

The Music Department presents noontime concerts twice weekly during the academic year. The concerts feature outstanding student soloists, ensembles, and guest artists. The department also presents several evening concerts, given by the musical organizations of the department. The concert experiences are designed to keep students informed about current developments in various phases of the music profession.

The Theatre Arts department and the Theatre Arts Academy present several plays each semester utilizing up to three

theatres located on campus: the Camino, the Caminito, and the Cameo. In existence since 1929, the department has built a reputation for excellence that is nationally recognized. Scores of its graduates have been invited to Washington, D.C. as part of the Kennedy Center/American College Theatre Festival.

In 1965 the department was designated by the Community College Board of Trustees as the professional theatre training school for the Los Angeles Community College District. It is the largest, most comprehensive professional theatre training institution in the West.

As with extra-curricular activities, various departments make noteworthy contributions to Los Angeles City College students and its community through their "co-curricular" (related to course work) activities. Listed below are College-authorized co-curricular activities available to LACC students.

The "Collegian" is the official student newspaper for Los Angeles City College. It is published twice a month during the academic year. Its purposes are to disseminate information of interest to the college students, faculty, staff and administrators and to offer a means for practical application of the journalistic principles and techniques taught through the Media Arts department.

The "Collegian" is published as a learning experience, offered under the College's journalism instructional program of the Media Arts department. The editorial and advertising materials published, including any opinions expressed, are the responsibility of the student newspaper staff, free from prior restraint under the First Amendment to the United States Constitution. Accordingly, material published, including any opinions expressed, should not be interpreted as the position of the Los Angeles Community College District, Los Angeles City College, or any LACCD or LACC officer or employee.

The Department of Speech Communication provides opportunities for students to compete in intercollegiate debate tournaments as well as individual Forensics events. Having existed at LACC since the 1930's, the Forensics squad participates in local state, and national competitions throughout the academic year. Established on a strong winning foundation, the current student competitors continue the tradition in speaking events ranging from debate to oral interpretation of literature.

## Financial Aid

### Student Services Building

(323) 953-4000 ext. 2010

<http://www.lacitycollege.edu/stusvcs/finaid/>

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

## First Year Experience (FYE)

### **Student Services Building Rm. 108**

(323) 953-4000 ext. 2104

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

The First Year Experience Learning Community is a program that allows freshmen students an alternate approach to learning that encourages relationships with peers and their instructors. Participants will enroll in selected classes as a group. Peer mentors will be assigned to assist in the classroom. Academic counseling will be provided for all participants, helping to ensure the students' academic needs are met. Such reinforcement helps student retention, encourages student partnerships, and creates an encouraging learning environment. Interested students should apply as soon as possible because space is limited.

## Foundation

### **Student Union Building**

(323) 953-4000 ext. 4011

[www.laccfoundation.org](http://www.laccfoundation.org)

The Foundation provides deserving students with the opportunity to achieve their academic goals by providing a full range of scholarships and awards. All awards and scholarships are given on an annual basis normally during the Spring semester. For application, criteria and requirements visit the foundation website: [www.laccfoundation.org](http://www.laccfoundation.org). The specific and primary purposes for which the Foundation is formed are: (1) To promote, foster, encourage and provide scientific, literary, educational and recreational facilities at LACC; (2) To provide for scholarships, fellowships, grants in aid, loans and other financial assistance to worthy students and members of the faculty; (3) To further research and provide for associated facilities; (4) To receive gifts, bequests or devises either outright or as a trustee or beneficiary of a trust, to hold, transfer, buy, sell, invest, or reinvest real property, cash, stocks and bonds, and all other evidences of value; (5) To expend moneys for the general welfare of the students and faculty of LACC; and (6) To otherwise provide aids to education supplementary to state and local tax means for the support and benefit of LACC.

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

## Foster & Kinship Care Education

### **Student Services Building, 3rd Floor**

(323) 953-4000 ext. 2335

<http://www.lacitycollege.edu/services/fostercare/>

The Foster & Kinship Care Education Program provides quality education and support opportunities for caregivers to meet the educational, emotional, behavioral and developmental needs of children and youth placed in out-of-home care. Our program trains Foster, Adoptive, Kinship, and Non Relative Extended Family caregivers to improve the lives of families in crisis by promoting teamwork and sensitivity.

All classes are free and open to any caregiver. We offer classes in English and Spanish.

Available workshops include: Foster & Kinship Care Education (FKCE); Medical or Specialized FKCE Pre-Service (F-Rate or D- Rate); Commercial Sexual Exploitation of Children (CSEC), and Resource Family Approval Training (RFA); Certificate provided upon completion of the requirements.

## Guardian Scholars

### **Student Services Building, 3rd Floor Room 360**

(323) 953-4000 ext. 2345

The LACC Guardian Scholars (GS) Program is a comprehensive program that supports current former and emancipated foster youth from 16-30 years of age as they transition into adulthood and pursue their educational/vocational goals. GS provides a seamless integration of student support services including counseling, tutoring, peer mentoring, leadership and self-development workshops, financial aid support, and community resources. The programs primary function is to support and assure that each foster youth is adequately guided and mentored throughout their entire educational process.

## Health & Wellness Center

### **Student Services Building, Life Science 101**

(323) 953-4000 ext. 2485

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

A mandatory Student Health Fee of \$11.00 per semester is payable at the time of registration. (For information on Health Fee Waivers, see "Policies: General").

## Healthy Advocacy Response Team (HART)

(323) 953-4000 ext. 2450

The College has trained staff to assist students who may be victims of rape, sexual assault and/or stalking. Students who have been assaulted should immediately go to the College Sheriff Office to report the incident - (323) 662-5276. Or, from any campus pay phone, dial #3.

Inquiries about this team should be directed to the Chair of HART at (323) 953-4000 ext. 2450 or 2280.

## Honors Program

### **Student Services Building (The Ralph Bunche Scholars Program)**

(323) 953-4000 ext. 2340, AD 205B

[http://www.lacitycollege.edu/services/honorsprogram/Page\\_1x.html](http://www.lacitycollege.edu/services/honorsprogram/Page_1x.html)

The Ralph Bunche Scholars Program is designed to prepare the highly motivated student for transfer. Honors students

who complete a minimum of 15 units (5 classes) of Honors credit will receive certification in the Transfer Alliance Program (TAP).

This guarantees priority consideration for admission to non-impacted majors in UCLA's College of Letters and Sciences, and increases the students' chances of being admitted. Other partners include UC Irvine, UC Riverside, UC Santa Cruz, Occidental College, Chapman University. For more information see the "Transfer Information" section.

## IHSS

*In Home Supportive Services Vocational Training.*

LACC Workforce Readiness Academy serves as the lead IHSS training provider in our District.

Services under the WRA IHSS program are to provide through customized training key healthcare patterns and participants supporting career ladder advancement for enrolled participants. Red Cross provides CPR and First Aid to all participants completing the In Home Supportive Skill Certificate. Student received Vocational ESL and additional support such as books and instructional materials. Location EWD 100 (323) 953-4000 ext 2230 and 1230

## Instructional Television (ITV)

<http://www.lacitycollege.edu/Academic-Info/Distance-Education/Home>

(818) 833-3594 (LA Mission College Office)

<http://www.lamission.edu/itv/>

ITV allows the students to take general education classes which meet transfer and graduation requirements at their own pace through videos and the Internet. The award winning videos provide course content, the internet provides an online community for class discussions, virtual tours and online quizzes. Exams are taken on campus, there are on campus seminars on the weekends (approximately once a month). Students may attend seminars and take exams on campus. All classes are three units, except Math 125 which is five units. The tuition is the same as on-campus classes.

## International Student Program

### **Student Services Building**

(323) 953-4000 ext. 2470 [laccint.us/](http://laccint.us/)

The LACC International Student Center is a one-stop office that provides admissions, testing, academic counseling, registration, adding and dropping of classes, letters of certification, transcripts, intent to transfer letters and on-campus and off-campus work authorization. The Program also assists students with paperwork to apply to the Immigration and Naturalization Service for change of status, practical training, extension of stay, reinstatement to student status, and transfer to other institutions of learning. Intensive English Program (ELA of LACC) provides special non-credit ESL courses for international students and professionals who want to improve their English. Graduates of the English Language Academy may enroll at LACC without taking the TOEFL.

## Learning Skills Center

### **Learning Resource Center, lower level.**

(323) 953-4000 ext. 2770 or 2772

The Learning Skills Center (LSC) provides the opportunity for students to improve their basic study skills in mathematics and language arts. Students may register for classes in the LSC up through the first fourteen weeks of the semester. One-unit classes are offered on an open entry/ open exit basis and can be taken as pass/no-pass. (Credit for individualized, self-paced, open entry/open exit courses may not be counted as part of a student minimum load in qualifying for benefits until the courses have been completed.)

Programs are individualized and developed on the basis of diagnostic tests administered to each student to determine his or her academic needs. A student's program is designed to include self-paced instruction, instructor-student conferences, and peer tutoring sessions. Emphasis is placed on the improvement of basic skills in reading, vocabulary, study skills, writing, grammar, basic mathematics, and algebra. Tutoring in most subjects is available. The LSC also offers small group classes in conversation, speech, resume writing, and math anxiety.

## Library

### **Martin Luther King, Jr., Library**

(323) 953-4000 ext. 2400

<http://lacitycollege.edu/Resources-Services/Library/Library-Home>

The library features:

- Reference Center with Faculty Librarians for Research Assistance
- Circulation/Periodicals Desk with Textbooks, Reserve Material, Magazines, and Newspapers
- 192 Computers for Students
  - 5 ADA Stations
  - 2 Tables with low/high adjustability
- Wireless Access
- Photocopy Center
- 2 Print Station Desks with B&W and Color Copying & Printing
- 18 Group Study Rooms
- 150,00 Print books and 188, 000 ebooks
- 100 Magazine and Newspaper Subscriptions plus historical issues.
- Online Databases with Remote Access

A library brochure and instructor-requested orientations are available through the Reference Center. A one-unit course is offered: LS 101 Library Research Methods. Individual questions are welcomed at the Reference and Circulation/Periodicals Desks. Students must use their valid college identification card to qualify for library privileges. When the library is closed, materials may be returned through the outside chute located on the front of the building.

## Lost and Found

### **Cesar Chavez Administration Building Room 111**

(323) 953-2911 or #3 from an on campus telephone

Inquiries about personal belongings lost on campus should be directed to the Campus Sheriff's office.

## Noncredit Adult and Continuing Education - "Noncredit Success Academies"

### Mission Statement

The Los Angeles City College WIOA Noncredit Adult and Continuing Education Office - "Noncredit Success Academies" is committed to improving, expanding and creating adult education programs to increase student success entering in post-secondary education. The Noncredit Success Academies prepares students to transition to college, improve language and workforce skills, increase civic involvement, and promote lifelong learning.

### Vision

Creating opportunities leading to employment, basic and advance education, and career progression.

### The Adult Basic Education Academy

**EWD Building** (near Da Vinci Hall and the Herb Alpert Music Center)

Will help students increase their skills in reading, writing, grammar and math. Prepare students to enter the High School Subjects and GED/HiSET program. And increase reading/writing and math skills to improve workplace abilities.

FOR MORE INFORMATION: (323) 953-4000 EXT. 2235 and 2231 OFFICE HOURS

### College Readiness Academy/Ged-Hiset Prep

**EWD Building** (near Da Vinci Hall and the Herb Alpert Music Center)

CRA assists students to strengthen their English and/or math foundations. The academy provides basic skills English and Math courses designed to help students prepare for the GED, College Entrance Exam, and Basic Skills assessments. In addition to providing courses, support services are available to all student. Some of the services include free class materials, book loans, tutors, computer literacy, and job training.

FOR MORE INFORMATION and COUNSELING CONTACT (323) 953-4000 X 2236 and 2231

### English as a Second Language Noncredit Academy

**EWD Building** (near Da Vinci Hall and the Herb Alpert Music Center)

The ESL Noncredit helps non-English or limited English speaking adults survive in an English speaking community. Provides communication skills and cultural knowledge necessary

for daily living in an English speaking community. Provide instruction on how to get and keep a job, how to get medical help, and how to understand basic government rules. Prepares Intermediate students with skills for transfer to a college.

And leads to future opportunities by preparing students for:

- Adult Basic Education (ABE)
- Adult High School Diploma Program
- College credit classes
- High School Equivalency(GED-HiSET)
- Vocational training programs

FOR MORE INFORMATION CONTACT: (323) 953-4000 EXT. 2235 and 2231 OFFICE HOURS

## Office of Economic Development and Workforce Education

**Administration Building AD 208A**

(323) 953-4000 ext. 2594

The Office of Economic Development and Workforce Education houses Career Technical Education, Community Services / Continuing Education, Cooperative Education Work Experience, Gateway to College, Linked Learning, and other specially-funded educational programs that respond to the immediate needs of traditional and nontraditional students, the community, and business- industry sector employers.

## Office of Special Services

**Student Services building, Room 100**

(323) 953-4000 ext. 2270

(Same number for TDD/TTY)

[lacitycollege.edu/service/oss](http://lacitycollege.edu/service/oss)

The primary goal of the Office of Special Services is to ensure equal access for students with disabilities in educational and career programs at Los Angeles City College. A variety of support services are available to eligible students with disabilities to instruct and assist them towards completing a college certificate, associate degree, or university transfer through participation in LACC's academic and vocational programs.

OSS professionals authorize disability-related accommodations and academic adjustments for LACC enrolled students with disabilities, who have completed the OSS verification and intake process. All OSS students must have a disability that impacts their education in order to be eligible for authorized and/or academic adjustments at LACC.

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

Exam Proctoring - A visual distraction or noise reduced testing space, extended time, scribe, reader, adapted computer, and/or screen reader/magnifier may be authorized based on the individual student's educational limitations.

Sign Language Interpreters (ASL) - Students who are deaf or hard of hearing may request interpreting services by contacting the senior sign language interpreter in OSS.

Learning Disability Assessment - Students who believe they have or may have a specific learning disability may meet with a learning disability specialist to request a learning disability review of previous testing or complete assessment in order to be eligible for support services.

Assistive Computer Instruction and/or Alternate Media Production - Students may be instructed to learn and utilize screen readers, large print programs, speech recognition, etc. for course work and/or exams. Some students may be authorized for tape recording lectures, alternate textbook production materials including Braille print or CD/iPod e-text production.

Special Classes - specialized courses designed for students with disabilities may be offered focusing on study skills, assistive computer software/hardware, tutoring, memory, and organizational/time management strategies.

The following offices are located in Room 100, SSV: Specialized Counseling, Learning Disabilities Services, Accommodation Testing Services, Specialized Tutoring Services, High Technology Computer Training Center, Alternative Media Transcription Center, Sign Language Interpreters' Center, and the Life Skills Center.

## Related Information

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

## Service Animal Accommodation

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

## Satellite Locations

### **NORTHEAST CAMPUS**

LACCD Van De Kamp Innovation Center (VDK)

#### **2930 Fletcher Drive - 2nd floor**

(323) 953-4000 ext. 2230

We also offer distance learning (taking classes via computer and/or video) through Instructional Television and on-line courses.

## Welcome Center

### **Student Services Building**

(323) 953-4000 ext. 2455

The Student Assistance Center is the first stop for students who want to register for classes. A multilingual staff assists students in completing applications for admission to LACC. The Center provides a wide range of support systems, including general campus information as well as a confidential evaluation and referral service. The Center offers community referrals for employment, child care, medical treatment, family planning, county public assistance, housing, legal aid, and psychological counseling.

## Trio/Student Support Services

### **Student Services Building 3rd floor**

(323) 953-4000 ext. 2466

[www.lacitycollege.edu/services/triosss/](http://www.lacitycollege.edu/services/triosss/)

TRIO Student Support Services is a federally funded program designed to serve students who have declared earning an Associate's degree or certificate and transfer to a four-year university as their primary educational goal. To be eligible, students must be U.S. citizens or permanent residents, must be low-income, first-generation college students and/or have a disability with evidence of academic need. Students must also establish at least a 2.0 cumulative GPA and cannot have earned an Associate's degree prior to applying. Services include: academic, career and personal counseling; Math and English tutoring; educational workshops; university tours and other cultural activities; computer lab access with printing/copying privileges; and calculator loans. We accept applications on a rolling-basis; however, space is limited.

## University Transfer Center

### **Student Services Building**

(323) 953-4000 ext. 2215

<http://www.lacitycollege.edu/services/transfer/>

At LACC, provide students with personalized counseling to receive up-to-date information on transfer requirements, as well as develop educational plans that satisfy transfer requirements. Four-year university admissions representatives make visits to the Center on a regular basis to provide up-to-date transfer information to prospective transfer students, as well as meet with students individually by appointment. Guidance on the transfer process, admissions requirements and procedures, financial aid, majors, and/or on transfer opportunities is available on a walk-in basis. In addition, assistance with university admissions application is available when the application filling period is open for prospective transfer students. Workshops on various transfer topics and field trips to universities are offered each semester. And the Center organizes an annual Transfer Day event every fall term.

## Upward Bound

### **Student Services Building Room 242**

(323) 953-4000 ext. 2315

<http://www.lacitycollege.edu/services/upwardbound/ubprogram1.htm>

The Upward Bound Program is a federally-funded program designed to prepare high school students for success in college and professional careers. It is one of 800 such programs funded nationwide, all of which are working to increase representation of low-income students in higher education. The program serves students from Belmont, Fairfax, Hollywood, and Manual Arts High Schools, and provides academic support and career guidance services to students from their tenth grade until they graduate from high school, and enter a post-secondary education program. Students qualify for the program by being from low-income families where the parents have not earned a B.A./B.S. degree.

During the academic year, the Upward Bound Program provides participants with tutoring and advising services at their high schools and conducts Saturday Academy sessions on the LACC campus. Every summer, participants attend an intensive 6-week Summer Academic Program at LACC, where they enroll in courses and earn credits towards high school graduation. Instruction includes courses in Math, English Composition, Laboratory Sciences, Computers, Languages, Social Studies, and various Visual and Performing Arts. Throughout the year, the program provides tutoring services, instruction in college-level study skills, exposure to professional careers, and guidance through the college application and financial aid processes. The program also conducts trips to four-year colleges and universities, theatre performances, leadership conferences, and other enriching experiences.

## Office of Student Life

### **Located in the Student Union**

(323) 953-4000 ext. 2450,

<http://www.lacitycollege.edu/services/sao/sao.html>

The Office of Student Life is dedicated to providing opportunities for students to enhance their overall personal and leadership development. We are committed to supporting and preparing LACC students' development through training, workshops, programming, service learning, mentoring, and access to resources. We are dedicated to meeting each individual student's needs so they are equipped with skills that are transferable in their personal, academic, and professional lives..

## Vehicles on Campus

*See the Current Schedule of Classes For Additional And Current Parking Information*

### **Board Rule 7400.**

#### **PARKING AND MOVEMENT OF VEHICLES**

Parking and movement of vehicles on District-owned property shall be controlled by the College President, who shall prepare, post, and make available any special regulations. The LACCD Chancellor shall make these regulations available at the District office. Vehicle Code 21113.

### **Board Rule 7401**

#### **DAMAGE OR LOSS OF PROPERTY**

Neither the Board of Trustees nor the Los Angeles Community College District shall be responsible for damage to or loss of vehicles or loss of contents thereof from any cause whatever except in those instances in which the District would be liable under Government Code including, but not limited to, Government Code 810 to 996.6, inclusive.

### **Board Rule 7402**

#### **INJURY**

Neither the Board of Trustees nor the District shall be responsible for any injury to persons arising out of or in connection with the presence of or operations of vehicles on District property except in those instances in which the District would be liable under the Government Code including, but not limited to, Government Code 810 to 996.6, inclusive.

## Veterans Resource Center

### **Student Union Building**

(323) 953-4000 ext. 2024

Veterans, service members, and their survivors and dependents may apply for their VA Educational Benefit Programs through the Veterans Resource Center. To initiate the VA Certification Process, Veteran students must complete a VA Application form and submit it with their DD-214, Verification of Enrollment, and Veteran Educational Plan to the Veterans Resource Office. Veteran students who had previously attended another post-secondary institution must submit a transcript from the institution (civilian and military) for evaluation by an academic counselor prior to certifying for a second enrollment period. Los Angeles City College, as required by the Department of Veterans' Affairs (DVA) policy, conducts an evaluation of all prior postsecondary education, experience and training (civilian and military) before certifying for a second enrollment period. As required, Los Angeles City College grants the appropriate credit, shortening the training period proportionately, and notifies both the DVA and the student of the amount of credit allowed towards their declared program.

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

# DEGREE AND CERTIFICATE REQUIREMENTS

## Associate Degree Philosophy

The completion of the associate degree is the culmination of a student's successful completion of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think critically and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, the student should possess sufficient depth in a field of knowledge to contribute to lifetime academic and career pursuits. Central to all associate degree programs at LACC, general education prepares students to be successful in a dynamic, complex, and multi-cultural world.

Graduates with an associate degree will demonstrate competence in five areas of learning:

1. **Broad & Integrative Knowledge.** Graduates will be able to consolidate broad knowledge across multiple areas of learning from the arts and humanities, natural sciences, mathematics, and social sciences and to discover and explore concepts and questions that bridge these fields.
2. **Intellectual Skills.** Graduates will exhibit the skills of aesthetic awareness, communication competency, critical & creative thinking, information competency and quantitative competency.
3. **Global Learning & Social Responsibility.** Graduates will demonstrate civic engagement, diverse perspectives and ethical reasoning.
4. **Lifelong & Applied Learning.** Graduates will be able to apply their knowledge to address unscripted problems in scholarly inquiry, at work and in other non-academic settings.
5. **Specialized Knowledge.** Graduates will exhibit the proficiencies identified in their major's program student learning outcomes (PSLOs).

## Associate Degree Graduation Requirements

The Board of Governors of the California Community Colleges has authorized the Los Angeles Community College District Board of Trustees to confer the degrees of Associate in Arts and Associate in Science.

The awarding of an Associate Degree symbolizes a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing, to use mathematics, to understand the modes of

inquiry of the major disciplines, to be aware of other cultures and times, to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity of self-understanding. In addition of these accomplishments, the student should possess sufficient depth in some field of knowledge to contribute to lifetime interest.

1. **Unit Requirement** – A minimum of 60 semester units of course credit in a selected curriculum with at least 18 semester units of study in a major or area of emphasis and at least 18 semester units of study in general education. One credit hour of community college work is approximately three hours of recitation, study, or laboratory work per week throughout a term of 16 weeks.
2. **Scholarship Requirement** – A 2.0 GPA or better in all work attempted in the curriculum upon which the degree is based. Effective for all students admitted for the Fall 2009 term or any term thereafter, each course counted toward the major requirements must be completed with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.
3. **Competency Requirement** – Students must demonstrate competence in reading, written expression, and mathematics. The following courses and examinations are approved to meet the competency requirement for the Associate Degree as defined in Board Rule 6201.12.

Effective for students entering prior to Fall 2009 semester:

- a. The competency requirement in reading and written expression may be met by:
  1. Completion of a course in intermediate composition with a grade of "C" or better: 1) ENGLISH 28 – Intermediate Reading and Composition; 2) ENGLISH 101 – College Reading and Composition 1; 3) JOURNALISM 101 – Collecting and Writing News
- b. The competency requirement in mathematics may be met by:
  1. Completion of Math 115; or 113 and 114; or a higher mathematics course with a grade of "C" or better, or;
  2. Achieving a satisfactory score on the District

Mathematics Competency Examination given by the Mathematics department.

Effective for all students admitted on or after the Fall 2009 semester:

- a. The competency requirement in reading and written expression may be met by:
  1. Completion of a course in college reading and composition with a grade of "C" or better: English 101
  2. A score of 3 or higher on one of the following AP Exams:

- English Language and Composition
  - English Composition and Literature
3. In meeting the Reading and Written Expression competency requirement, course work is the primary measure of competency. However, competency may be met through credit-by-examination, as determined by the individual colleges.
- b. Completion of the college assessment exam in English and achievement of a score determined comparable to satisfactory completion of ENGLISH 101. Students who place into an ENGLISH course above the level of ENGLISH 101 are deemed to have met the competency requirement. (Board Rule 6201.12, Title 5, CCR, 55063).
- c. The competency requirement in mathematics may be met by:
    1. Completion of Math 125; or 124A and 124B; or a higher mathematics course with a grade of "C" or better, or;
    2. Achieving a satisfactory score on the District

Mathematics Competency Examination given by the Mathematics Department.

3. A score of 3 or higher on one of the following AP Exams: Calculus AB; Calculus BC; Statistics.
4. Completion of the college assessment exam in mathematics and achievement of a score determined comparable to satisfactory completion of intermediate algebra (Mathematics 123C, 124A & B, 125, or 127 & 128). Students who place into a mathematics course above the level of intermediate algebra are deemed to have met the competency requirement. (Board Rule 6201.12, Title 5, CCR, 55063).

a. Competency Requirements and General Education Area D.

Assessment cannot be used to waive General Education requirements. Students who meet Mathematics and/or Reading and Written Expression competencies through assessment must still complete the LACCD Associate Degree Area D General Education course and unit requirements.

4. Residence Requirement – as defined in Board Rule 6201.13
  1. Curriculum Alignment:
    - a. In order to ensure that local requirements are aligned with the California State University General Education Breadth (CSUGE Breadth) and Intersegmental General Education Transfer Curriculum (IGETC) patterns, all courses meeting the following requirements will be honored as satisfying the competency requirements for the Associate Degree.
    - b. Completion of a course that meets the California State University General Education Breadth (CSUGE Breadth) requirement in Area B4: Mathematics/Quantitative Reasoning and/or the Intersegmental General Education Transfer Curriculum (IGETC) in Area 2A: Mathematical Concepts and Quantitative Reasoning shall meet the Mathematics Competency.

5. Completion of a course that meets the California State University General Education Breadth (CSUGE Breadth) requirement in Area A2: Written Communication and/or the Intersegmental General Education Transfer Curriculum (IGETC) in Area 1A: English Composition shall meet the reading and written expression competency.
  - a. Students must complete no fewer than 12 units at the college conferring the degree.
  - b. When the same major is offered at multiple colleges in the LACCD, the degree shall be conferred by the college where the student has taken the majority (greater than 50.0%) of units in the major.
  - c. Exceptions to residence requirements for the associate degree may be made by the governing board when it determines that an injustice or undue hardship would be placed on the student.
6. Major requirements: A minimum of eighteen (18) semester units of study taken in a single discipline or related disciplines.
7. General requirements: Successful completion of a minimum of twenty-one (21) semester units in General Education which shall include not less than the minimum number of units indicated.

### Course Equivalency

Advanced Placement (AP), International Baccalaureate (IB), and College-Level External Examinations CLEP, for purposes to meet General Education and graduation competency requirements for the Associates Degree, please refer to the LACCD AP, IB, and/or the CLEP credit chart.

### Double-Counting of Coursework

A course may only be counted once for General Education purposes. However, a course may be used to simultaneously satisfy both a General Education requirement and a major/area of emphasis requirement.

There is no limit on the number of courses that may be used simultaneously in this manner. Students may also simultaneously apply the same course toward satisfaction of the LACCD General Education Plan, the CSU GE Breadth Certification requirements and the Intersegmental General Education Transfer Curriculum (IGETC) requirements.

### Second and Concurrent Associates Degree Requirements

#### Additional Associate Degrees

Students who have previously earned an associate degree from a United States regionally accredited institution will be granted an additional associate degree when the following requirements have been met:

1. Pursuant to catalog rights, described in Board Rule 6202, completion of all current degree requirements – i.e., scholarship, residency, competency, general education and major requirements.

2. Completion of a minimum of six (6) new units in a major. Major course requirements completed in previous degrees awarded can be used again for additional degrees.
3. All courses that count towards the associate degree major or area of emphasis must be satisfactorily completed with a grade of "C" or higher or "P" (pass).
4. There is no limit to the number of additional associate degrees that can be awarded provided that all the above requirements have been met.
5. Completion of any additional requirements, including new units, as determined by the college through collegial consultation with the college Academic Senate in accordance with the provisions of Chapter XVII of the Board Rules – Academic Senate and the Board of Trustees Shared Governance Policy

### Concurrent degrees

Concurrent degrees are degrees awarded in the same semester.

Students may petition and be awarded concurrent associate degrees in different majors if the following criteria are met:

1. Pursuant to catalog rights, described in Board Rule 6202, completion of all current degree requirements: scholarship, residency, competency, general education and major requirements.
2. There is no maximum number of concurrent degrees that a student may be awarded.
3. If a course is a major requirement for each concurrent degree, it may be applied toward satisfaction of each major degree requirement.
4. Completion of the General Education requirements for one associate degree will fulfill the general education requirements for concurrent degrees, if the same general education pattern applies to the additional degree. If each degree requires the completion of different general education patterns, the general education pattern of each degree must be fulfilled. Courses may be applied toward the general education requirements for each concurrent degree.
5. All courses that count towards the associate degree major or area of emphasis must be satisfactorily completed with a grade of "C" or higher or "P" (pass).
6. The LACCD does not offer double majors.

### Continuous Attendance

"Continuous attendance" means no more than one semester absence within a school year, excluding Summer Sessions and Winter Intersession.

Students granted a "military withdrawal" under the provisions of Board Rule 6701.10, will be considered to be in "continuous attendance" for their required period of military service.

### Graduation Petitions for Degree

Students who are eligible for graduation from Los Angeles City College must file a Graduation Petition with the Admissions Office. Please contact Admissions Office for deadlines.

### Graduation With Honors

Students who qualify may graduate with honors from Los Angeles City College. There are three categories under which such students may graduate:

1. Summa Cum Laude is granted to students who have maintained a 3.9+ grade point average in all work taken at Los Angeles City College.
2. Magna Cum Laude is granted to students who have maintained a 3.7+ grade point average in all work taken at Los Angeles City College.
3. Cum Laude is granted to students who have maintained a 3.5+ grade point average in all work taken at Los Angeles City College.

### Certificate of Achievement Requirements

A "Certificate of Achievement" is issued in State approved programs designed for students who are looking for instruction with a high degree of specialization. Certificate programs vary in length, but must have 18 or more semester units, and may be pursued on a full-time or part-time basis. Career and Technical Career Education (CTE) certificate programs are usually one-year educational programs that offer courses needed to prepare students for immediate employment. A Certificate program is specific, and no course substitution will be permitted unless approved by the department. A grade of "C" or better is required in each course required for the major.

A "Skill Certificate" is issued by the department offering the certificate for programs requiring 17 semester units or less. Skill Certificates are designed for those students who have limited time, or who wish to limit their commitment to a particular field of study. Students may seek increased job-related specialization, job advancement, or preparation for new employment. Courses that make up a Skill Certificate may apply toward a Certificate Program or Associate Degree. A grade of "C" or better is required in each course required for the major. Always consult a counselor for verification.

*NOTE: Departments offering skills certificates are responsible for their issuance.*

### Lacc General Education Pattern For Associate Degree 2017–2018

*(EFFECTIVE FALL 2017)*

1. Minimum of 60 units with a cumulative grade point average of 2.0 or better (12 units must be completed at LACC).
2. All specific requirements for the Major as determined by the Academic Department (minimum of 18 units). All courses required for the Major must be completed with grade of "C" or "P" or better. Please consult with an academic counselor.
3. Completion of all G.E. Requirements for the Associate Degree listed above. Competency requirement for English and Math courses must be completed with a grade of "C" or better.
4. Evaluation of transcripts from accredited colleges are not officially approved until signed off by Admissions and Records or the Articulation Office.



- I. **UNIT REQUIREMENT:** 60 – 64 units of course credit in a selected curriculum. (Board Rule 6201.10)
- II. **SCHOLARSHIP REQUIREMENT:** A “C” (2.0) grade average or better in all work attempted in the curriculum upon which the degree is based. (Board Rule 6201.11)
- III. **COMPETENCY REQUIREMENTS:** (Administrative Regulation E-79)

*The following courses and examinations are approved to meet the competency for the Associate Degree for all students entering beginning Fall 2009. (Board Rule 6201.12)*

- a. Reading and Written Expression
  - 1. Competence in Reading and Written Expression shall be demonstrated by achieving a grade of “C” or better in English 101 or its equivalent at another college.
  - 2. In meeting the Reading and Written Expression competency requirement, course work is the primary measure of competency. However, competency may be met through credit-by-examination as determined by the college.
- b. Mathematics
  - 1. Competence in Mathematics shall be demonstrated by achieving a grade of “C” or better in Math 125 or Math 124A and 124B or higher or its equivalent at another accredited college.
  - 2. The competency requirement in Mathematics may also be met by completing an assessment and achieving a score determined to be comparable to satisfactory completion of Math 125 – Intermediate Algebra. That is, students may place into mathematics courses

above the level of intermediate algebra or may achieve a satisfactory score on a competency exam or other approved exam.

- IV. **RESIDENCE REQUIREMENT:** Completion of at least 12 units of work in residence and attendance at the college. Exceptions may be made for injustice or undue hardship. (Board Rule 6201.13)
- V. **MAJOR REQUIREMENTS:** Must have a minimum of 18 units in a single or related field. Specific courses for the major determined each year by the Academic Department and approved by Curriculum. Effective for all students entering Fall 2009 or later, each course counted towards the major or area of emphasis requirement must be completed with a “C” (2.0 or equivalent) or better.
- VI. **GENERAL EDUCATION REQUIREMENTS:** Minimum of 21 semester units. Note: Effective Fall 2015 students may satisfy their G.E. requirements for graduation by completing either the Associate G.E. pattern, IGETC, or CSU Breadth.

**A. NATURAL SCIENCES**

*Complete 1 course from below 3 UNITS*

- Anatomy 1
- Anthropology 101
- Astronomy 1, 5, 11
- Biology 3, 6, 7, 25, 46
- Chemistry 60, 65, 101, 102, 211, 212, 221
- Earth Science 1
- Environmental Science 1
- Family & Consumer Studies 21
- Geography 1, 15
- Geology 1, 2, 6

Microbiology 1, 20  
 Oceanography 1  
 Physical Science 10  
 Physics 6, 7, 11, 12, 14, 21, 22, 101, 102, 103  
 Physiology 1  
 Psychology 2

## B. SOCIAL AND BEHAVIORAL SCIENCES

(TOTAL 6 UNITS FROM B1 and B2) 3 UNITS

### 1. AMERICAN INSTITUTIONS

Complete 1 course from below

African American Studies 4, 5, 7  
 Chicano Studies 7, 8  
 History 11, 12, 13, 81, 82  
 Political Science 1, 19

### 2. SOCIAL AND BEHAVIORAL SCIENCES

Complete 1 course from below 3 UNITS

Accounting 1  
 Anthropology 102, 103, 121, 151  
 Business 1  
 Chicano Studies 7, 8, 44  
 Child Development 1, 11, 42  
 Communications 122  
 Economics 1, 2  
 Family & Consumer Studies 31  
 Geography 2  
 History 1, 2, 3, 4, 59, 73, 86, 87  
 Journalism 105  
 Law 3, 7  
 Linguistics 2, 3  
 Political Science 2, 5, 7, 14, 19  
 Psychology 1, 13, 41, 43  
 Sociology 1, 2, 11, 12, 31, 32

## C. HUMANITIES

Complete 1 course from below 3 UNITS

African American Studies 20, 60  
 American Sign Language 1, 2, 3, 40  
 Arabic 1, 2  
 Armenian 1, 2  
 Art 201, 209, 250, 501  
 Art History 103, 110, 120, 130, 139, 140, 151, 171  
 Chicano Studies 44  
 Chinese 1, 2, 3, 4, 10, 21, 22  
 Cinema 3, 4, 18, 501 (same as Photo 501)  
 Communication Studies 130  
 Dance Studies 805  
 French 1, 2, 3, 4, 10, 21, 22  
 English 102, 203, 204, 205, 206, 207, 208, 211, 212, 214, 215, 216, 218, 219, 239, 240, 252, 255, 270  
 Humanities 6, 8, 30, 31, 61  
 Italian 1, 2, 10  
 Japanese 1, 2, 3, 4, 9, 21, 22  
 Korean 1, 2, 3, 4, 10, 21, 22  
 Linguistics 1  
 Music 101, 111, 116, 121, 122, 135, 136, 141, 200  
 Philosophy 1, 14, 20, 30, 32, 40  
 Photography 10, 34, 501 (same as Cinema 501)

Russian 1, 2, 3, 4, 10, 12  
 Spanish 1, 2, 3, 4, 5, 6, 9, 10, 11, 15, 21, 22, 35, 36  
 Theater 100, 110, 114, 338, 400

## D. LANGUAGE AND RATIONALITY

(TOTAL 6 UNITS FROM D1 and D2)

Complete with a grade of "C" or better

### 1. ENGLISH COMPOSITION

Complete 1 course from below 3 UNITS

English 28, 101  
 E.S.L. 8  
 Journalism 101

### 2. COMMUNICATION AND ANALYTICAL THINKING

Complete 1 course from below 3 UNITS

1. Demonstrate math competency by placing one level higher than intermediate algebra (e.g., university transferable math courses) using multiple measures such as the LACCD official assessment score; or
2. Submit documentation that a course equivalent to one of the mathematics courses listed below has been completed (with a grade of "C" or better) at another accredited college/university; or
3. Complete one of the following LACC math courses (with a grade of "C" or better): Mathematics 124A & 124B, 125, 190, 215, 216, 227, 230, 236, 240, 245, 260, 261, 262, 263, 270, 272, 275

Computer Science 101, 103, 108  
 Computer Technology 1  
 Communication Studies 101, 104, 121  
 English 102, 103  
 Philosophy 5, 6, 8, 9  
 Psychology 66, 74  
 Mathematics 124A, 124B, 125, 190, 215, 216, 227, 230, 236, 240, 245, 260, 261, 262, 263, 270, 272, 275

## E. HEALTH AND PHYSICAL EDUCATION

Must include 1 unit of P.E. Activity\* (Health 2 includes a P.E. Activity) 3 UNITS

\*Exemption from the P.E. requirement is allowed for illness or physical disability by filing a physician's statement at the Admissions & Records Office

The entire area is waived for Veterans with a DD214 - honorable discharge.

### 1. HEALTH EDUCATION:

Health 2, 8, 11, 12, 101  
 Kin Maj 117

### 2. PHYSICAL EDUCATION ACTIVITY:

Dance Studies, Dance Techniques, Dance Specialties, Kinesiology

# TRANSFER REQUIREMENTS

## Transfer Requirements

Students who plan to earn a bachelor's degree should take a pattern of courses designed to complete the lower-division preparation for their major and the general education pattern of the college to which they will transfer.

Students also have the option of choosing to follow the Intersegmental General Education Transfer Curriculum (IGETC) for UC or CSU campuses, or the CSU G.E. breadth requirements which will enable them to complete their lower-division general education courses at Los Angeles City College. Los Angeles City College can provide lower-division preparation for various majors at most California public and private four-year institutions.

For the purposes of classification, students who are paralleling the work of four-year colleges and universities are deemed to be "transfer students."

Two principal kinds of requirements must be met in order to attain full junior standing at the University of California or other institutions maintaining equivalent standards to which students expect to transfer:

1. Completion of the specific requirement for junior standing in the proposed college or university; or
2. Completion of the lower-division prerequisites for upper division majors and minors. Prerequisites vary according to the institution of higher education in which students expect to enroll.

*NOTE: Students are strongly advised to gather as much information as possible about their chosen transfer college or university. Counselors will assist students with the transfer process, including appropriate course selection and information regarding the admissions process and requirements. However, it is up to each individual student—working with a counselor—to decide upon an educational goal, to take responsibility for devising a long-range educational plan to achieve this goal, to read the catalog of his or her chosen transfer institution, and then to choose the appropriate Los Angeles City College courses to satisfy the requirements for transfer to that college or university. We also recommend students to visit the University Transfer Center for guidance on transfer requirements (AD 109).*

Courses Which May Be Used in CSU or IGETC patterns:

1. Courses that are required for the major may also be used for general education.
2. A course found in more than one area may be counted only once.
3. Courses taken at other California Community

Colleges are counted only in the area(s) where they are listed for that college.

Courses taken at a foreign institution may not be used on the UC/CSU Certified Plan.

Courses required for the major must be completed with a grade of "C" or higher.

## California State University (CSU) Admission

Students intending to transfer to a California State University campus should plan a program to meet the graduation requirements of the specific institution which they plan to attend. Transfer admission eligibility is based on transferable college units. Consult the catalog issued by the individual campus for a complete description of the curricula or with a counselor in the Counseling Office.

Applicants who are California Residents and who have completed 60 to 70 transferable semester units (84-105 quarter units) are eligible for admission if (a) they are in good standing at Los Angeles City College, and (b) have achieved a 2.0 or better grade-point average in all college units attempted (non-residents, 2.4 or better). Any student applying for admission for Fall 1998 or later must complete Area A1. Oral Communication, A2. Written Communication, A3. Critical Thinking, and Area B3. Mathematics/Quantitative Reasoning for admission.

## Departmental Majors

In some transfer programs, Los Angeles City College does not offer all courses required by the departmental major. It is essential, therefore, to refer to the appropriate California State University catalog for complete departmental majors. Since many of the Departmental Majors Requirements are revised after a college catalog has been printed, students are also urged to consult with a counselor for current information.

## General Education Requirements

The following program meets the needs of the student for essentially all the California State Universities; however, due to the fact that the requirements for general education often change. It is essential for students to consult with a counselor for information about any recent changes.

To be eligible for the Bachelor's degree from a State University, the candidate must have completed a minimum of 48 semester units of General Education requirements. At least 9 semester units must be upper division and must be earned at the campus granting the degree. The California Administrative Code authorizes Los

Angeles City College to certify that the student has completed the lower division portion of the General Education requirements, i.e., 39 semester units, from the pattern listed below.

The CSU General Education-Breadth (GE-Breadth) program allows California community college transfer students to fulfill lower-division general education requirements for any CSU campus prior to transfer. This plan is governed by the California State University system.

The 39 semester/58 quarter units required for CSU GE-Breadth are distributed as follows:

## California State University General Education (GE) Breadth Requirements 2017 - 2018

(EFFECTIVE FALL 2017)

CSU: Bakersfield, Channel Islands, Chico, Dominguez Hills, East Bay (formerly Hayward), Fresno, Fullerton, Humboldt, Long Beach, Los Angeles, Maritime Academy, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, Stanislaus

### IMPORTANT INFORMATION

Courses on this list are approved for a specific academic year, which begins with the Fall 2017 semester and remains valid through Summer 2018.

The general education courses listed for the CSU system are specified within subject areas that satisfy lower division general education requirements for the CSU campuses. Students wishing to use a course to fulfill a CSU General Education requirement must be sure that the course is approved for the academic year in which it is taken. The CSU general education form changes each year. It is advised that students meet with a counselor regularly to review any changes. A course must be on the CSU GE Breadth during the term in which it is taken. If a course is taken before it is approved for inclusion, or after it is removed from the list, it cannot be used to meet the area requirement.

CSU GE Breadth certification is available to community college transfer students who satisfy the general education requirements in each area. "Certification" means that LACC has verified that a student has completed the lower division General Education requirements listed in each area of the CSU GE Breadth. Certification does not guarantee admission or admission eligibility.

Students with full CSU GE Certification will only be responsible for an additional 9 semester units of upper division general education at the CSU campus. CSU Certification is not required and is not automatic; it must be requested by the student at the time the final official transcript is sent. Without certification, the student will be held to the specific general education requirements of the CSU campus of choice.

Students who have taken courses at other colleges can have these courses "passed along" in the certification process. Los Angeles City College will certify courses taken at other California Community Colleges in the areas designated by the offering college. Courses taken at California four-year colleges, or accredited out-of-state two-year, or four-year colleges, will be evaluated by the LACC Admissions Office Evaluators and/or Counseling Faculty. Courses from foreign institutions cannot be used in the certification process. Students requesting CSU GE "pass along" certification must complete at least 12 units in residency at Los Angeles City College.

### ADDITIONAL INFORMATION

1. Course cannot satisfy more than one General Education area requirement (even if listed under multiple areas).
2. Courses used to satisfy General Education requirements may also satisfy Major Preparation requirements.

3. LACC recommends that students complete the lower division requirements for the major before transfer. Major preparation requirements can be accessed on [www.assist.org](http://www.assist.org), the official source for California articulation and student transfer information. Other lower division courses that are not offered at LACC may be required for the major after transfer.
4. Students who transfer to CSU may also complete an Associate degree at LACC by completing courses in the major (please see a counselor for major-specific information) and the CSU GE Pattern.
5. Completion of the General Education requirements will not guarantee admission into a university but can increase the student's chances for acceptance.
6. Areas A1, A2, A3 and B4 must be completed with a "C-" or better for admissions eligibility to a CSU campus.
7. All coursework must have a cumulative GPA of 2.0 ("C") or better.
8. The CSU GE Breadth pattern may not be the best general education preparation pathway for ALL majors (such as Engineering, Computer Science and Liberal Studies – Teacher Prep). Please consult with a counselor to determine the best plan to meet your educational goals.

### AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING

Select at least 1 course from each Group below. Must be completed with a grade of C- or better. 9 units min

#### A1: ORAL COMMUNICATION

Communication Studies 101, 121

#### A2: WRITTEN COMMUNICATION

English 101

#### A3: CRITICAL THINKING

Communication Studies 104

English 102, 103

Philosophy 5, 6, 8, 9

Psychology 66

### AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING

Select at least 1 course from each Group listed below. 9 units min

#### B1: PHYSICAL SCIENCE

Astronomy 1, 5, 11

Chemistry 60, 101, 102, 211, 212, 221

Earth Science 1

Geography 1, 15

Geology 1, 2, 6

Oceanography 1

Physics 6, 7, 11, 12, 14, 21, 22, 101, 102, 103

#### B2: LIFE SCIENCE

Anatomy 1

Anthropology 101

Biology 3, 6, 7, 25

Microbiology 1, 20

Physiology 1

Psychology 2

**B3: LABORATORY ACTIVITY**

At least one of the courses selected from group B1 or B2 must include a lab. Lab courses are indicated by an underline.

The chosen lab must be associated with the lecture course.

**B4: MATHEMATICS/QUANTITATIVE REASONING**

Select 1 course; must be completed with a grade of C or better.

Mathematics 215, 216, 227, 230, 236, 240, 245, 260, 261, 262, 263, 270, 272, 275

**AREA C: ARTS AND HUMANITIES**

Select 3 courses from below, 1 course from Arts, 1 course from Humanities & 1 from either area 9 units min

**C1: ARTS**

Select at least 1 course from below

African American Studies 60  
 Art 201, 209, 501  
 Art History 103, 110, 120, 130, 139, 140, 151, 171  
 Cinema 3, 4, 18, 501  
 Dance Studies 805  
 Music 101, 111, 116, 121, 122, 135, 136, 200  
 Photography 10, 34  
 Theater 100, 110, 338, 400

**C2: HUMANITIES**

Select at least 1 course from below

African American Studies 20  
 American Sign Language 1, 2, 3  
 Arabic 1, 2  
 Armenian 1, 2  
 Chicano Studies 44  
 Cinema 18  
 Chinese 1, 2, 3, 4, 10  
 Communication Studies 130  
 English 203, 204, 205, 206, 207, 208, 211, 212, 214, 215, 216, 218, 219, 239, 240, 252, 255, 270  
 French 1, 2, 3, 4, 10, 21  
 History 3, 4, 7, 86, 87  
 Humanities 6, 8, 30, 31, 61  
 Italian 1, 2  
 Japanese 1, 2, 3, 4, 9  
 Korean 1, 2, 3, 4, 10  
 Linguistics 1  
 Philosophy 1, 14, 20, 30, 32, 40  
 Political Science 5  
 Russian 1, 2, 3, 4, 10  
 Spanish 1, 2, 3, 4, 5, 6, 9, 10, 21, 22, 35, 36

**AREA D: SOCIAL SCIENCES**

Select 3 courses from below, from at least 2 disciplines. 9 units min

African American Studies 4, 5, 7  
 Anthropology 102, 103, 121, 151  
 Business 1  
 Chicano Studies 7, 8  
 Child Development 1, 11, 42  
 Computer Science 103  
 Communication Studies 121, 122

Economics 1, 2  
 Geography 2  
 History 1, 2, 3, 4, 7, 11, 12, 13, 59, 73, 81, 82, 86, 87  
 Journalism 105  
 Law 3, 7  
 Linguistics 2, 3  
 Political Science 1, 2, 7, 14, 19  
 Psychology 1, 13, 74  
 Sociology 1, 2, 11, 12, 32

**US HISTORY, CONSTITUTION, AND AMERICAN IDEALS**

Complete 1 course from each group below:

Completion of the United States History, Constitution, and American Ideals is a CSU graduation requirement at all campuses.

(Note: Courses will also fulfill G.E. Breadth Requirements in Area D: SOCIAL SCIENCES)

**GROUP 1**

African American Studies 4, 5  
 Chicano Studies 8 History 11, 12, 13, 81, 82

**GROUP 2**

African American Studies 7  
 Political Science 1

**AREA E: LIFELONG LEARNING AND SELF DEVELOPMENT**

Veterans with DD214 honorable discharge receive waiver for this area and 3 units toward CSU transfer. 3 units min

Child Development 1  
 Counseling 40  
 Family & Consumer Studies 21  
 Health 2, 8, 11  
 Psychology 41, 43, 60

**PLEASE NOTE THIS IMPORTANT INFORMATION**

1. Minimum of 60 CSU transferable units with a cumulative grade point average of 2.0 or better.
2. Courses taken in A1, A2, A3, and B4 must be completed with a grade of "C-" or better.
3. Students are encouraged to meet with a counselor to discuss the G.E. and lower division major requirements for transfer.
4. Evaluation of transcripts from accredited colleges are not officially approved until signed off by Admissions and Records and the Articulation Office.
5. This advisement sheet is unofficial and all courses can be verified at the website: ASSIST.ORG

**General Education Certification For the California State University**

A student planning to transfer to the California State University system should request to have their general education units certified by Los Angeles City College.

General Education Certification is a contractual agreement between Los Angeles City College and the California State University and Colleges. Students meeting the requirements for Full Certification will have met the necessary requirements

completing all lower division general education for the California State Universities. Three additional upper division general education classes will be required at the university.

In order to be fully certified, a student must complete a total of 39 units of general education at Los Angeles City College and/or any accredited institution of higher education. A total of 39 units is reached by completing courses in categories A through E (see previous pages for General Education course listings).

When partial certification is requested, a checklist is completed by our credit clerks indicating which categories have been met. Your records are then evaluated by the university based on the contractual agreement rather than on requirements for non-community college transfer students. Certification must be requested at the Admissions

Office at the time your final Transcript Request Form is submitted.

For further clarification please review the UNIVERSITY OF CALIFORNIA

### **Advanced Standing Admission**

It is suggested that students planning for transfer to the University of California discuss their transfer plans with a counselor semester by semester, in-as-much as major changes frequently occur in requirements subsequent to the printing of this catalog.

The University defines an advanced standing applicants as a high school graduate who has been a registered student in another college or university or in college-level extension classes other than a summer session immediately following high school graduation.

Advanced standing applicants may not disregard their college records and apply for admission as freshmen.

### **Advanced Standing Admission Requirements:**

Any student ineligible as a freshman to the University of California because of grade-point and Subject deficiencies will be eligible for admission to the University of California after completing 60 transferable college units with a grade-point average of 2.4 or better. Students will be required to make up all but two of the "A-G" requirements before admission. These students are urged to see a counselor.

In addition, students who were ineligible for the University only because of a Subject deficiency may transfer to the University after completing eight or more semester units in college with a grade-point average of 2.0 or better, including the appropriate Subjects which were lacking with grades of "C" or better. Also see a counselor for assistance.

Students planning to transfer to the University of California are required to complete 60 semester units of transferable work with a minimum 2.4 grade-point average. No more than 70 semester units (105 quarter units) from community colleges will be credited towards a bachelor's degree. If you have attended and received credit from any four-year college or university, you will be ineligible for admission to a UC with 80 semester units or more.

Students eligible to enter the University directly on graduation from high school may transfer at any time provided their grade-point average is 2.0 or better.

As an integral part of the system of public education in California, the University accepts, usually at full unit value, approved transfer courses completed with satisfactory grades in the public community colleges of the State. Such transfer courses are limited, however, to a maximum of 70 semester units or 105 quarter units.

In addition, credit is allowed for having completed with high scores certain tests of the College Board. These include Advanced Placement Examinations and International Baccalaureate Examinations

### **Intersegmental General Education Transfer Curriculum (Igetc)**

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program which community college transfer students can use to fulfill lower-division general education requirements at either the CSU or UC system without the need, after transfer, to take additional lower-division general education courses. This policy is governed by the Intersegmental Committee of the Academic Senators (ICAS). Completion of IGETC is not an admissions requirement.

Some students may be better served by taking courses which fulfill the CSU General Education Breadth requirements or those specific major requirements of the UC campus or college to which they plan to transfer. Students pursuing majors that require extensive lower-division major preparation such as Engineering or business majors at UC Berkeley may not find the IGETC option to be advantageous.

The IGETC will probably be most useful for students who want to keep their options open before making a final decision about transferring to a particular CSU or UC campus. Please see a counselor for more information.

If you are planning to transfer to any of the California State Universities or University of California systems, you need to have your course work in IGETC certified by Los Angeles City College. You MUST REQUEST certification at the time you order your final transcript. In addition to the course requirements for each Subject area, full certification for the CSU must include completion of the Oral Communication requirement. For the UCs, Oral Communication is not required, but the certification must include satisfaction of the foreign language proficiency requirement.

ALL COURSES MUST BE COMPLETED WITH A GRADE OF "C" OR BETTER

### **Intersegmental General Education Transfer Curriculum (IGETC) 2017-2018**

*(EFFECTIVE FALL 2017)*

*MAY BE USED FOR GENERAL EDUCATION CERTIFICATION FOR UNIVERSITY OF CALIFORNIA AND / OR CALIFORNIA STATE*

**AREA 1: ENGLISH COMMUNICATION**

CSU: Select 3 courses, one from Group 1A and one from Group 1B, and one from Group 1C for a total of 9 units required

UC: Select 2 courses, one from Group 1A and one from Group 1B for a total of 6 units required

**GROUP 1A: ENGLISH COMPOSITION (3 UNITS)**

English 101

**GROUP 1B: CRITICAL THINKING/ENGLISH COMPOSITION (3 UNITS)**

English 102, 103 Philosophy 5

**GROUP 1C: ORAL COMMUNICATION - CSU ONLY (3 UNITS)**

Communication Studies 101, 121

**AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING**

Select 1 course from below 3 units min

Mathematics 227, 230, 236, 245, 260, 261, 262, 263, 270, 272, 275

**AREA 3: ARTS AND HUMANITIES**

Select 3 courses from below, at least 1 course from Arts, 1 course from Humanities and 1 from either area. 9 units min

**3A: ARTS**

Select at least 1 course from below:

African American Studies 60  
 Art History 103, 110, 120, 130, 139, 140, 151, 171  
 Cinema 3, 4, 18, 501  
 Dance Studies 805  
 Music 111, 116, 121, 122, 135, 136  
 Photography 34  
 Theater 338, 400

**3B: HUMANITIES**

Select at least 1 course from below:

African American Studies 20  
 American Sign Language 3  
 Chicano Studies 44 Chinese 3, 4, 10 Cinema 18  
 English 203, 204, 205, 206, 207, 208, 211, 212, 214, 215, 216, 219, 239, 240, 252, 255, 270  
 French 3, 4, 10 History 3, 4, 7, 86, 87  
 Humanities 6, 8, 30, 31, 61  
 Japanese 3, 4, 9 Korean 3, 4, 10  
 Linguistics 1 Philosophy 1, 14, 20, 30, 32, 40  
 Political Science 5 Russian 3, 4, 10  
 Spanish 3, 4, 5, 6, 9, 10  
 Theater 100, 110

**AREA 4: SOCIAL AND BEHAVIORAL SCIENCES**

Select 3 courses from below, from at least 2 different disciplines 9 units min

African American Studies 4, 5, 7  
 Anthropology 102, 103, 121, 151  
 Chicano Studies 7, 8  
 Child Development 1  
 Communication Studies 121, 122  
 Economics 1, 2

Geography 2

History 1, 2, 3, 4, 7, 11, 12, 13, 59, 73, 81, 82, 86, 87

Law 3

Linguistics 2, 3

Political Science 1, 14, 19

Psychology 1, 13, 74

Sociology 1, 2, 11, 12, 32

(Note any combination of HISTORY 11, 12, AFRO AM 4, 5, CHICANO 7, 8 is given credit for one course only and max 3 units)

**AREA 5: PHYSICAL SCIENCE AND BIOLOGICAL SCIENCE**

Select 1 Physical Science Course and 1 Biological Science Course from below. 1 course must include a laboratory 7 units min

**5A: PHYSICAL SCIENCE**

Astronomy 1, 5, 11

Chemistry 60, 101, 102, 211, 212, 221

Earth Science 1

Geography 1, 15

Geology 1, 2, 6

Oceanography 1

Physics 6, 7, 11, 12, 14, 21, 22, 101, 102, 103

**5B: BIOLOGICAL SCIENCE**

Anatomy 1

Anthropology 101

Biology 3, 6, 7, 25

Microbiology 1, 20

Physiology 1

Psychology 2

**5C: LABORATORY SCIENCE REQUIREMENT**

At least one course selected from group 5A or 5B must include a lab. Lab courses are indicated by an underline. The chosen lab must be associated with the lecture course.

**AREA 6: LANGUAGE OTHER THAN ENGLISH - UC REQUIREMENT ONLY**

Proficiency in a language other than English may be met in one of the ways listed below.

1. Complete Level 2 or higher of the following Foreign Language courses: A S L, Arabic, Armenian, Chinese, French, Italian, Japanese, Korean, Russian, Spanish; or
2. Complete 2 years of high school study in the same language with a grade of "C-" or higher; or
3. Demonstrating equivalent proficiency prior to transfer may also satisfy this requirement. Please consult with a counselor.

**AMERICAN INSTITUTIONS REQUIREMENT - CSU GRADUATION REQUIREMENT ONLY**

Complete 1 of the combinations below. (Note: Can also fulfill G.E. requirements in Area 4.)

**GROUP 1**

African American Studies 4, 5

Chicano Studies 8 History 11, 12, 13, 81, 82

**GROUP 2**

African American Studies 7  
Political Science 1

**PLEASE NOTE THIS IMPORTANT INFORMATION**

1. Minimum of 60 UC transferable units with a cumulative grade point average of 2.4 or better.
2. All courses taken to meet IGETC requirements must be completed with a grade of "C" or better.
3. Students are encouraged to meet with a counselor to discuss the G.E. and lower division major requirements for transfer.
4. Evaluation of transcripts from accredited colleges are not officially approved until signed off by Admissions and Records or the Articulation Office.
5. This is an advisement sheet which can be updated. To assure accuracy all courses can be officially verified at the website: assist.org

**IGETC FAQs**

**Q** What is the Intersegmental General Education Transfer Curriculum (IGETC)?

**A** IGETC is a general education pattern which community college transfer students can follow to fulfill lower-division general education requirements for either the UC or CSU systems. This pattern is advisable for students who are undecided about their transfer goals because it keeps their options open. Many private/independent colleges/universities also recognize or accept IGETC (check with a counselor for details).

**Q** Is IGETC an admission requirement?

**A** NO. There is no connection between completion of IGETC and eligibility for admission to the CSU or UC system.

**Q** What alternatives to IGETC exist?

**A** Community college students who are CSU-bound have the option to complete the CSU General Education Breadth requirements.

Students who are UC-bound have the option of completing the general education requirements of the destination UC campus or the minimum UC transfer admission requirements as listed on ASSIST.org.

**Q** Is it advisable for all transfer students to follow IGETC?

**A** NO. Not all majors should follow IGETC. Students pursuing majors that require extensive lower-division major preparation (i.e. Engineering) may not find IGETC advantageous, and the transfer institution may advise following the minimum UC eligibility requirements listed on ASSIST.ORG.

**Q** What are the minimum UC Transfer Eligibility Requirements for junior-level transfer students?

**A** Minimum Admission Requirements:

- 60 UC transferable units
- 2.4 cumulative GPA (impacted campuses and majors may require higher GPAs)
- No more than 14 semester units taken Pass / Not Pass (P/ NP)

• 7 UC transferable GE courses as follows:

- 2 courses in English composition
- 1 course in Mathematical Concepts and Quantitative Reasoning
- 4 courses chosen from at least 2 of the following subject areas:
  - Arts and Humanities
  - Social and Behavioral Sciences
  - Physical and Biological Sciences

**Q** Will all UC and CSU campuses accept IGETC?

**A** UC San Diego's Eleanor Roosevelt and Revelle Colleges and UC Berkeley's Haas School of Business will NOT accept IGETC.

**Q** Can I use Advanced Placement (AP) exams for IGETC?

**A** YES. AP exams may be applied to IGETC with passing scores. For details, see the AP Chart in the LACC Catalog.

**Q** What is "IGETC Certification" and how do I request it?

**A** IGETC certification is the process by which the community college verifies that a student has completed all the required coursework for the IGETC pattern (partial completion is possible, if missing up to two courses), which is sent directly to the transfer institution. If IGETC is not certified, students may be subject to the lower-division general education requirements of the campus to which they transfer. Request IGETC Certification when ordering your transcripts in the Admissions & Records at the end of the last semester enrolled before transferring.

**Independent Universities**

Transfer admission requirements of independent colleges and universities vary, as do course transferability and course credit allowed. Students should consult the College Catalog for their intended transfer institution for specific transfer admission requirements, general education and major preparation requirements and course transferability and/or see a counselor for additional transfer information/articulation. Visit the University Transfer Center (Student Services Building) for more information.

**Historically Black Colleges & Universities Transfer Information**

The Historically Black Transfer Project was developed to offer a smooth and seamless student pathway from California Community Colleges to targeted Historically Black Colleges and Universities. Students, by preparing to transfer to the University of California or the California State University systems may also be eligible for admissions to targeted HBCUs.

Students completing California State University General Education breadth requirements or the Intersegmental General Education Transfer Curriculum (IGETC) with full certification, an Associate degree and a 2.5 or higher Grade Point Average are guaranteed admissions at the junior level to the HBCU partners.

Students with 30 or more California State or University of California transferable units and a 2.5 or higher grade point average are also guaranteed admissions with full acceptance of transferable units.

Historically Black Colleges and Universities are typically much smaller in student size than most of the California public institutions. The majority of classes are taught by professors rather than teaching assistants, in a nurturing and supportive environment. There also tends to be more opportunities for student leadership development.

All of the HBCUs that have partnered with California Community Colleges are private except one. The tuition costs for private HBCUs are typically a fraction of the costs of private institutions in California.

The one state university partner, Lincoln University in Missouri, will offer in state tuition for California Community College students.

### **Associate Degrees for Transfer (ADT)**

#### **REQUIREMENTS FOR THE ASSOCIATE IN ARTS FOR TRANSFER (AA-T) OR ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T) DEGREES**

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees priority consideration for admission to a California State University (CSU) campus for any community college student who completes an "Associate Degree for Transfer", a newly established variation of the Associate Degrees traditionally offered at a California community college.

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a Bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed priority consideration for admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a Bachelor's degree (unless the major is a designated "high unit" major. This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

#### **Requirements**

The following is required for all AA-T or AS-T degrees:

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade-point average (GPA) of a least 2.0 in all CSU transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.

3. Completion of a minimum of 18 semester units in a "AA-T" or "AS-T" major. All courses in the major must be completed with a grade of "C" or better or a "P" if the course is taken on a "Pass-No-Pass" basis (Title 5, 55063).

4. Completion of the California State University General Education-Breadth (CSU GE Breadth) or Intersegmental General Education Transfer Curriculum (IGETC) pattern

#### **COURSE IDENTIFICATION NUMBERING SYSTEM (C-ID)**

The Course Identification Numbering System (C-ID) is a state-wide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at the college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to [www.assist.org](http://www.assist.org) to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Students may consult the ASSIST database at [www.assist.org](http://www.assist.org) for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

#### **ASSOCIATE IN ARTS FOR TRANSFER (AA-T)**

- Art History
- Communication Studies
- English
- Journalism
- Kinesiology (pending)
- Music
- Political Science
- Psychology
- Studio Arts
- Theatre Arts

#### **ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T)**

- Administration of Justice
- Biology (pending)
- Business Administration
- Early Childhood Education
- Mathematics
- Physics