

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 years 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:

1. Eliminating from consideration in the cumulative grade-point-average up to 30 semester units of course work, and
2. Annotating the student academic record indicating where Academic Renewal action has removed courses.

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 students 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: Kinesology 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".

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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 IN LACC CLASSES

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. (See "Standards of Student Conduct," elsewhere in this catalog.) 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

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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.

Maximum and minimum unit requirements may apply, as follows:

The maximum study load is 18 units during a regular semester, 12 units during Summer Session and 7 units during a Winter Intersession. The class load for students in the Fall or Spring semester is from 12-18 units for full-time students. A college program of 15 units is equal to at least a 50-hour work week. Students who want to take 19 or more units must obtain approval from a College Counselor.

Those students who will be employed while attending LACC should consider reducing their programs accordingly. Los Angeles City College suggests that those students who are employed full-time should enroll in no more than one or two classes (nine units maximum during the Fall or Spring semester; three units maximum during the Summer Session).

Los Angeles City College defines a "full-time student" as one who is enrolled in 12 or more graded units. Los Angeles City College defines a "part-time student" as one who is enrolled in 6-11 graded units.

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.

ATTENDANCE

Only students who have been admitted to Los Angeles City College and are in approved active status may attend classes. Students should attend every meeting of all classes for which they register. To avoid being excluded from class, students should contact the instructor when they are absent for emergency reasons.

IMPORTANT: Students who are preregistered and miss the first class meeting may lose their right to a place in the class, but the instructor may consider special circumstances. Whenever students are absent more hours than the number of hours the class meets per week, the instructor may exclude them from class. In addition, the instructor will consider whether there are mitigating circumstances which may justify the absences. If the instructor determines that such circumstances do not exist, the instructor may exclude a student from the class.

To avoid being dropped from class, students should contact the instructor when they are absent for emergency reasons. Students are responsible for officially dropping a class that they stop attending.

INSTRUCTOR NOTIFICATION POLICY

Students should notify the instructor regarding absences by United States mail or by placing a notice in the "Student to Faculty Box," located at the Campus Mail room. Students also may inform the instructor regarding their absences upon return to the class.

ATTENDANCE DEFINITIONS

"Attendance" means attendance in at least one semester each calendar year. Los Angeles City College defines continuous attendance for the California community colleges as attendance in one semester during the calendar year before the current semester of enrollment. (Two semesters need not be consecutive, as long as they are in the same calendar year.) Attendance means enrollment and completion of graded academic course work. (CR, NCR, Inc and W are acceptable.) Summer is not included in continuous attendance. Reference: California Code of Regulations, Title 5, Section 40401.

Academic Freedom

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

Grades & Grading Policies

Only the symbols in the grading scale given in this section will be used to grade all courses offered in fulfillment of the requirements for an Associate degree or certificate. Grades will be averaged based on the point equivalencies to set a student's grade-point-average, using the following evaluative symbols:

The following non-evaluative symbols may be entered on the student's record:

Grade symbol	Definition	Points
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing; less than satisfactory	1
F	Failing	0
P	Pass (at least equivalent to a "C" grade or better)	
NP	Equal to "D" or "F" grade; units awarded are not counted in GPA	

Incomplete academic work for unforeseeable emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in a student record. The condition for removal of the "I" shall be stated by the instructor in a written record, which shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record shall be given to the student, with a copy on file in the College Office of Admissions until the "I" is made up or the time limit has passed. The "I" symbol shall not be used in calculating units attempted nor for grade points. The "I" must 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.

Courses in which the student has received an Incomplete may not be repeated unless the "I" is removed and has been replaced by a grade. This does not apply to courses which are repeatable for additional credit. Petitions are available in the Admissions office.

The "IP" symbol shall be used only in those courses which

extend beyond the normal end of an academic term. "IP" indicates that work is in progress, but that the assignment of a substantive grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative 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.

If a student enrolled in an open-entry, open-exit course is assigned an "IP" at the end of an attendance period and does not complete the course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade) as specified above to be recorded on the student's permanent record for the course.

The "RD" symbol shall be used when the instructor has temporarily not submitted the student's assigned grade. Students receiving "RD" grades should contact their instructor immediately.

Withdrawal from a class or classes is authorized from the 4th week (or 30% of the time the class meets) through the last day of the 12th 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 during the first four weeks, or 30% of the time the class is scheduled, whichever is less.

Withdrawal between the end of the 4th week (or 30% of the time the class is scheduled to meet, whichever is less) and the last day of the 14th 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 12th week (or 75% of the time the class is scheduled, whichever is less) shall be given a grade other than a "W," except in cases of extenuating circumstances.

After the last day of the 12th week (or 75% of the time the class is scheduled, whichever is less), the student may petition to withdraw from class by demonstrating extenuating circumstances. Students may obtain a petition in the Admissions Office. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Withdrawal after the end of the 12th week (or 75% of the time the class is scheduled, whichever is less) which has been authorized in extenuating circumstances shall be recorded as "W."

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The "W" shall not be used in calculating units attempted nor for the student's grade point average. "W" will be used as a factor in progress probation and dismissal.

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 11 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.

Grades & Grade Changes

The Los Angeles Community College Board of Trustees has approved the following grading policies and academic standards as required by California law. Please be aware of these policies and standards as they can have serious consequences if not followed. The Admissions Office and the Counseling Office will be happy to answer any questions you might have regarding these policies and standards.

Section 76224(a) provides: When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course, and the determination of the student's grade by the

instructor, in the absence of a mistake, fraud, bad faith, or incompetency, shall be final.

No grade may be challenged by a student more than one (1) year from the end of the term in which the course was taken, provided that if a college's academic senate has determined that the period of time during which grades may be challenged should be more than one year, such longer period shall apply at that college. (Title 5, CAC, Section 51308)

Students must file petitions in the Admissions Office for any evaluative or non-evaluative grade symbol change. Inquiries regarding results of grade petitions or instructor complaints should first be directed to the faculty member responsible for the course. If resolution is not reached, the inquiry should be directed to the appropriate academic department chairperson and/or area Dean. If resolution is not reached at the departmental or area Dean level, inquiries should be made to the campus Ombudsperson, at (323) 953-4000 ext. 2453.

Pass/No Pass Option (P/NP)

The College President may designate courses wherein all students enrolled in such courses 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 are noted elsewhere in this catalog as being eligible for the pass/no pass Option.

1. Single performance standard. 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 (P) shall be assigned for meeting that standard, and a grade of No-Pass (NP) shall be assigned for failure to do so.
2. Acceptance of credits. All units earned on a pass/no pass basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.
3. Recording of grade. A student who is approved to be evaluated on the pass/no pass basis shall receive both course credit and unit credit upon satisfactory completion of the course. Satisfactory completion for credit is equivalent to the grade of "C" or better. A student who does not perform satisfactorily will be assigned a No-Pass (NP) grade.
4. Grade point calculation. Units earned on a pass/no

pass basis shall not be used to calculate grade-point-averages. Units attempted for which No-Pass (NP) is recorded shall be considered in probationary and dismissal procedures.

5. 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 must meet the standards of evaluation which are identical for all students.
6. 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.
7. Course repetition. A student who has received a grade of No-Pass (NP) may repeat the course by meeting the requirements set forth by the District Course Repetition to Improve Substandard Grades Policy.

* The student must meet all class standards. A maximum of 15 units of pass/no-pass grades may be applied toward the Associate Degree.

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.

LACC 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/

Adding/Dropping Classes And College Withdrawal

LACC policies regarding adding and dropping classes are listed below. These policies are subject to change. Refer to the current Schedule of Classes for current information. Only students who have been admitted to the College

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and are in approved active status may add or attend classes. Registered students who are on a waiting or standby list must obtain permission from the instructor to add the class.

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 Center are available to add by telephone.

Students wishing to drop one or more classes must do so through the Admissions and Records Office by filing a drop card or through the web site.

It is the student's responsibility to drop from class if he or she decides not to attend or stops attending. Students might not be automatically dropped and/or excluded and will be accountable for any fees due.

The following schedule applies to dropping classes.

Any drops or exclusions that occur before the end of the 2nd week of the semester will not be noted on the student records. After the last day of the 12th week of the semester (or 75% of the time the class is scheduled, whichever is less) will result in a "W" ("Withdrawal") on the student's record, which will be included in the determination of progress probation.

Drops are not permitted beyond the end of the 12th week. A grade (A, B, C, D, F, P, I, or NP) will be assigned to students who are enrolled past the end of the 12th week even if they stop attending class, except in cases of extenuating circumstances. After the last day to drop students may withdraw from class upon petition demonstrating extenuating circumstances. Petitions may be obtained from the Office of Admissions.

It is recommended that students consult with a College Counselor when withdrawing (dropping all classes). Clearance of the record in courses where equipment has been issued is required when students separate from such classes.

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. Please check with the appropriate academic department for approval.
- 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. Please check with the appropriate academic department for approval.

- c. Achievement of a score that qualifies for credit on an examination administered by other agencies approved by Los Angeles City College. Please check with the appropriate academic department for approval.
2. Determination of Eligibility to Take College Administered Examinations. Students who qualify:
 - a. Must be currently enrolled in at least twelve (12) 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.
4. 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.
5. 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.
6. 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

Students transferring from institutions not accredited by the Western Association of Schools and Colleges may, after successful completion of 30 units with a "C" or better grade-point-average, petition for credit in courses which parallel the offerings of the College. The following exceptions for currently enrolled students may be made to this regulation:

1. Credit for Graduates of Diploma Schools of Nursing.
The following amount of credit is authorized for graduates of Diploma Schools of Nursing who enter a Los Angeles Community College District college:
 - A. Thirty semester units of credit will be awarded to graduates of Diploma Schools of Nursing under the following conditions:
 - i The student presents a valid, current California certificate as a licensed registered nurse to the designated administrative officer;
 - ii The student has completed at least 12 units of credit at the College to which application is made.
 - B. The work of graduates of Diploma Schools of Nursing outside California will be recognized if the student has a valid, current California license. Credit will be given although the license was obtained by reciprocity with another state rather than by examination.
 - C. Candidates for the Associate of Arts or Associate of Science Degree are exempt from Health Education as a general education requirement. No other general education requirements will be waived.
 - D. The transcript is not to reflect the major field nor should the diploma, where given, indicate Nursing as a major.
2. 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.
3. 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
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 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.

Cancellation Of Classes

The College reserves the right to discontinue any class with insufficient enrollment.

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

STANDARDS OF STUDENT CONDUCT

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.

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.