

# SECTION III: DISTRICT AND COLLEGE POLICIES

## ADMISSIONS

### Application for Admission

#### New Students

Prior to the Start of the Semester/Session: New students must submit an application online at <http://www.laccd.edu/Students/opencccapply/applylattc/Pages/default.aspx>.

#### APPLICATION DATES (WITHIN THE U.S.)

SEMESTER	MONTH	DATE RANGE
Spring	February	Sept 1 to Jan 2
Fall	August	March 1 to July 15

#### After the application is submitted...

1. Allow at least 72 hours (3 business days) for the application to be processed.
2. The Los Angeles Community College District maintains a student record system that uses student identification numbers (student ID) assigned by the college. You will receive a Student ID number via email once your application has been processed.
3. You must complete the onboarding process (Orientation, Assessment, Counseling) for more information go to the following link: <http://college.lattc.edu/oac/>
4. After the onboarding process is completed, then you must check your Student Portal - Student Information System (SIS) at <http://college.lattc.edu/student/new-students/register-now/> to view your Registration Appointment.
5. You must register on or after the date of your assigned Registration Appointment, you will not be able to register for classes beforehand.

#### Continuing Students

Students currently enrolled or those that have missed one semester do not need to submit a new application.

#### Transcripts

Transcripts are required if students wish to claim credit for college courses or to clear a prerequisites for courses completed at other colleges. High school transcripts are required if students wish to use high school foreign language courses for IGETC language certification.

Official transcripts must be submitted directly from the institution to the Admissions and Records Office. All transcripts become the property of the college and cannot be returned to the applicant.

### Bridge to College (K-12)

(Board Rule 8100.01)

The Bridge to College Program at Los Angeles Trade Tech College (LATTC) provides students the opportunity to concurrently enroll in college courses while still in high school. The purpose of the program is to provide advanced scholastic and educational enrichment opportunities for eligible students.

Advanced scholastic academic work: courses applicable towards a two or four year degree or courses beyond the scope of a high school's program.

1. Vocational Training: any course in any vocational field (e.g. Architecture, Automotive, Cosmetology, Electrical, etc).
2. Non-Credit Courses: open entry/exit courses that do not carry any college unit credit intended for personal enrichment.
3. Early college experience: students will become familiar with college work and procedures while still in high school.

Students who desire to participate in concurrent enrollment must be recommended by their principal or counselor and have parental permission.

#### Admission Basis

Although the K-12 school makes recommendations, LATTC can deny admissions based on:

1. Age restrictions for specific courses (e.g. Cosmetology).
2. Completion of a specified grade level.
3. Demonstrated eligibility for instruction using assessment methods (e.g. Math and English).
4. Limitation on enrollment of credit Physical Education (limited on average to four students per section).
5. K-12 concurrent students will be treated as regular college students and are expected to comply with all college rules and regulations.

#### Fees

The enrollment fees are waived for concurrent students as long as they are enrolled in 11 units or less during a regular term in the Los Angeles Community College District. Students must arrange for their own transportation to and from the college and provide their own books and equipment.

For more information visit the Bridge to College Website at: <https://college.lattc.edu/bridges/bridge-to-college-program-k-12-concurrent-enrollment/>

### International Student Admission

All F-1 visa students seeking admission to Los Angeles Trade Technical College must apply through the International Student Office. All applicants for F-1 status must provide the following documents:

1. Completed International Student application.
2. Evidence of English Competency in any of the following:
  - TOEFL score of 450 (CBT score 133) (IBT score 45) or higher.
  - IELTS 5 OR ITEP 3.5
  - (For Japanese applicant only) An Official STEP EIKEN 2A
  - Grade level or higher.

4. Most recent three years of high school and/or college transcripts
5. Two recent passport-sized photos
6. Affidavit of support
7. Bank letter
8. Processing fee of \$50
9. Students applying from within the U.S.A. must provide a current passport, current visa and I-94.
10. All current and previous status documents (I-20, DS-2019, et.)
11. Transfer Status Verification Form
12. All previous US Colleges, universities, and high school official transcripts if applicable.

All documents submitted must be either originals or certified copies, and all documents must be translated into English. Upon receipt of the above mentioned, a decision is made regarding acceptance. If the application is approved, an immigration form I-20 will be issued to the candidate. Immigration regulations require that all F-1 (student) visa holders must be enrolled in a minimum of 12 units and maintain 2.0 grade-point average each semester. Failure to comply with the above will jeopardize your F-1 student visa status.

**APPLICATION DATES (OUTSIDE THE U.S.)**

SEMESTER	MONTH	DATE RANGE
Spring	February	Sept 1 to Nov 15
Fall	August	March 1 to July 15

Additional information regarding International Student admission or immigration regulations may be obtained at the International Student Office in Juniper Hall ST 316 or online at <http://college.lattc.edu/isc/>

**Residency Requirements**

**California Residence Requirement**

A California resident is defined as one who has established both physical presence and intent to make California their permanent home, for more than a year and a day immediately preceding the opening day of instruction. Physical presence is defined as continuous physical presence within the State of California, excluding temporary absences. Intent to make California the permanent home is determined based upon acceptable evidence showing California is the student’s permanent home and evidence showing the student is not precluded from establishing permanent residency in the United States.

- If the applicant is under the age of 18, his or her parents must have had legal residence in California for a minimum of 12 consecutive months preceding the day before the first day of the semester or session.
- If the applicant is 18 but not yet 19 years of age, the applicant and the applicant’s parents or legal guardian must have combined residence in California for a minimum of 12 consecutive months preceding the day before the first day of the semester or session.
- If the applicant is 19 years of age or older, the applicant must have had legal residence in California for a minimum of 12 consecutive months preceding the day before the first day of the semester or session.
- Applicant must submit proof of residency.

**Non-Resident Status**

A non-resident student is one who has not resided in the State of California for more than one year and one day immediately preceding the start of the semester or who has shown conduct inconsistent with a claim for California residence or who is precluded from establishing domicile in the United States within the last 12 months. Non-residents still may attend the college subject to non-resident tuition fees as established by the District’s Board of Trustees.

**Residence Reclassification**

Students who have been classified non-residents may petition to be reclassified as California residents if their status has changed. The Residence Reclassification form is available in the Admissions and Records Office and must be submitted with the appropriate documentation showing both physical presence and intent to make California their permanent home, for more than one year and one day before the start of an upcoming semester. Reclassification requests must be submitted prior to the start of the semester in which reclassification is requested to be effective.

**Residence Classification Appeal**

A student may appeal the residence classification determined by the college. The appeal must be made within 30 calendar days of receipt of notification of the residence classification from the Enrollment Center. The written appeal along with supporting documents must be submitted to the college Admissions Dean. Any further appeals will be forwarded to the District Residency Appeal Officer.

**AB 540 Non Resident Tuition Exemption**

AB 540 is a bill authored by Marco Firebaugh (D-Los Angeles), which was signed into law by the Governor on October 12, 2001. In some cases, this new legislation waives non-resident tuition for students, regardless of immigration status, who have attended and graduated from California high schools.

Students are eligible for exemptions for semesters or terms beginning on or after January 1, 2002 as long as they meet the following conditions:

- Attended a California K-12 for three or more years.
- Graduated from a California high school or earned an equivalent of a high school diploma (for example a GED or a passing score on the high school proficiency exam).
- Signed an affidavit stating that the student meets these conditions and stating that the student has filed, or will file, an application with the United States Citizenship and Immigration Service (USCIS) to legalize his/her immigration status as soon as possible.
- Do not currently have “nonimmigrant alien” immigration status (for example F-series student visas and B-series visitor visas).

Additional proof of residency (for example, high school transcripts or diploma) is not required unless the college has conflicting information. Otherwise, the student’s signed application for admission and the affidavit requesting the exemption will be all that is required for the exemption from non-resident tuition. Also, the college is not required to explore the student’s eligibility for legalization of residency status nor is the college required to monitor future changes in eligibility. AB 540 does not grant residency in California for Financial Aid or any other purpose; it only exempts eligible students from non-resident tuition fees.

## REGISTRATION

### Online Registration

After the onboarding process is completed, students must check their Student Portal - Student Information System (SIS) to view their Registration Appointment date. Students must register on or after the date of their assigned Registration Appointment, they will not be able to register for classes beforehand.

Prior to the semester/session start date register through the Student Information System at: <http://college.lattc.edu/student/new-students/register-now/>

**It is highly recommended that students register for classes using the Student Portal - Student Information System (SIS) by 11:59pm the Saturday before the semester/session starts. After this day, students will need to request a permission number from the instructor to add a class.**

### Adding a class (after the semester/session has started)

In order to add a course after the semester has started, students need a class permission number from the instructor. Permission numbers are unique and can be used by the student only once for the specified class, and must be used by the expiration date.

Steps:

1. Attend the first day of class.
2. Request a permission number from the instructor (Note: instructor(s) may or may not issue permission numbers for their course; therefore it is recommended to register for classes before the semester begins).
3. After receiving the permission number, log onto the Student Information System portal and use the permission number to add the class.

It is the student's responsibility to ensure that they meet all requirements for a course (example: pre-requisites, unit limitations, etc.) in order for a permission number to be successfully used.

**Note: There are specific deadlines to add and drop classes, please visit the college's class schedule page at <http://college.lattc.edu/schedules/> for specific dates for full term classes.**

### Program Planning-Unit Limit

In cooperation with a counselor, students should carefully plan their academic programs. 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 remedial coursework 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. Maximum and minimum unit requirements may apply, as follows:

### Unit Maximum

- The maximum study load is 19 units during a regular semester, 9 units in two summer sessions, and winter sessions. The normal class load for students in the Fall or Spring semester is from 12 to 18 units a semester for full-time students. Students who desire to take 19 1/2 or more units must obtain approval through a petition found in the Admissions and Records Office.

- Those students who will be employed while attending college should consider reducing their classes accordingly. It is suggested that those students who are employed full-time should enroll in no more than one or two classes or 9 units maximum.

Minimum study loads for specific programs:

- Veterans and veterans' dependents: 12 units
- Social Security benefits: 12 units
- Foreign Students (F-1 visa): 12 units
- Athletes: 12 academic units

### Full-Time Definition

- A program of study 12 units or more (4 units or more in Summer and Winter intersession) is considered a full-time study program.

The Veterans Administration uses the following definition for eligibility:

- full-time benefits: 12 or more units
- 3/4-time benefits: 9 — 11 units
- 1/2-time benefits: 6 — 8 units
- less than 1/2 time: 3 — 5 units (Reservist and National Guard)

## Student Right and Responsibilities

(Title 5 Section 55530, Board Rule 8601)

Students are encouraged to establish a "home college" for purposes of receiving matriculation services. Matriculation services provided at one college shall be honored at other colleges within the LACCD. All students shall be required to:

1. Identify an educational and career goal.
2. Diligently engage in course activities and complete assigned coursework.
3. Complete courses and maintain progress toward an education goal and completing a course of study.

Effective Fall 2014, first time non-exempt students seeking priority registration shall be required to:

- Identify a course of study.
- Participate in the assessment placement process.
- Complete an orientation activity provided by the college.
- Participate in counseling to develop at minimum an abbreviated student education plan.

Failure to complete the steps above may result in a hold on a student's registration or loss of registration priority until the services have been completed.

A Comprehensive educational plan must be completed by the 3rd semester or after completion of 15 semester units of degree applicable coursework (effective Fall 2015).

### Registration Priority

Students may register for no more than 19 units per semester (primary terms of Fall and Spring), and no more than 9 units during the Summer and Winter sessions. Students in good academic standing shall be granted registration priority on the basis of cumulative units completed within the LACCD in the order listed below, from highest to lowest:

1. New and fully matriculated students as follows:

- Members of the armed forces or veterans pursuant to Education Code 66025.8.

- CalWORKs recipients in good standing with fewer than 100 degree-applicable units,
- Disabled Student Programs and Services (DSPS) students in good standing with fewer than 100 degree-applicable units,
- Extended Opportunity Programs and Services (EOPS) students in good standing with fewer than 100 degree-applicable units,
- Foster youth or former foster youth, pursuant to Education Code section 66025.9 regardless of academic standing and units taken, and
- Homeless youth, pursuant to Education Code Section 66025.9.

2. New and continuing students fully matriculated students participating in special programs as follows:

- Student participating in LACCD intercollegiate sports and identified as a member of a team through the submission of the Form 1 by the college Athletic Director or designee.
- Students participating in the LA College Promise (or equivalent college promise program with other school districts) who have met all required elements of the program.
- In order to accelerate program completion, students who are able to complete their first degree, state approved certificate, or transfer program designated on the Student Education Plan within one semester and who are in good standing with fewer than 100 degree-applicable units earned. Students may receive priority registration under this provision for one semester only.

3. Continuing students in good standing with fewer than 100 degree-applicable units, middle college students in good standing with fewer than 100 degree-applicable units, new, fully matriculated students, returning exempt students and new students who are exempt from matriculation.

4. Students who have lost their enrollment priority, as set forth below.

5. Special K-12 admits pursuant to Education Code section 76001.

To be eligible for registration priority as listed above, students must have completed orientation, assessment, and developed student education plans.

**Loss of Registration Priority**

Students, with the exception of foster youth or former foster youth, will lose registration priority at the first available registration after:

- They are placed on academic or progress probation, or any combination thereof, for two consecutive terms.
- Have earned one hundred (100) or more degree-applicable units in the District; however, non-degree applicable basic skills units do not count towards the 100 units.

**Appealing loss of Registration Priority**

Each college shall establish a Registration Priority Appeals Committee to review requests from students appealing the loss of enrollment priority. Colleges shall inform students of the appeals process and the time period by which appeals must be submitted. A student may appeal on one or more of the following grounds:

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

The College’s Registration Priority Appeals Committee shall notify the student within ten (10) business days of its decision. The decision of the college Registration Priority Appeals Committee shall be final. Title 5, CAC, Section 55530 (d)

**Exemptions**

(Board Rule 8602)

Colleges shall exempt any student from participation in orientation, assessment, counseling or advisement who:

- a. Has completed an associate degree or higher, or
- b. Has enrolled at the college solely to take a course that is legally mandated for employment or necessary in response to a significant change in industry or licensure standards, or
- c. Has enrolled at the college as a Special Admit student. Any student exempted in accordance with this section shall be notified that he or she is exempted from participating in all or part of the matriculation process, and shall be given an opportunity to choose whether or not to participate (Title 5, CAC, Section 55532)

**Limitations on Enrollment**

(Board Rule 8603)

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

a. Students meeting prerequisites and co-requisites established pursuant to Title 5, and Board Rule 8600.

b. Health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, the constraints of regional planning or legal requirements imposed by statutes, regulations, or contracts. Fair and equitable procedures will be used for determining who may enroll in affected courses or programs. Such procedures shall be consistent with one or more of the following approaches:

- Limiting enrollment to a “first-come, first-served” basis or
- Limiting enrollment using a registration procedure authorized by Title 5, section 58108; or
- In the case of intercollegiate competition, honors courses, or public performance courses, allocating available seats to those students judged most qualified; or
- Limiting enrollment in one or more sections of a course to a cohort of students enrolled in one or more other courses, provided however, that a reasonable percentage of all sections of the course do not have such restrictions. Students on probation or subject to dismissal, consistent with the provisions of Title 5, and Board Rule 8200 et seq., may be limited to enrollment in a total number of units or to selected courses, or required to follow a prescribed educational plan.

**Challenges to Limitation on Enrollment**

(Board Rule 8604)

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

- 1. The enrollment limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
- 2. The District is not following its policy on enrollment limitations; or

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3. The basis upon which the District has established an enrollment limitation does not in fact exist.

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

The college shall, upon completion of the challenge, advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to Title 5, California Code of Regulations, section 59300 et seq. Completion of this challenge procedure shall be deemed to satisfy the requirement of Title 5, California Code of Regulations, section 59328(b) that the District and the student attempted to informally resolve the complaint.

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### 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 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 request requires incoming instructor and student consent and must be submitted to the Admissions and Records Office by the section transfer deadline (see class schedule).

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### Cancellation of Classes

The college reserves the right to discontinue any class with insufficient enrollment prior to the end of the second week of the class.

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### Student Success and Support Program - Matriculation Process

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 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.

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## Orientation, Assessment, Counseling (OAC)

### Assessment Placement Process

The Assessment Placement Process at LATTTC consists of computerized English and Math assessment tests. Assessment Check-In forms are available upon submitting the LATTTC admission application and online. Admission application must be submitted, processed and a Student ID number issued prior to participating in the Assessment Placement Process. All new students are required to participate in the Assessment Placement Process. For more information, please call or visit Assessment Center.

Please be prepared and study for this English and Math assessment as students retesting policies are strictly enforced and are Subject to change. Assessment placement results from other California Community Colleges are accepted within the last two years.

Any student with a verified disability may arrange for alternative administration of the Assessment Placement Process (English, and Mathematics) by contacting the Disabled Student Program and Services (MA-100) at (213) 763-3773.

### Orientation and Counseling

After participation in the Assessment placement process, students must participate in the orientation. In-person orientations are led by faculty counselors and an abbreviated student educational plan will be provided. The orientation schedule is provided to all students participating in the assessment placement process and additional information is available on the LATTTC website at [www.LATTTC.edu](http://www.LATTTC.edu)

All students should meet with a counselor during the semester to develop a comprehensive student educational plan. All students who have not declared an educational goal and students who are enrolled in pre-collegiate basic skills courses are highly encouraged to meet with a counselor to develop a student educational plan. Students who are on academic or progress probation are referred to participate in a probation workshop.

### Exemptions

(Title 5, Section 55532)

Exemption from core matriculation services (orientation, assessment, and counseling) if the student:

Has completed an associate degree or higher;

Has enrolled at the college for a reason other than career development or advancement, transfer, attainment or a degree or certificate, or completion of a basic skills or English as a Second- Language course sequence;

Has completed these services at another community college within a time period as identified by the district;

Has enrolled at the college solely to take a course that is legally mandated for employment as defined in section 55000;

Has enrolled at the college as a special admit student pursuant to Education Code section 76001.

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### Attendance

Only students who have been admitted to the College and are in approved active status may attend classes. Students are expected to be in class on time and to remain for the entire class period. Medical appointments, work, job interviews, child care responsibilities, etc. should be arranged so as not to occur during class time. Please do not make requests for exceptions.

LATTC College Attendance Policy - An instructor may exclude a student who is absent for more hours than the class meets per week or 20% of the total class hours, for short term classes. In addition, an instructor may equate three or more late arrivals or early departures from class as an absence for purposes of class attendance. Student attendance expectations including this policy must be clearly indicated on the course syllabus. Instructors must apply their attendance policy in a consistent manner.

Students who are registered in a class and miss the first meeting may lose their right to a place in the class, but the instructor may consider special circumstances. Instructors will generally only exclude students through the census date for non-attendance. It is the student's responsibility to drop classes in time to avoid fees and/or grades of "W".

Students are responsible for dropping a class that they stop attending. If the class is not dropped, the student may receive an "F" in that class and be responsible for enrollment fee. Any drops or exclusions that occur between the 4th week and the 12th week will result in a "W" on the student's record. Drops are not permitted beyond the 12th week. A grade ("A", "B", "C", "D", "F", "INC", "P", or "NP") will be assigned to students who are enrolled past the 12th week even if they stop attending class. For further details, refer to "W" section of "Grading Symbols and Definitions."

Students who, because of mitigating circumstances, are unable to attend the first-class meeting should leave a voice mail message or email for the faculty member. This, however, does not guarantee students a seat in the class if they do not attend the first-class meeting.

## 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 STUDENT'S 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 attempts in the same course.

## Final Examinations

Final examinations are to be given in all subjects according to the schedule printed in the Schedule of Classes. No student will be excused from taking a final examination. All faculty shall retain the final exams of every student for a minimum of one year after the end of the semester for which the final exam was given in order to permit students to examine their graded final exams.

## Student Fees

(Note: Fees Subject to change by the California legislature.)

### Enrollment Fee for Residents

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

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

United States Citizens and Permanent Resident Card holders who have lived in California for less than a year are required to pay a non-resident tuition fee of \$242 per unit plus an enrollment fee of \$46, and a Non Resident Capital Outlay fee of \$9 per unit for a total of \$297 per unit.

### 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 \$242 per unit plus an enrollment of \$46 per unit, and a Non Resident Capital Outlay fee of \$9 per unit for a total of \$297 per unit.

### Health Fee

(Board Rule 8502)

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, which define the services, 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

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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.

### **Associated Student Organization Fee**

The ASO fee is \$7.00 per semester and \$3.00 for summer or winter session. This fee entitles you to participation in student organization activities. The ASO sticker cannot be refunded.

### **SEVIS 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 Home- land Security.

### **Instructional Materials Fee**

Students may be required to pay for instructional and other materials 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.

### **California College Promise Grant** (previously known as BOG Fee waiver)

The California College Promise Grant will waive all per unit enrollment fees for an eligible student. It will not waive any material fees, student representation fees, or health fees.

To qualify you need to meet one of the following criteria:

- Be classified as a resident of California or AB 540 student, according to Admissions and Records.
- Meet income criteria by: Providing proof that you are receiving monthly cash assistance from TANF/CalWORKs, SSI/SSP or General Assistance (or, if a dependent student, your parent(s) receive this assistance).
- Establishing that your income (or your parent's income, if you are a dependent student) was within set income standards.
- Completing a FAFSA (Free Application for Federal Student Aid) or California Dream Application and have remaining "financial need" of at least \$1,104.
- Being a Congressional Medal of Honor recipient (or dependent); being a dependent of a victim of the September 11, 2001 terrorist attack; having certification from the California Department of Veteran Affairs or the National Guard Adjutant General; or being a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty that you are eligible for this waiver.

## 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 Fiscal 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 Fiscal Office.

### **Health Center**

Refunds for the health center are made only to students who withdraw entirely from the college by dropping all their activities units by the refund deadline of the semester.

### **Associated Student Union Fees**

Associated Student Union fees are not refundable.

# ACADEMIC POLICIES

## Grading Symbols and Definitions

(Board Rule 6700)

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

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

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

### Explanation of Symbols Without Impact on Grade Point Average:

SYMBOL	DEFINITION
I	Incomplete

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an “I” symbol being entered in the student's record. The condition for removal of the “I” and the grade which is assigned in lieu of shall be stated by the instructor in an Incomplete Grade Record.

This record shall be given to the student, with a copy on file in the college Admissions Office until the “I” is made up and a final grade assigned, or when one year has passed. The “I” symbol shall not be used in calculating units attempted nor for grade points. The “I” may be made up no later than one year following the end of the term in which it was assigned. The student may petition for a time extension due to unusual circumstances.

Note: Courses in which the student has received an Incomplete (“I”) may not be repeated unless the “I” is removed and has been replaced by a grade of “D” or “F”. This does not apply to courses which are repeatable for additional credit.

SYMBOL	DEFINITION
IP	In Progress

The “IP” symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is “in progress,” but that assignment of a grade must await the course completion. The “IP” symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit

shall be assigned and appear on the student's record for the term in which the required work of the course is completed. The “IP” shall not be used in calculating grade point averages.

SYMBOL	DEFINITION
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.

SYMBOL	DEFINITION
W	Withdrawal

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

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

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

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

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

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

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

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

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

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

SYMBOL	DEFINITION
MW	Military Withdrawal

The MW symbol may be used to denote military withdrawal.

“Military Withdrawal” occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be

## 23 District and College Policies

assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be a "MW."

Military withdrawals shall not be counted in progress probation and dismissal calculations. "MW" shall not be counted for the permitted number of withdrawals. The District shall refund the entire enrollment fee unless academic credit has been awarded.

Title 5, C.C.R., Section 55022, 55024

### Pass/No Pass

(Board Rule 6701)

SYMBOL	DEFINITION
P/NP	Pass/No Pass

#### (Formally Credit/No Credit)

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

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

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

Title 5, C.C.R., 55022

- **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. E.C. 66721, Title 5, C.C.R., 53406, 55000, 55022 (Board Rule 6701.10).

- **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 unsatisfactory performance (earned less than 70%) will be assigned a "no pass" grade. Title 5, C.C.R., 55022 (Board Rule 6701.11).
- **GRADE POINT CALCULATION** - Units earned on a "pass-no pass" basis shall not be used to calculate grade point averages. However, units attempted for which the "NP" (No Pass) symbol is recorded shall be considered in probationary and dismissal procedures. Title 5, C.C.R., 55022 (Board Rule 6701.12).

- **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. Title 5, C.C.R., 55022 (Board Rule 6701.13).

#### CAMPUS PROCEDURE:

- **LATTC Adopted Policy:** That the LATTC Process for Recommending Courses to College President for Credit by Exam and/or Pass/No-Pass Catalog Designation: Pursuant to Board Rule, 6702, discipline/program faculty will determine courses to recommend to the College President for Credit by Examination and/or Pass/No Pass Designation. Faculty will review and/or affirm the current Catalog listing of courses available for credit by exam and/or Pass/No-Pass Designation on a regular periodic basis (Approved, LATTC Academic Senate, 06/05/17).
- Certain courses are evaluated on a Pass/No Pass basis only. Letter grades may not be assigned for these courses.
- In addition to courses mentioned above, a student has the option of selecting one course per semester to be graded on a Pass/No Pass basis. This option is available only for courses listed in the Schedule of Classes under "Courses Offered on a Pass/No Pass Basis."
- Selection of courses to be taken on a Pass/No Pass basis must be made during the time indicated in the schedule. Late requests will not be accepted.
- Once a course has been selected to be graded on a Pass/No Pass basis, a student cannot receive a letter grade for the course. The decision to take a course on this basis is irrevocable.
- The general practice at most four-year colleges is not to accept "Pass/No Pass" grades for courses required for the major or preparation for the major. Consult with the University Transfer Center [utc@lattc.edu](mailto:utc@lattc.edu) and the intended university for policies.

#### DESIGNATED COURSES PASS/NO PASS

Architecture	All courses
Astronomy	001
Biology	003, 006, 007
Chemical Technology	All courses
Chemistry	All courses
Cooperative Education	All courses
Electronics	All courses
Electronics Technology	All courses
Geology	001, 006
Labor Studies	All courses
Learning Skills	All courses
Mathematics	All courses
Microbiology	All courses
Microcomputer Technician	All courses
Physics	All courses
Solid Waste Management	All courses
Supply Water Technology	All courses
Waste Water Technology	All courses

## Grades and Grade Changes

(Board Rule 6703)

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

In the case of fraud, bad faith, or incompetency, the final determination concerning removal or change of grade will be made by the College President.

No grade may be challenged by a student more than one year from the end of the term in which the course was taken absent extenuating circumstances; if a college's academic senate has determined that extenuating circumstances apply, then that period of time during which grades may be challenged should be more than one year, such longer period shall apply at that college. EC 76224 Title 5, C.C.R., Section 55760

Students should file a petition for grade change in the Admissions and Records Office to have an instructor reevaluate a course grade, provided the grade in question was originally issued within the last year.

## Transcripts

Upon written request of the student, a copy of the student's academic record shall be forwarded to the student or his or her designated addressee promptly by U.S. mail, electronically or another responsible forwarding agency.

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. Students may request special processing to expedite their request for an additional fee of \$7 per transcript or verification. This option is subject to the College's ability to provide this service. Requests for transcripts or verifications may be obtained online. Transcripts from another institution are not available for copying.

The student's transcript and/or verification of enrollment may be withheld if 1) any library books or other library materials are charged to the student and are unreturned, 2) there are any unpaid fees or charges due to the College, or 3) any other unreturned college property. The transcript may be withheld until these obligations of the student to the College are discharged.

## Course Repetitions and Withdrawals

(Board Rule 6704)

Effective Summer 2012, course withdrawal ("W") and/or a substandard grade ("D," "F," or "NP") count as an attempt at a course. Only three attempts at any one course will be allowed, with some exceptions. Listed below are the new rules that all students need to know about.

- Students who drop or are excluded after the last day to drop without a grade of "W" will have a "W" appear on their transcript. The "W" will count as an attempt for that course.
- A course in a student's transcript which currently shows a recorded "W" counts as an attempt for that course.
- Students will not be allowed to register for any course within the LACCD if there are three recorded attempts for that course in any combination of W, D, F, or NP grades.

- Add permits for a course within the LACCD will not be processed if there are three recorded attempts for that course in any combination of W, D, F, or NP grades.
- For courses specifically designated as "repeatable," students may repeat up to three times. (See Title 5 California Code of Regulations sections 55040, 55041, 58161).
- When the student's number of enrollments in a course exceeds the allowable amount, the student may petition for an additional enrollment in cases of extenuating circumstances.
- Be sure you are academically ready for classes you enroll in.
- If you must drop a course, drop before the specified deadline for dropping a class without a grade of "W."
- See a counselor before making decisions that could affect your educational plan.

## Course Repetition in which a satisfactory grade was recorded

(Board Rule 6704.30)

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

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.

Grades awarded for courses repeated under the provisions of subsection "a" and "b" of this section shall not be counted in calculating a student's grade point average.

When such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment, such courses may be repeated for credit any number of times, and the grade received each time shall be included for purposes of calculating the student's grade point average. The college shall establish policies and procedures requiring students to certify or document that course repetition is necessary to complete legally mandated training pursuant to this subsection. The college's process for certification or documentation of legal training requirements shall be developed in accordance with the provisions of Chapter XVIII of the Board Rules -- ACADEMIC SENATE AND BOARD OF TRUSTEES SHARED GOVERNANCE POLICY.

A student may repeat any course if the college has properly established a recency prerequisite for a course, if there has been "significant lapse of time." In no instance shall this be less than three years.

A student with a disability may repeat a class any number of times, if such repetition is required as a disability-related accommodation for that particular student (Title 5, C.C.R., Sections 55763 and 58161).

## Credit by Examination

(Board Rule 6702)

LATTC Adopted Policy: That the LATTC Process for Recommending Courses to College President for Credit by Exam and/or Pass/No-Pass Catalog Designation: Pursuant to Board Rule, 6702, discipline/program faculty will determine courses to recommend to the College President for Credit by Examination designation. Faculty will review and/or affirm the current Catalog listing of courses available for credit by exam designation on a regular periodic basis. (Approved, LATTC Academic Senate, 06/05/17)

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For courses listed in the college catalog wherein any student who satisfies the following requirements may be granted credit by examination:

- Be currently registered and be in good standing (i.e., the student is not on academic or progress probation).
  - Is not currently enrolled in, or have completed a more advanced course in this discipline.
- a. The governing board shall adopt and publish policies and procedures pertaining to credit by examination; and
  - b. The governing board may grant credit to any student who satisfactorily passes an examination approved and conducted by proper authorities at each college. Such credit may be granted only to a student who is registered at the college and in good standing and only for a course listed in the college catalog.
  - c. The nature and content of the examination shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted in accordance with policies and procedures approved by the college curriculum committee. The faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record. The faculty may accept an examination conducted at a location other than the college.
  - d. A separate examination shall be conducted for each course for which credit is to be granted. Credit may be awarded for prior experience or prior learning only in terms of individually identified courses for which examinations are conducted.
  - e. The student's academic record shall be clearly annotated to reflect credit was earned by examination.
  - f. Grading shall be according to the regular grading system, except that students shall be offered a "pass-no pass" option if that option is ordinarily available for the course.
  - g. Units for which credit is given for credit by examination shall not be counted in determining the 12 semester units in residence required for an associate degree.
  - h. The college may charge a student fee for administering an examination provided the fee does not exceed the enrollment fee which would be associated with enrollment in the course for which the student seeks credit by examination.

Title 5, C.C.R., Section 55050

### Courses Offered on a Credit-By-Exam Basis

The following Credit by Examination listing has been established per LACCD Board Rule 6702

Accounting:	All courses
Architecture:	All courses
Automotive Collision Repair:	All courses
Automotive Technology:	All courses
Baking, Professional	112
Building Construction Techniques:	All courses
Business:	All courses
Carpentry:	All courses

Chemical Technology	113, 123, 141
Child Development	001, 010, 011, 065
Computer Applications & Office Technologies:	All courses
Computer Information Systems:	All courses
Culinary Arts	112
Diesel and Related Technology:	All courses
Drafting:	All courses
Electrical Construction and Maintenance:	All courses
Electronics Technology:	All courses
English	101 (effective Sept 2015)
Environmental Science	001
Fashion Design	111, 112, 120, 122, 222, 223, 224, 225, 226, 227, 228, 229, 236, 237, 238, 239, 240, 241
Fashion Merchandising	001, 010
Finance:	All courses
Geography	001
Geology	001
Health	046
Health Occupations	062, 063, 064, 065
History	011, 012
Machine Shop-CNC:	All courses
Management:	All courses
Marketing:	All courses
Mathematics:	All courses
Manufacturing and Industrial Technology:	All courses
Microcomputer Technician:	All courses
Motorcycle Repair Mechanic:	All courses
Nursing, Registered	131, 132
Office Machines	002
Physics	012, 029A
Psychology	001
Plumbing:	All courses
Public Relations:	All courses
Refrigeration and Air Conditioning:	All courses
Sign Graphics	101, 102
Solid Waste Management Technology:	All courses
Street Maintenance:	All courses
Supervision:	All courses
Supply Water Technology:	All courses
Tailoring	250
Visual Communications	103, 105, 118, 119, 129
Waste Water Technology:	All courses
Welding Gas and Electric:	All courses

**Transfer Credit Policy**

Transfer credit for lower division courses taken at regionally accredited institutions of higher education in the United States is accepted toward Associate Degrees or Certificates. Students must provide official transcripts. Please have your school(s) mail them directly to Admissions & Records.

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

**Disclaimer:** Every effort has been made to ensure the articulation information for the California State Universities and the University of California institutions are accurate, including the CSU GE and IGETC areas. However, this information is unofficial and should be checked against the official information found on the ASSIST website at [www.assist.org](http://www.assist.org).

**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:

4. Students must submit a detailed evaluation from an approved evaluation service. Students are responsible for the cost of this service.
5. The foreign university or college must have been approved by that country's Ministry of Education at the time the student attended.
6. No courses taken outside the United States may be used to satisfy the Associate Degree's Reading and Written Expression or Oral Communication requirement.
7. No course may be used to satisfy the Associate Degree's American Institutions requirement.
8. In cases where equivalent course credit is not granted, elective credit may be awarded.

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

**Advanced Placement Credit (AP)**

(Administrative Regulation E-110)

**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 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.

**College Level Examination Program (CLEP)**

(Administrative Regulation E-123)

**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 of Arts and Associate of Science Degrees**

CLEP 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 (50) on most CLEP exams, except Foreign Language level 2 exams which require a higher score as noted in Appendix A.

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.

### Credit for Military Service Training

Students who are currently serving in or have served in the military service, should, after successful completion of at least one course with the Los Angeles Community Colleges, request an evaluation of credit earned through military service training schools and/or military occupational specialties.

## PREREQUISITE POLICY

(Board Rule 8605)

Many courses listed in the class schedule will indicate suggested prerequisite, co-requisite, concurrent enrollment or recommended preparation/advisory listed after the name of the course. These recommendations were made after careful consideration by the faculty of that department. The Los Angeles Community College District has adopted a policy based upon a model developed by the State Chancellor's Task Force in conjunction with the State Academic Senate and Chief Instructional Officers and based upon Title V Article 2.5 Section 55200 and Article 4 Section 55530 of the Matriculation Regulations. In other words, your success is our primary goal.

**Prerequisite** - A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate readiness for enrolling a course or educational program

**Co-Requisite** - are 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.

A student can satisfy a prerequisite several ways:

1. Take the prerequisite course at LATTC or another college in the District and achieve a grade of "C" or better, so that it shows on your transcript;
2. Provide proof that you've successfully completed the requirement(s) at another college. You can bring official transcripts or assessment scores from another school to the Assessment Center and they will be reviewed. Please provide the Assessment Center with a copy of your proof. If your course is approved, you'll be given a clearance to register. Please note: Prerequisite Clearance may take up to 10 business days.
3. Take a test-known as a Challenge Exam-to demonstrate that you have the knowledge and skills necessary to successfully prepare you for the course you want to take. Please submit challenge exam one month prior to the start of the term you plan to take the course.
4. If the course you want to take has an assessment test scores as prerequisite, you'll need to visit the Assessment Center and complete the required test. Your score will then be given to you, and the prerequisites(s) will be cleared once you receive a copy of your placement score(s).

For any questions or need more information, please contact the Assessment Center at (213) 763-7539 (MA 01).

### Prerequisite Challenge Process

Prerequisites, co-requisites/concurrent enrollment requirements must be followed. If you do not agree with the requirement made by the faculty, you have the right to challenge. Contact the Assessment Center for the challenge process procedures and form. Once a challenge form is submitted, the committee will review your request and documentation. You will be notified within five (5) working days of the final decision.

Challenge Process Information:

1. Complete the Challenge Application; provide an explanation and supporting documentation for your reason to challenge. You will need to present a valid photo ID to the Assessment proctor at the time of challenging.
2. Complete the Subject Exam of the prerequisite course you are challenging. This exam is to be completed in the Assessment Center in MA-001.
3. This is a one-time test. You will not be given any credit or grade for successfully passing the Challenge Exam. You will need to receive at least 70% to pass. If you are challenging several levels within the same subject you will need to pass the first test before you can challenge the next level.
4. Once you have completed the Challenge Exam it will be reviewed for approval by the Challenge Committee.
5. The Assessment Center along with the committee has five business days (working) to notify you of your results. The committee consists of the following: Student Services Dean, General Counselor, and a Faculty of the subject you are challenging. Once your challenge results are in, you will be notified by phone or in-person. You will also receive a copy of the challenge application for your records.
6. **Deadline to challenge:** If you plan to enroll for the course in the most current term you will need to complete the challenge exam one month before the semester begins. Otherwise, you will need to wait for the next semester to enroll in the course.

Your rights entitle you to file a "Challenge Form" to challenge any prerequisite if you believe one or more of the following:

1. I have the knowledge, ability or skill to succeed in the course despite not meeting the prerequisite or co-requisite.
2. I will be subject to undue delay in attaining the goal of my educational plan because of the enrollment limitation, or because the prerequisite or co-requisite course has not been made reasonably available.
3. The prerequisite or co-requisite has not been established in accordance with applicable college policies and procedures.
4. The prerequisite or co-requisite is in violation of Title 5, Section 55200-55202 of the California Code of regulations.
5. The prerequisite or co-requisite, or enrollment limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
6. The basis upon which the college established the enrollment limitation does not exist. Note: You have the right to participate in all activities related to matriculation components whether eligible for exemption or not. The matriculation program is our plan to ensure your success. For more information contact the Assessment Center, MA-001, 213-763-5339.

## Academic Probation and Dismissal

(Board Rule 8605)

### Academic Standards for Probation

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

### Probation

A student enrolled in the LACCD shall be placed on academic or progress probation, under the following conditions:

**Academic Probation** - The student has attempted at least 12 semester units of work and has a grade point average of less than a "C" (2.0).

**Progress Probation** - The student has enrolled in a total of at least 12 semester units, and the percentage of all units in which they enrolled with recorded entries of "W" (Withdrawal), "I" (Incomplete), "NC" (No Credit) or "NP" (No Pass) reaches or exceeds fifty percent (50%).

California College Promise Grant (CCPG) – loss of eligibility. A student eligible to receive a grant shall lose eligibility if they are placed on academic or progress probation for two consecutive semesters. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.

Foster youth, or former foster youth under the age of 24, are exempt from the loss of the grant due to academic or progress probation (EC 76000, Title 5, C.C.R., Section 55754).

**Transfer Student** - The student has met the conditions of academic or progress probation at another college within the Los Angeles Community College District.

### Units Attempted

"Units attempted" means all units of credit in the LACCD (Board Rule 8200.12).

### Units Enrolled

"Units enrolled" means all units of credit in the LACCD for which the student is enrolled after census (Board Rule 8200.13).

## Removal from Probation

(Board Rule 8201)

A student shall be removed from probation upon meeting the criteria specified in this section.

**Academic Probation** - A student on academic probation for a grade point deficiency shall be removed from probation when the student's cumulative grade-point-average is 2.0 or higher.

**Progress Probation** - A student on progress probation because of an excess of units for which entries of No Pass (NP), formerly No Credit, Incomplete (I), and/or Withdrawal (W) are recorded shall be removed from probation when the cumulative percentage of units in this category drops below fifty percent (50%).

## Academic Standards for Dismissal

A student shall be subject to dismissal and subsequently be dismissed under the conditions set forth within this section. Dismissal shall be determined based on student course work dating from Fall 1981; course work completed prior to Fall of 1981 is excluded from dismissal calculations.

**Academic Probation** - A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of 3 consecutive semesters. A student who is on academic probation and earns a semester grade-point-average of 2.0 or better shall not be dismissed as long as this minimum semester grade-point-average is maintained.

**Progress Probation** - A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of No Pass (NP), formerly No Credit, Incomplete (I), and/or Withdrawal (W) are recorded in at least 3 consecutive semesters reaches or exceeds fifty percent (50%). A student who is on progress probation shall not be dismissed after a semester in which the percentage of units in which the student has been enrolled for which entries of "W," "I" and "No Pass" (NP), formerly "No Credit", are recorded is less than fifty percent (50%).

### Appeal of Dismissal

A student who is subject to dismissal may appeal to the Dean of Admissions and Records. 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 to a level that would meet the requirements for removal from probation.

### Dismissal

A student who is subject to dismissal, and who has not been continued on probation through the appeal process, shall be notified by the College President, or designee, of dismissal which will become effective the semester following notification. Dismissal from any one college in the District shall disqualify a student from admission to any other college in the District.

### Re-admission after Dismissal

A student who has been dismissed may request reinstatement after two semesters have elapsed. The student 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.

## Academic and Administrative Petitions

Students should file an Academic Petition form when they are requesting assistance with: course repetition, course substitution, enrollment in more than 19 units, catalog rights and other related concerns. The petition forms may be obtained from the Counseling Office. Petitions must be signed by a counselor before submittal to the Admissions and Records.

Students should file an Administrative Petition form when they are requesting assistance with academic renewal, return from disqualification (dismissal), and other related concerns. Administrative Petition forms are available in the Office of Admissions and Records, JH-Lobby and submitted in the same office. When filing for return from disqualification, the petition forms must be reviewed and signed by the counselors before submittal to Admissions and Records Office. Specific petition forms are available for requesting permission for: grade changes, Credit By Examination, and lining out non-passing grades that have been successfully repeated.

### Academic Renewal

(Board Rule 6705)

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

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

Granted, academic renewal shall result in:

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

## STUDENT INFORMATION AND COLLEGE POLICIES

### 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 insures the faculty's right to teach and the student's right to learn.

### Campus Security Act

As required by the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), the college's Annual Security Report contains policy statements and crime statistics for the campus. The Annual Security Report includes statistics for the previous three years concerning certain reported crimes that occurred on campus, in off-campus buildings or property owned or controlled by the college, and on public property within or immediately adjacent to the college. The report also includes institutional policies concerning campus safety and security, such as policies on drug and alcohol use, crime prevention, the reporting of crimes, sexual assault, and emergency response and evacuation procedures. You can obtain the college's Annual Security Report online at <https://college.lattc.edu/sheriff/crime-reporting-procedures/annual-security-report/>. You may also request a paper copy by contacting the Office of the Vice President of Administrative Services, Juniper Hall (JH), ST 305.

### Drug-free Workplace Policy

The Los Angeles Community College District is committed to drug-free and alcohol-free campuses. 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 District or colleges of the District.

LACCD 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 use of controlled substances the possession of which are prohibited by the

same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District or while participating in any District or college-sponsored function or field trip. "Controlled substances," as used in this section include, but are not limited to, the following drugs and narcotics:

- opiates, opium and opium derivatives
- mescaline
- hallucinogenic substances
- peyote
- marijuana
- stimulants and depressants
- cocaine

### Equal Employment Opportunity

(Board Rule 101301)

It is the Los Angeles Community College District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity and are not subjected to discrimination in any program or activity of the District on the basis of actual or perceived ethnic group identification, race, color, naturalization, national origin (including language and accent), ancestry, religion, creed, sex (including gender-based sexual harassment), gender identity and expression, pregnancy, marital status, cancer-related medical condition of an employee, genetic information, sexual orientation, age, physical or mental disability, or veteran status. The Board of Trustees commits the District to vigorous equal employment opportunity in all aspects of its employment programs, including recruitment, assignment, retention, promotion, and transfer. Inquiries regarding Equal Employment Opportunity at Los Angeles Trade-Technical College should be directed to the Office of Diversity, Equity and Inclusion at (213) 892-2315.

### Freedom of Speech Area and Procedures

Following Board Rule 9902, Article IX, the College President shall designate an area or areas on the college campus as areas for free discussion and expression by all persons. A Free Speech Area may only be located where there is a normal flow of student traffic with unlimited accessibility. Necessary campus rules governing the operation of such areas shall govern only the time, place and manner in which said areas are to be used. All such rules shall be applied equally and fairly to all persons desiring to use the Free Speech Areas. No restrictions shall be placed on subject matter, topics or viewpoints expressed in Free Speech Areas.

In compliance with the Board Rule, the college president has designated the Cedar Hall-Mall Quad and the Juniper Hall Mall Quad as the Free Speech Areas. All individuals or organizations wanting to use the Free Speech Area are asked to complete an application available in the Office of Student Life, located in Redwood Hall, C-105, or from the Office of the Vice President of Student Services, located in Juniper Hall ST-532 prior to use of this area. The guidelines and rules for use of this area, along with time, place, manner will be distributed to the interested party. This procedure does not apply to activities sponsored by the college.

### Penalties for Copyright Infringement and Illegal File Sharing

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer 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.

### Limited English Proficiency

Occupational education classes are open to all students. Although the lack of proficiency in English is not a barrier to enrollment in occupational education courses, it is recommended that students needing remedial English assistance utilize the services of the college that are provided for persons who are limited in English proficiency or have English as a second language as a bridge for entry into the vocational program.

### Open Enrollment

Unless specifically exempted by statute, every course, every section or class where FTES is to be reported for state appointment, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such established prerequisites.

### Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct

(Board Rule, Chapter XV, 15001).

It is the policy of the Los Angeles Community College District (LACCD) to provide a safe educational, employment and business environment free from Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct, as defined in the Administrative Regulations associated with this policy. Employees, students, or other persons acting on behalf of the District who engage in Prohibited Discrimination, Unlawful Harassment, or Sexual Misconduct as defined in the Administrative Regulations related to this policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of contract. It is against the law and LACCD policy to engage in sexual misconduct (including but not limited to sexual assault and sexual harassment) with a student, employee, or other individual associated with the LACCD, on property owned or operated by LACCD, or involving a participant in a LACCD-sponsored event. Any victim of a sexual assault who is one of LACCD's students, faculty, staff, or visitors shall promptly receive appropriate treatment and full and accurate information. The names of sexual assault victims shall not be revealed by persons responsible for implementing and enforcing the provisions of this policy, except with the consent of the victim.

### Complaint Procedure

LACCD Administrative Regulation C-14 outlines specific informal and formal procedures for Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct Complaints.

To file a complaint, a LACCD Unlawful Discrimination and Complaint Form must be downloaded, filled out and submitted to the Office for Diversity, Equity, and Inclusion. The form can be found at the following link: <http://www.laccd.edu/Departments/DistrictResources/OfficeOfDiversity/Documents/NEW%20LACCD%20Unlawful%20Discrimination%20Complaint%20Form.pdf> LATTC students may receive assistance filling out the form by contacting the Office of Student Services at (213) 763-7078 or may request for assistance online at <http://college.lattc.edu/studentrights/title-ix/complaint>.

The Office for Diversity, Equity, and Inclusion can be contacted at (213) 891-2315 or [diversity-programs@email.laccd.edu](mailto:diversity-programs@email.laccd.edu). Inquiries relating to disabilities and special academic accommodations per the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 should be directed to the Office of Disabled Students Programs and Services (DSPS)

at (213) 763-3773, TDD (213) 763-5375.

## Family Education Rights and Privacy Acts

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

- **The right to inspect and review the student's education records which includes discipline records, within 45 days from the date the College receives a request for access.**

Students may submit to the College Admissions Office written requests that identify the specific record(s) they wish to inspect. Within 45 days, the College Admissions Office will make arrangements for access and will notify the student of the time and place where the records may be inspected.

Education records are those records that are directly related to students and are maintained by the College. Students may not inspect education records pertaining to parents' financial records and certain confidential letters or recommendations.

- **The right to request an amendment of the student's educational records which the student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights.**

With the exception of grade grievances, which are handled through Administrative Regulation E-55, students may ask the College President, or his/her designee to amend a record that they believe is inaccurate, misleading, or in violation of their privacy rights. A student seeking to amend an educational record should write to the College President and clearly identify the part of the record he/she wants changed, and specify why it is inaccurate, misleading, or in violation of his/her privacy rights.

If the College President, or his/her designee, decides not to amend the record as requested by the student, the College, in accordance with section 99.21 of the Code of Federal Regulations and section 76232 of the Education Code, will notify the student of the decision and of his/her right to a hearing.

- **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and California law authorize disclosures without consent.**

If a student authorizes the release of his/her education record to a third party, he/she shall provide a dated written consent to the College Admissions Office authorizing said release with a specific list of the information to be released.

Federal and California law authorize certain disclosures of personally identifiable information without a student's written consent. One such exception is the disclosure of personally identifiable information to school officials with legitimate educational interests. School officials with legitimate educational interests are employees or agents of the Los Angeles Community College District who need to review educational records in order to fulfill their professional responsibilities.

- **The right to restrict disclosure of personally identifiable information that the College has designated as directory information which may be released without the written consent of the student.**

Directory information may be disclosed without a student's consent unless the student has notified the college that he/she does not want all or portions of the directory information released. To do so, the student must submit the appropriate District form to the College Admissions Office requesting that some or all of the categories of directory information not be released without his/her consent. This form must be submitted in accordance with College policy.

Pursuant to Board Rule 5201.10, the Los Angeles Community College District has designated the following student information as directory information:

- a. the student's name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams,

dates of attendance, degrees and awards received, and the most previous educational agency or institution attended by the student;

- b. student employee records may be released in order to comply with collective bargaining agreements;
- c. the names, addresses and telephone numbers of students or former students may be released to the College Foundation for each college for college-related activities at the discretion of the College President, unless the student or former student has informed the College that such information should not be released. The release of this information is conditioned upon the College Foundation's agreement that such information will be released in accordance with District policy and that information will not be released to third parties;
- d. at the discretion of the College President, the names, addresses and telephone numbers of students from the College may be released to heads of private and/or public institutions of higher education, or their designees, for the purpose of providing information to students regarding transfer opportunities to those institutions, unless the student has indicated that such information should not be released. The release of this information will be conditioned upon the institution's agreement that student privacy rights under federal and state law will be protected and that information will not be released to third parties.

- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW,  
 Washington, DC 20202-4605

For more information on student rights under the FERPA, please go to our Los Angeles Community College District [www.lacc.edu/About/Documents/AdministrativeRegulations/E-105.pdf](http://www.lacc.edu/About/Documents/AdministrativeRegulations/E-105.pdf)

## Conflict Resolution and Informal Process

The College has an approved student conflict resolution process. If there is a conflict or issue between a student and an instructor, the student is to complete the required form at the following link - <http://college.lattc.edu/studentrights/conflict-resolution>. The Department Chairperson over the area will respond to your request within two business days (Monday-Friday) regarding your situation. The form can also be printed out or obtained from the Department Chair's office. This step must be completed before meeting with the Academic Dean.

If you have a non-classroom complaint please complete the online form at <http://college.lattc.edu/student-services/student-complaint-grievance-form/>. If the issue is not resolved informally then students can submit a formal grievance.

IF YOUR COMPLAINT IS AGAINST:	CONTACT
Faculty	Department Chair over the area (see listing in section 1)
All other complaints	College Ombudsperson at <a href="mailto:sweetect@lattc.edu">sweetect@lattc.edu</a> or at (213) 763-7207

## Student Grievance Procedures - Formal Process

(Board Rules 91101-91102)

The purpose of the Student Grievance Procedures is to provide a prompt and equitable means for resolving student grievances.

The grievance procedure may be initiated by one or more students who reasonably believe he/she/they 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 CA Education Code Section 76224(a).

The procedures enumerated in Administrative Regulation E-55 shall be available to any student or applicant for admission, who believes a College decision or action has adversely affected his or her status, rights, and/or privileges as a student. The procedures shall include, but not be limited to, alleged violations of Title IX of the Higher Education Amendments of 1972 (and applicable regulations), and grievances relating to course grades to the extent permitted by Education Code Section 76224(a). 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, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

For additional information regarding the procedures for filing a student grievance, or for copies of the adopted Student Grade Grievance Procedures, contact the Campus Ombudsperson at (213) 763-7207 or via Email at: [SweeteCT@lattc.edu](mailto:SweeteCT@lattc.edu) or visit the ombudsperson website at: <http://college.lattc.edu/student-services/office-of-the-ombudsperson/>

## State Complaint Process

Final federal regulations published October 29, 2010, and effective July 1, 2011, included in the State Authorization section of the package a new requirement that eligible institutions have and disclose a state administered complaint process (HEA Title IV, CFR, Sections 600.9 and 668.4(3)(b)). The intention behind the new requirement is that students and others have a method and process outside of the institution that takes, investigates and responds to complaints regarding the institution. For more information regarding the State Complaint Process, please go to <http://californiacommunitycolleges.cccco.edu/complaintsForm.aspx>

## Student Records and Directory Information

The Los Angeles Community College District, in compliance with Federal and State law, has established policies and procedures governing student records and the control of personally identifiable information. The Los Angeles Community College District recognizes that student records are a confidential matter between the individual student and the College. At the same time the District has a responsibility to fulfill public information needs (i.e., information about students participating in athletics, announcement of scholarships and awards, etc.). 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 Dean over Admissions and Records, designated by the chief student services officer on campus. The Dean may be contacted via the Admissions and Records Office. Copies of Federal and State laws and District policies and procedures are maintained by the Dean and are available for inspection and inquiry.

All student records maintained by the various offices and departments of the College, other than those specifically exempted by law, are open to inspection by the student concerned. The accuracy and appropriateness of the records may be challenged in writing to the Dean. 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 directly to the Admissions and Records Office).

No student records, including Directory Information, will be released without the written consent of the student concerned except as authorized by law. A log of persons and organizations requesting or receiving student record information is maintained by the College. 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. This information will not be released to anyone if the student marks "NO" on question "permission to Release Student Information" on the College Application or if the student marks "NO" on the College's Release of Directory Information form. This form is available in the Admissions and Records Office.

In addition, under federal law, the military is entitled to receive the following student information for recruitment purposes: student directory information as defined above, student address, telephone number, date and place of birth, and major field of study. This information will not be released to the military if the student marks "NO" on question "permission to Release Student Information" on the College Application or if the student marks "NO" on the College's Release of Directory Information form.

All inquiries regarding student records, Directory Information, and policies for records access, release, and challenge should be directed to the Dean via the Admissions and Records Office. 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.

## Student Right-To-Know

Student Right-To-Know refers to the Student Right-To-Know and Campus Security Act of 1990 (P.L. 101-542), which requires colleges and universities participating in Federal financial aid programs to disclose information about completion and transfer rates. The intent is to provide prospective students a statistic of comparable effectiveness that they can use to determine their college of choice. Los Angeles Trade-Technical College in compliance with the Federal Student Right-To-Know and Campus Security Act of 1990 provides access to the following sites:

- Consumer Information: <http://college.lattc.edu/about-lattc/consumer-information/>
- Student-related data: <http://college.lattc.edu/research/accountability/student-right-to-know-act/>
- LATTC and other California community colleges' completion and transfer rates: <http://srk.cccco.edu/index.asp>
- Campus crime statistics: <http://college.lattc.edu/sheriff/crime-reporting-procedures/annual-security-report/>
- Graduation Rates: <http://srk.cccco.edu/index.asp>

## STANDARDS OF CONDUCT

(Board Rule 9803)

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators of the colleges will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the college community, students should be encouraged to develop the capacity for critical judgment and to engage in the sustained and independent search for truth. All persons shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state and nation.

All visitors making use of the facilities or grounds of any college of the District will be asked to sign a statement that they have received the Standards of Conduct and the rules relating to campus visitors adopted by the Board of Trustees. A signature will not be a prerequisite to activities on campus. A record will be kept of all persons who use the facilities or grounds of the college.

Conduct in all of the Los Angeles Community Colleges must conform to District and college rules and regulations. Violations of such rules and regulations may result in disciplinary action depending on the individual's status as student, faculty, staff or visitor. Violations of conduct on campus rules and regulations include but are not limited to the following:

### ***Willful Disobedience***

Willful disobedience to directions of College officials acting in the performance of their duties (Board Rule 9803.10).

### ***Violation of College Rules and Regulations***

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 9803.11).

### ***Dishonesty***

Dishonesty, such as cheating, or knowingly furnishing false information to the colleges (Board Rule 9803.12).

### ***Unauthorized Entry***

Unauthorized entry to or use of the college facilities (Board Rule 9803.13).

### ***College Documents***

Forgery, alteration, or misuse of college documents, records, or identification (Board Rule 9803.14).

### ***Disruption of Classes***

Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities (Board Rule 9803.15).

### ***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 9803.16).

### ***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, or any threat, challenge to fight, fight, or violation of any rules of conduct as set forth in this Article. Any person whose conduct violates this section shall be considered to have interfered with the peaceful conduct of the activities of the college where such acts are committed (Board Rule 9803.17).

### ***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 9803.18).

### ***Alcohol and Drugs***

(Board Rule 9803.19)

Any possession of controlled substance which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances the possession of which are prohibited by the same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District. "Controlled substances," as used in this section, include but are not limited to the following drugs and narcotics:

## 33 District and College Policies

- opiates, opium and opium derivatives
- mescaline
- hallucinogenic substances
- peyote
- marijuana
- stimulants and depressants
- cocaine

### **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 for all persons except sworn peace officers, police officers, Sheriff, and other governmental employees charged with policing responsibilities (Board Rule 9803.20).

### **Discriminatory Behavior**

Behavior while on a college campus or at a college-sponsored function, inconsistent with the District's non-discrimination policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, handicap or veteran status (Board Rule 9803.21).

### **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 9803.22).

### **Conspiring to Perform Illegal Acts**

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

### **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 statement, written statements, telephone threats or physical threats (Board Rule 9803.24).

### **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 9803.25).

### **Theft or Abuse of Computer Resources**

(Board Rule 9803.26)

Theft or abuse of computer resources including but not limited to:

- Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
- Unauthorized transfer of a file.
- Unauthorized use of another individual's identification and password.
- Use of computing facilities to interfere with the work of a student faculty member or college official, or to alter college or district records.
- Use of unlicensed software.
- Copying of software
- Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present

danger, violate a lawful regulation and/or substantially disrupt the orderly operation of a college campus.

- Use of computing facilities to interfere with the regular operation of the college or district computing system.

### **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 9803.27).

### **Academic Dishonesty**

Violations of Academic Integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade (Board Rule 9803.28).

### **Interference with classes**

Every person who, by physical force, willfully obstructs, or attempts to obstruct, any student or teacher seeking to attend or instruct classes at any of the campuses or facilities owned, controlled or administered by the Board of Trustees of the Los Angeles Community College District, is punishable by a fine not exceeding five hundred dollars (\$500) or imprisonment in a county jail not exceeding one year, or both such fine and imprisonment. As used in this section, "physical force" includes, but is not limited to, use of one's person, individually or in concert with other, to impede access to or movement within or otherwise to obstruct the students or teachers of the classes to which the premises are devoted (Board Rule 9804).

### **Interference with performance of duties of employees**

Every person who attempts to cause, or causes, any officer or employee of any of the Los Angeles Community Colleges or any public officer or employee to do or refrain from doing, any act in the performance of his/her duties, by means of a threat to inflict any injury upon any person or property, is guilty of a public offense (Board Rule 9805).

### **Assault or abuse of Instructor**

Every parent, guardian, or other person who assaults or abuses any instructor employed by the District in the presence or hearing of a community college student or in the presence of other community college personnel or students and at a place which is on District premises or public sidewalks, streets, or other public ways adjacent to school premises, or at some other place where the instructor is required to be in connection with assigned college activities is guilty of a misdemeanor (Board Rule 9805.10).

### **Unsafe Conduct**

(Board Rule 9806)

Conduct which poses a threat or harm to the individual and/or to others. This includes, but is not limited to, the following types of conduct:

- a. Unsafe conduct in connection with a Health Services Program (e.g., Nursing, Dental Hygiene, etc.);
- b. Failure to follow safety directions of District and/or College staff;
- c. Willful disregard of safety rules as adopted by the District and/or College; and/or
- d. Negligent behavior which creates an unsafe environment.

### Smoking Policy

Smoking is not permitted in any classroom or other enclosed facility. Smoking is permitted in designated areas only.

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## Student Discipline Procedures

(Education Code Section 66300, Board Rule 91101)

Community college districts are required by law to adopt standards of student conduct along with applicable penalties for violation. The Los Angeles Community College District has complied with this requirement by adopting Board Rule 91101, Standards of Student Conduct (See above).

Student Discipline Procedures provide uniform guidelines 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, 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 Vice President of Student Services Office, Juniper Hall, JH-532 or online at [http://www.lacc.edu/board\\_rules/documents/Ch.IX-ArticleXI.pdf](http://www.lacc.edu/board_rules/documents/Ch.IX-ArticleXI.pdf)

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## BOOKSTORE

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### Bookstore Return/Refund Policy

#### Textbooks

Textbooks must be returned within the first 5 school days of the semester. Textbooks purchased after the 5th school day must be returned within 24 hours.

All textbooks being returned must be accompanied by an **ORIGINAL DATED CASH REGISTER SALES RECEIPT** issued by the Bookstore. **NO EXCEPTIONS!**

Refunds and/or exchanges will not be allowed on textbooks purchased during the last 4 (four) weeks of the semester. No refunds will be allowed after the 1st week of the Summer and Winter Sessions.

Textbooks must be returned in the same condition as when purchased, with final determination of condition made by the Bookstore Staff. New textbooks must be in new condition (no writing or marks of any kind). Textbooks failing to meet the policy will be considered Used and be governed by the Used textbook policy. Catalogs, Class Schedules, Paperbacks, Scantrons, regular supplies, Study Guides, Dictionaries, Clothing, Workbooks, Computer external drives, and specially assembled kits are not refundable.

#### Supplies and Tools

No returns on any supplies or tools.

#### Policy For Personal Checks

A current LATTIC Registration Receipt or ASO card must be presented when making purchases by personal check a valid California Driver's License or California Identification Card. Checks must be imprinted with the student's name and current address, and drawn on a local bank. Checks will be accepted only for the amount of purchase. No third party checks accepted.

### Book Buy-Back Period

Book Buy-Back periods occur during the final exam week of each Fall and Spring semester. Summer and/or Winter Buy-back dates are posted with signs and on the receipt.

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## FINANCIAL AID

### What is Financial Aid?

The purpose of the financial aid program is to provide financial assistance to students who, without such aid, would be unable to attend college. Although it is expected that students and parents will make a maximum effort to meet the cost of education, financial aid is available to fill the gap between family resources and the annual educational expenses. Financial aid is meant to supplement the family's existing income/financial resources and should not be depended upon as the sole means of income to support other non-educational expenses.

Financial aid is available from various sources such as Federal, State, institutional, community organizations and individual donors.

Financial aid can be awarded in the form of grants, loans, work-study, scholarships, or a combination of these.

### Who is eligible for Financial Aid?

To be considered for financial aid, students must 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.
- Demonstrate financial need.
- Be making Satisfactory Academic Progress in an approved course of study leading to a Certificate, AA or AS Degree, or Transfer to a Baccalaureate Degree Program.
- Not be in default on any student loan such as Federal Perkins Loans, Federal Stafford Loans (subsidized and unsubsidized), Federal Direct Loans (subsidized or unsubsidized), Supplemental Loans to Assist Students (SLS), or FPLUS Loans (Parent Loans for undergraduate students) at any college attended.
- Not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG) or Academic Competitiveness Grant (ACG) or SMART Grant.
- Be registered with Selective Service (including California Dream Act applicants), if required to do so.
- Be enrolled as a regular student in an eligible program.
- Have a valid Social Security Number (SSN). (SSN is not required for California Dream Act Applicants)
- Not be convicted of possessing or selling illegal drugs while enrolled and receiving federal financial aid from any college or university.
- Received a high school diploma or its equivalent or passed a high school proficiency examination.

## When to apply for Financial Aid?

The best time to submit the Free Application for Federal Student Aid (FAFSA)/ California Dream Act Application is between October 1st and March 2nd prior to the start of the academic year (Fall semester).

### FOLLOW THE TIMELINE BELOW

October 1 - March 2	FAFSA/CA Dream Act priority application
March 2	Deadline to apply for Cal Grant
May 1	Priority deadline to submit required documents to the Financial Aid Office
September 2	Deadline for community college students to apply for Cal Grant

To be considered for Title IV Financial Aid, LATTTC Financial Aid Office must have on file a valid Institutional Student Information Report (ISIR) by the last day of enrollment for a term/semester or by June 30 of the award year, whichever is earlier. Check the financial aid website at [college.latttc.edu/financialaid](http://college.latttc.edu/financialaid) for deadlines.

## How to apply for Financial Aid?

To apply for Federal and State financial aid programs, complete and submit the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). The FAFSA is an all-inclusive application form that allows students to apply for all programs. AB540 students may apply for state financial aid thru the California Student Aid Commission at: <https://dream.csac.ca.gov/>

## How financial aid is packaged?

Once the student's financial aid eligibility is established, a "package" of aid is provided which may be a combination of grants, work-study, and loan funds.

LATTTC prefers to meet a student's need with a combination of grant(s) and self- help aid whenever possible.

Students will be notified via email, if email was provided on the FAFSA, when Aid Offer Letters are available for review in the Student Information System. In addition, students will be referred to read the Award Guide on the Financial Aid website which explains the responsibilities of the student and provides information on each award.

## Financial Aid Verification Policy

Federal verification requirements apply to the following programs:

- Federal Pell Grant
- Iraq and Afghanistan Service Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- Federal Direct Loan
- Cal Grant B and C
- California Chafee Grant
- Child Development Teacher Grant
- California National Guard Education Assistance Award Program (CNG EAAP)
- Full-Time Student Success Grant (FTSSG)
- Community College Completion Grant (CCCG)

If your application has been selected for verification, you will be required to provide additional documentation with a specific deadline. Failure to meet this deadline will result in the denial of financial aid. For verification deadline dates, visit the Financial Aid Office website.

For the Federal Direct Loan Program, verification must be completed 20 working days prior to the last day of enrollment period to allow for loan processing time.

Students whose applications are selected for verification may be paid on any corrected valid SAR/ISIR that is received within 120 days after the student's last day of enrollment.

If an applicant does not complete verification by the established deadline, all federal financial aid is forfeited for the award year. The Financial Aid Office maintains the right to request additional information which may be required to process your application. Those may include but are not limited to:

- IRS Tax Transcript
- Verification of Untaxed Income
- Verification Worksheet
- Selective Service Certification
- Social Security Verification
- Permanent resident documents, if an eligible non-citizen

## English as a Second Language (ESL)

Students taking only ESL classes must submit a Student Educational Plan to the Financial Aid Office within the first semester.

## Audited Classes

Students cannot receive financial aid, including the BOGFW, for enrollment in audited classes. No exceptions to this policy can be made.

## Enrollment at other LACCD Colleges

Consortium Agreements are in effect for all colleges within the Los Angeles Community College District. If you are attending more than one college within the District in the same academic period, payment will be based on all units taken. You must maintain at least a one (1) approved unit level of enrollment at the Home/Primary campus (the college processing your financial aid) for the entire award period. For financial aid programs that are limited in funding, a six (6) approved unit minimum enrollment is required at the Home campus. Please note that if you are in an extension appeal due to Satisfactory Academic Progress, you must be enrolled in approved units, meaning classes listed in your Student Educational Plan (SEP) you submitted with your appeal to the Financial Aid Office. If you are enrolled in classes not listed in your SEP, the units will not be included in the calculation of approved units. For further information, please contact the Financial Aid Office.

## ITV Classes

Students taking ITV courses must be enrolled in at least one (1) approved unit at the Home campus (the college that is processing their financial aid) in order to receive financial aid, provided eligibility exists. For financial aid programs that are limited in funding, students must be enrolled in a minimum of six (6) approved units at the Home campus; units from other colleges may not be combined for all other programs. Students enrolled in ITV courses receive their transcripts for those courses from Los Angeles Mission College. Students enrolled only in ITV courses and wish to be considered for financial aid must apply at Los Angeles Mission College as the Home campus for financial aid purposes.

ITV classes are included in disbursements for all other classes.

## Summer and Winter Financial Aid

Summer and Winter terms are included in the evaluation of Satisfactory Academic Progress Standards. Summer is considered a separate semester for evaluation purposes. Winter term, as it is combined with fall semester for payment purposes, will be included with fall semester for SAP evaluation purposes.

Please contact the Financial Aid Office for more information and deadlines.

Phone: (213) 763-7082

Email: [tfinaid@lattc.edu](mailto:tfinaid@lattc.edu)

Location: Juniper Hall, First Floor

Website: <http://college.lattc.edu/financialaid/>

## Tax Benefit

Plan ahead – you may be able to take advantage of federal tax benefits for education. Most tax benefits have income limits; to learn more about each program, see IRS Publication 970, Tax Benefits for Education, available at [www.irs.gov](http://www.irs.gov) or by calling 1-800-829-3676. Also, be sure to consult a professional tax advisor.

American Opportunity Credit and Lifetime Learning Tax Credits allow you or your parents to subtract a portion of your college costs from the taxes you owe each year when you file your tax return.

Tuition and fees tax deduction and student loan interest deduction allows you to subtract a portion of your tuition and fees from your taxable income and to deduct up to \$2,500 of the interest you pay on your student loan each year (or on any student loans you take out for your spouse's or child's education).

In addition, funds from your IRA, 529 college savings plan or Coverdell Education Savings Account may be withdrawn without a tax penalty to pay for qualified education expenses. There's also a tax break if you use certain U.S. savings bonds to pay for college. You should consult a tax professional for further details or consult the following website: <http://www.irs.gov/pub/irs-pdf/p970.pdf>

## TYPES OF FINANCIAL AID AVAILABLE

### Federal Financial Aid Grants

#### Federal PELL Grant Program

The Federal PELL Grant Program is a federally funded program that provides assistance to undergraduate students who have not yet earned a baccalaureate or first professional degree and who demonstrate financial need. Awards are based on the student's Expected Family Contribution (EFC) and enrollment status. The EFC is calculated based on the information such as income and assets on the FAFSA.

NEW: Due to the Higher Education Opportunity Act (HEOA), students have a maximum lifetime PELL Grant eligibility of 600% (12 full-time semesters). Students may view their percentage of PELL Grant eligibility by logging into [www.nslds.ed.gov](http://www.nslds.ed.gov) The "Lifetime Eligibility Used" percentage will be displayed in the "Grants" section of the webpage.

Federal Supplemental Educational Opportunity Grant (FSEOG) The FSEOG is a federal grant program designed to supplement other sources of financial aid for students with exceptional need. FSEOG awards are

based on financial need and fund availability. There is a six (6) approved unit minimum enrollment requirement at the college where students are receiving financial aid. Since this is a limited funded program, priority will be awarded to students who are enrolled at least six (6) approved units at LATTC. FSEOG awards range upward from \$100 to \$400 per year, depending on need and packaging policy.

#### Iraq and Afghanistan Service Grant

A student whose parent or guardian was a member of the U.S. Armed Forces and died as a result of service performed in Iraq or Afghanistan after September 11, 2001 may be eligible to receive the Iraq and Afghanistan Service Grant. Student eligibility requirements are:

- Must be ineligible for a Federal PELL Grant due only to having less financial need than is required to receive PELL funds, and
- Be under 24 years old, or
- Enrolled in college at least part-time at the time of the parent's or guardian's death.
- The grant award is equal to the amount of a maximum PELL Grant for the award year – not to exceed the cost of attendance for that award year.

#### State Financial Aid Grants

To qualify for any of the state-funded grants, a student must be a California resident and be attending (or planning to attend) an eligible college in California.

#### California College Promise Grant (CCPG) (formerly known as BOG Fee Waiver Program)

The CCPG is offered by the California Community Colleges. Applicants do not have to be enrolled in a specific number of units or courses to receive the BOGFW. Please note that payment of health fees is no longer part of the grant. All CCPG recipients are required to pay the student health fee.

You are eligible to apply for a CCPG if you are:

- A California resident or meet the AB540 requirements, and
- You are enrolled in at least one unit and
- Meet the income standards

#### Cal Grants

Students must meet the following eligibility requirements for the Cal Grant Programs:

- Be a U.S. citizen or permanent resident
- Have a valid Social Security Number (SSN)
- Be a California resident
- Be attending at least half-time at a qualifying California college
- Have financial need at the college of attendance
- Be making satisfactory academic progress as determined by the college
- Have not already earned a bachelor's or professional degree, or the equivalent.
- Meet the income and asset ceiling as established by CSAC
- Meet Selective Service requirements

Deadline date: First deadline is March 2nd prior to the start of the academic year. A second deadline for community college applicants is September 2nd, but we highly recommend that applicants meet the March 2 deadline when more funding is available.

## 37 District and College Policies

Students must submit a GPA Verification and FAFSA by the applicable deadlines to the California Student Aid Commission. GPA verification for students enrolled within the Los Angeles Community College District will be electronically sent to the Commission by the deadline date for those who meet specific criteria. Contact your Financial Aid Office to see if you meet the criteria to have your GPA electronically sent and for other possible options.

### Types of Grants Available

#### Entitlement Grants

- Cal Grant A – provides grant funds to help pay for tuition/fees at qualifying institutions offering baccalaureate degree programs. If you receive a Cal Grant A but choose to attend a CA Community College first, your award will be held in reserve for up to three years until you transfer to a four-year college.
- Cal Grant B – provides subsistence payments for new recipients in the amount of \$1,648 for a full-time, full year award. Payments are reduced accordingly for three-quarter and half-time enrollment for each payment period. Cal Grant B recipients who transfer to a tuition/fee charging school after completing one or two years at a community college may have their grant increased to include tuition and fees as well as subsistence.
- Cal Grant Transfer Entitlement Award is for eligible CA Community College students who are transferring to a four-year college and are under age 28 as of December 31 of the award year.

#### Competitive Grants

- Cal Grant A and B awards are used for the same purpose as the A and B entitlement awards, except that they are not guaranteed and the number of awards is limited.
- Cal Grant C recipients are selected based on financial need and vocational aptitude. Students must be enrolled in a vocational program at a California Community College, independent college, or vocational college, in a course of study lasting from four months to two years. Cal Grant C awards may not be used to pursue a four-year degree program, graduate study, or general education.

#### California Dream Act

Students who have been determined to be AB540 by the Admissions Office and are recent high school graduates may apply for the Entitlement Cal Grant Program by completing the California Dream Application at <https://dream.csac.ca.gov> & [www.csac.ca.gov/dream\\_act.asp](http://www.csac.ca.gov/dream_act.asp)

#### AB540 students are not eligible for the Competitive Cal Grant

For additional information and resources, contact the California Student Aid Commission at (888) 224-7268 or visit their website at <https://dream.csac.ca.gov/>.

#### Chafee Grant

The California Chafee Grant is a federal grant administered by the California Student Aid Commission and provides assistance to current or former foster youth to use for college courses or vocational school training. Eligible students may receive up to \$5,000 per academic year. To learn more about this program and to apply online, go to [www.chafee.csac.ca.gov/default.aspx](http://www.chafee.csac.ca.gov/default.aspx)

Law Enforcement Personnel Dependents Grant Program (LEPD) This grant program provides need-based educational grants to the dependents and spouses of California peace officers (Highway Patrol, Marshals, Sheriffs, Police Officers), Department of Corrections and California Youth Authority

employees, and permanent/full-time fire-fighters employed by public entities who have been killed in the performance of duty or disabled as a result of an accident or injury caused by external violence or physical force incurred in the performance of duty. Grant awards match the amount of a Cal Grant award and range from \$100 to \$11,259 for up to four years.

For more information and application materials, write directly to: California Student Aid Commission, Specialized Programs, P.O. Box 419029, Rancho Cordova, CA 95741-9029 or call (888) 224-7268, Option #3.

#### Child Development Grant Program

This program is a need-based grant designed to encourage students to enter the field of child care and development in a licensed children's center. Students who plan to enroll at least half-time in course work leading to a Child Development Permit as a teacher, master teacher, site supervisor, or program director, are eligible to apply through the college they plan to attend. For more information, go to [www.csac.ca.gov](http://www.csac.ca.gov) or call (888) 224-7268, Option #3.

#### California National Guard Education Assistance Award Program (CNG EAAP)

This state-funded program designed to provide an educational incentive to improve skills, competencies, and abilities for up to 1,000 services members who remain active in the National Guard, the State Military Reserve, or the Naval Militia. This program authorizes the California Student Aid Commission to make payments to eligible program participants. Participants can receive up to the amount of the Cal Grant A award for attending the University of California or California State University, up to the Cal Grant B award for attending a community college, up to the University Cal Grant A amount for attending a non-public institution, or up to the Cal Grant A award plus \$500 for books and supplies for graduate students. To learn more about the program, visit the California Student Aid Commission website at [www.csac.ca.gov](http://www.csac.ca.gov).

#### Full-Time Student Success Grant (FTSSG)

This program provides additional funding for students who were disbursed a full-time Cal Grant B. The annual award depends on availability of funds.

#### Community College Completion Grant (CCCG)

This program provides additional funding for students who were disbursed the FTSSG and meets additional requirements. The annual award depends on availability of funds. For more information please contact the Financial Aid Office.

### Federal Student Loans (AID THAT YOU HAVE TO PAY BACK)

CAUTION ABOUT STUDENT LOANS: It takes time for a loan application to be processed by the college, lender and/or the government. It may be several weeks after an application has been accepted in the Financial Aid Office before the student receives the loan funds. Student loan funds are delivered to the student after enrollment and satisfactory academic progress requirements have been verified. All loans require a minimum of six (6) approved units. Check with the Financial Aid Office or visit the website at [college.lattc.edu/financialaid](http://college.lattc.edu/financialaid) for deadlines to request for a student loan.

NSLDS Disclosure. Please note that any loan borrowed by the student or parent will be submitted to the National Student Loan Database System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system. LATTC participates in the following loan program(s):

**Federal Direct Loan**

The Federal Direct Loan Program is a low-interest loan program for students and parents to help pay for the cost of higher education.

Loans are made by the federal government. The following are types of Direct Loans:

- Subsidized Loans - students must demonstrate financial need; no interest is charged while in school or attending college at least half-time.
- Unsubsidized Loans - this loan is not based on financial need; interest is charged during all periods.
- PLUS Loan - Unsubsidized loans for parents of dependent students and for graduate/professional students. Interest is charged during all periods. To learn more about the federal student loan program, visit the US Department of Education at [www.studentloans.gov](http://www.studentloans.gov).

**Federal Work-Study (FWS) - Part-time employment**

The FWS program enables students to earn part of their financial aid award through part-time employment either on or off campus. To be eligible, a student must meet the eligibility requirements for federal financial aid and must maintain a good academic standing while employed under the program. Students must be enrolled in a minimum of six (6) approved units to be considered for this program. Since this is a limited funded program, priority will be awarded to students who are enrolled at least six (6) approved units at LATTC.

**Scholarships**

Throughout the year, the college receives announcements on scholarship opportunities. The focus of each scholarship is different; some require good grades, some require financial need, and some are awarded to students who are majoring in certain area of study. The Financial Aid Office has a listing of current scholarship offerings. Interested students are urged to go to the Financial Aid Office for information and assistance.

**Disbursement**

Students who submit their required financial aid documents by the May 1st priority deadline may expect to receive their first financial aid disbursement during the first week of the Fall semester, provided that all established deadlines have been met.

The award amount reflected on the Award Notification is for full-time enrollment. Disbursements will be adjusted if enrollment is less than full-time at the time of disbursement. Supplemental disbursements occur throughout the academic year. Disbursements will be adjusted if enrollment increases or decreases. After the second disbursement run date of the each semester, no further award adjustments can be made. Any outstanding institutional debt will be deducted from the financial aid disbursement. Student must be an active student (enrolled in at least one approved unit) at LATTC to be eligible for financial aid disbursement. Payment for late-starting classes will not be issued until the class begins. Students are encouraged to log-on the Student Information System (SIS) at [www.lacc.edu/student\\_information](http://www.lacc.edu/student_information) to view their refund information. Please note that the disbursement schedules are based on full-time enrollment. The actual refund amount will depend on the enrollment status at the time of the disbursement run. Please note that if you are in an Extension Appeal due to satisfactory academic progress, you must be enrolled in approved units, meaning classes listed in your Student Educational Plan (SEP). If the class you are enrolled in is not listed on your SEP, the units will not be included in the calculation of approved units.

Full-time is considered 12 or more units per semester; three fourths time is considered 9-11.5 units per semester; half-time is considered

6-8.5 units per semester; less than half-time is 1-5.5 units per semester.

Federal PELL Grant is scheduled for payment twice a semester. FSEOG and Cal Grants are scheduled once per semester and require an enrollment of six (6) or more approved units. Federal-Work Study (FWS) is paid through payroll every two weeks. Federal Student Loans are disbursed in two equal payments, once per semester, for students attending two semesters in the academic year. Federal Student Loans require an enrollment of six (6) approved units. For students requesting a loan for one semester only, the loan will be disbursed in two equal payments within the one semester.

**Change of Enrollment**

If your enrollment status changes during the semester please inform the Financial Aid Office. Your financial aid award may be modified to reflect the correct number of units in which you were enrolled at the time of the second disbursement run. The adjustment of enrollment may cause an overpayment of financial aid funds. Repayment of financial aid funds is necessary if the adjustment of enrollment causes an overpayment. You must resolve your overpayment prior to receiving any additional financial aid. Having an overpayment of federal funds will prevent you from receiving federal financial aid from any institution.

**Federal Refund Requirements - Return to Title IV**

The student's eligibility for financial aid is based upon enrollment. The Higher Education Amendment of 1998 governs the Return of Title IV funds policy for a student who completely withdraws from a period of enrollment (i.e. semester). These rules assume that a student "earns" aid based on his/her semester enrollment. "Unearned" aid, other than Federal Work-Study, must be earned. Unearned aid is the amount of federal financial aid received that exceeds the amount the student has earned. Unearned aid may be subject to repayment.

STUDENTS WHO RECEIVE FINANCIAL AID AND TOTALLY WITHDRAW FROM ALL CLASSES MAY HAVE TO REPAY SOME OF THE FEDERAL

**Funds Received prior to withdrawal**

All students receiving federal aid and then withdraw from the institution in the first 60% of the term, are subject to Return Regulations. The Financial Aid Office will calculate the amount of federal funds earned by the student 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 at all colleges. Nonpayment of the unearned amount will be reported to the U.S. Department of Education for collection. The college is also required to report grant overpayments to the National Student Loan Data System.

If you owe a repayment, students will be notified in writing by the Financial Aid Office. The student will have 45 calendar days from the date of notification to repay; otherwise, a hold will be placed on the academic and financial aid records which will prevent the student from receiving college services and will jeopardize future financial aid.

It is advised that you contact the Financial Aid Office before withdrawing from all of your classes so you understand the results of your actions. For the refund policy on enrollment fees and non-resident tuition, please see the College Schedule of Classes or the College Catalog.

## Determining financial need

Most financial aid awards are based on demonstrated financial need which is the difference between the Cost of Attendance (COA) and the Expected Family Contribution (EFC).

COA minus EFC = Financial Need COST OF ATTENDANCE

In order to treat all students equally, standardized budgets (Cost of Attendance) are established and applied to all applicants. This means all students with similar circumstances will receive the same allowance for tuition and fees, books and supplies, room and board, personal expenses and transportation.

The cost of attendance is based on the Student Expenses and Resources Survey (SEARS) data and updated for three years of inflation using the estimated California Consumer Price Index.

The following table shows the estimated 2016-2017 9-month Cost of Attendance budget for a CA resident student living at home with parents and a CA resident student living away from parents:

The financial aid office may also add the following to a student's cost of attendance, if applicable:

- Non-resident tuition cost plus \$46 enrollment fee
- Child Care cost - \$1,000 annually
- Direct Loan Origination/Insurance Fee - determined annually

## Expected Family Contribution

Students and/or their parent(s) are expected to contribute something to the cost of higher education. Parental and/or student contribution (EFC) are determined from the information reported on the FAFSA and take into account the resources available such as income, assets, liabilities, size of family, number in college, taxes paid, etc.

## Child Care Expenses

This is an adjustment to the Cost of Attendance provided to students with unusual and reasonable expenses for dependent/child care up to a maximum of \$1,000. If you are paying for Child Care expenses during the academic year, you must notify the Financial Aid Office in writing to request for an adjustment to your Cost of Attendance.

## Technical/Vocational Expenses

Institutions may make adjustments for students in trade vocational programs that require supplies and equipment above and beyond the normal budgeted allowance for books and supplies. Some of these programs include: Registered Nursing, Physical Therapy, Animal Health Technology, Auto Mechanics, Photography and others where documentation is submitted to support the additional cost.

## Disabled Expenses

As documented and in excess of amounts provided by other agencies.

## Financial Aid Student Rights and Responsibilities

All Los Angeles Community College District students who apply for and receive financial aid have a right to the following:

### Rights

- Information on all financial assistance available, which includes all Federal, State, and institutional financial aid programs.
- Application deadlines for all financial aid programs including deadlines for the submission of requested supporting documentation.
- Specific information regarding enrollment fees, tuition and refunds due from students who withdraw from school prior to the end of the semester.
- An explanation of how financial need is determined. This process includes establishing budgets for the costs of tuition and fees, books and supplies, room and board, transportation, personal and miscellaneous expenses, child care, etc., plus the student's income and assets, parental contribution, other financial aid (such as scholarships) and so on. Financial need is determined by the Central Processor from the information provided on the FAFSA.
- Knowledge of what resources are considered in the calculation of student need.
- Knowledge of how a financial aid package is determined.
- An explanation of various programs awarded in the student's financial aid package. If a student feels he/she has been treated unfairly, a reconsideration of the award may be requested.
- An explanation regarding requests for repayment of funds. This situation occurs when students withdraw prior to the end of the semester. Students must receive a clear explanation of the program funds that do not need to be repaid as well as the portion of the grant aid that the student is required to repay. If the student received a loan, the student is informed about what the interest rate is, the total amount to be repaid, when the repayment is to begin, and the conditions of deferment and cancellation during loan counseling sessions.
- Knowledge of how the Los Angeles Community College District determines whether students are making "satisfactory academic progress" and what happens if they are not.
- Knowledge of what facilities are available for disabled students.

### Responsibilities

Students must take responsibility for:

- Reviewing and considering all information regarding the Los Angeles Community College District's academic programs prior to enrollment.
- Having a valid Social Security Number (SSN) on file in the Admissions & Records Office for the purposes of receiving financial aid, reporting a Cal Grant Grade Point Average, loan deferments, etc.
- Enrolling in an eligible program, which is defined as a Certificate, an Associate Degree (AA/AS), or a two-year academic Transfer Program that is acceptable for full credit toward a Baccalaureate Degree. Students must declare an eligible educational goal and major, and update changes with the Admissions & Records Office.
- Students must provide a valid academic plan goal to the Admissions and Records office prior to having their their financial aid application reviewed.
- Maintaining Satisfactory Academic Progress (SAP) to receive financial aid and meeting with an academic counselor to develop or review an Educational Plan (The SAP Policy is also in the college catalog).
- Promptly returning all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency or agencies to which an application was submitted.
- Completing all required financial aid forms ACCURATELY AND COMPLETELY. If this is not done, aid could be delayed. Errors must be corrected before any financial aid can be received. Intentional

misreporting of information and intentionally committing fraud on application forms for financial aid is a violation of the law and is considered a criminal offense subject to penalties under the U.S. Criminal Code, and the denial of the student's application. Additionally, regulations require that all cases of suspected fraud emanating from misrepresentation, be reported to the Office of Inspector General.

- Reading and understanding all financial aid forms and information. We advise students to retain copies of all documents submitted.
- Choosing a home school to process financial aid. Students MAY NOT receive financial aid from more than one institution at the same time or periods of overlapping terms.
- Notifying the appropriate entity (college, lender, California Student Aid Commission, U.S. Department of Education, etc.) of changes in your name, address, school enrollment status, or transfer to another college.
- Repaying financial aid funds if it is determined that the student was ineligible to receive funds for any reason (i.e. Return to Title IV, overpayments, over-awards).
- Performing the work that is agreed upon in accepting a work-study award.
- Knowing and complying with the deadlines for application or reapplication for financial aid.
- Knowing and complying with the Los Angeles Community College District Title IV Refund Policy.

## SATISFACTORY ACADEMIC PROGRESS POLICY

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
- Iraq and Afghanistan Service Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- Federal Perkins Loan
- Federal Direct Loan
- Cal Grant B and C
- California Chafee Grant
- Child Development Teacher Grant
- Full-Time Student Success Grant (FTSSG)

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.

## 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.

To meet satisfactory academic progress standards student must:

- Maintain a 2.0 or higher cumulative grade point average (GPA).
- Complete a minimum of 67% cumulative units attempted.
- Entries recorded in the student's academic record as Incomplete (I), No Credit (NCR), and/or Withdrawal (W) are considered non-grades and must be 33% or less than the cumulative units attempted.
- Fewer than 150% of attempted units required for student's program of study.
  - ESL and Basic Skills/Remedial classes are excluded from the 150% unit limit when determining units attempted. Students may receive federal aid for up to 30 units of remedial coursework.
  - 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.

## 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. The District Student Information System will collect, maintain, and utilize the number of outside units entered into the system for calculating student eligibility.
- Transfer coursework from institutions outside of the LACCD will be used and evaluated for SAP standing. College Admissions & Records Offices (A&R) will record incoming units as indicated on transcripts.
- Repeated Coursework
- Repeated coursework within the LACCD will be counted towards attempted units.
- For repeated coursework for which the student has petitioned the College to utilize the most recent grade received, only the most recent grade will be used for cumulative GPA calculation for SAP status determination.

## Academic Renewal

All classes and all units that have been exempted from academic consideration (i.e. consideration for academic standing, college GPA calculation) due to Academic Renewal are still considered and counted towards all SAP standards for financial aid eligibility, unless otherwise affected by the Repeated Coursework rule above.

## Application of Standards

- Satisfactory Academic Progress for financial aid students will be determined at the end of each payment period/semester (summer, fall/winter, or spring semester).
- Students who are initially in good standing but now have a cumulative GPA of less than 2.0 and/or their cumulative non-grades are greater than 33% will receive Warning Letters but remain eligible for the following term of enrollment in the LACCD.

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- Students who are disqualified from financial aid will be notified by email or mail and receive information regarding the petition process.
- Students disqualified at any college in the LACCD are disqualified at all colleges within the LACCD.

### Disqualification

Students will be disqualified if they have one or more of the following deficiencies:

- Cumulative GPA is less than 2.0 following a semester for which the student received a Warning Letter.
- Cumulative non-grades are greater than 33% following a semester for which the student received a Warning Letter.
- Total units attempted (excluding ESL and Basic Skills/Remedial classes) are equal to or greater than 150% of required units.
- An Associate or higher degree has been earned outside the LACCD. Degree information received and posted to the District Student Information System during a semester will be evaluated for the following semester for potential disqualification.

### Warning Letter

Students will receive a Warning Letter (by mail or email) if they were initially in good standing (based on SAP standards) but at the end of their most current semester they show one of the following academic deficiencies:

- Cumulative GPA is less than 2.0.
- Cumulative non-grades are greater than 33%.

### Maximum Time Length

Students who are attending for the purpose of obtaining an Associate of Arts Degree (AA), an Associate of Science Degree (AS), a Certificate, 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 in the LACCD 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.

Units Required for the Certificate Program	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.

## Petition Process to Appeal for Financial Aid Disqualification

If the student is disqualified due to not meeting progress, the student may submit a petition for reinstatement or extension of financial aid.

To submit a Petition for reinstatement or extension of financial aid, you must attend the Satisfactory Academic Progress (SAP) workshop.

There are two (2) levels in the petition process at the college for each type of petition (reinstatement or extension).

1. The first-level petition must be reviewed by a committee. The result of the petition will generally be provided to the student in writing to the student's LACCD email within 45 working days. During peak periods, which are July through September and January through February, the review process may take up to six (6) weeks due to the number of petitions received. If the first-level petition is denied, the student may submit a second-level petition. The second-level petition form is available in the Financial Aid Office.

2. The second-level petition is reviewed by the Financial Aid Administrator or designee. Students will be notified in writing to the student's LACCD email of the result of the petition within 30 working days.

An Administrative District Review may be initiated by the student who reasonably believes that the college, state, and/or federal guidelines were applied incorrectly, and therefore, adversely affected the student's financial aid status, rights and privileges.

A request for Administrative Review can only be submitted until after denial from the first-level and second-level petitions.

An Administrative Review is conducted by a district-appointed administrator. Administrative Reviews must be submitted before the end of the specified semester for which the student is requesting reinstatement or extension of financial aid eligibility.

## FRAUD

A student who attempts to obtain financial aid by fraudulent means 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, to the Federal Government and the Office of Inspector General.

Restitution of any financial aid received in such manner will be required.

## Other Information You Should Know

Federal School Code: 001227

### State Tax Offset

Students should be aware that state income tax refunds might be offset by the institution for repayment of financial aid funds if it is determined the students were ineligible to receive funds, have defaulted on a student loan, or owe other debts to the school.

### Special Circumstances

In certain cases, a family's financial situation can change because of:

- Death in the family
- Separation or divorce

- Loss of employment
- Loss of non-taxable income or benefits

In such cases, the student should contact the Financial Aid Office.

**Financial Aid Related Websites**

- LATTTC Financial Aid website – [www.latttc.edu/financialaid](http://www.latttc.edu/financialaid)
- FAFSA on the Web – [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Information about the Cal Grant Program – [www.calgrants.org](http://www.calgrants.org)
- California Student Aid Commission – [www.csac.ca.gov](http://www.csac.ca.gov)
- National Student Loan Database System – [www.nsls.ed.gov](http://www.nsls.ed.gov)
- California Dream Act - Student Aid Commission - [http://www.csac.ca.gov/dream\\_act.asp](http://www.csac.ca.gov/dream_act.asp)

**Financial Aid Related-Telephone Numbers**

- LATTTC Financial Aid Office (213) 763-7082
- LATTTC Veterans Office (213) 763-5572
- California Student Aid Commission (888) 224-7268
- Central Loan Administration Unit (Perkins Loan) (800) 822-5222
- Department of Veterans Affairs (VA Benefits) (888) 442-4551
- Federal Student Aid Information Center (800) 433-3243

**ONLINE EDUCATION**

Website: <https://ilearn.laccd.edu>

Online courses at LA Trade-Tech College provide the opportunity for students to take classes in a setting other than the traditional face-to-face classroom. LATTTC offers courses to meet your individual needs and preferences. All course materials and class activities can be accessed online 24/7 to meet your needs while you are at home, your office or on a trip. With the use of innovative course delivery software, our professors deliver quality instruction at a distance.

**How to register for online classes:**

If you are an existing LATTTC student, just enroll in the online class as you would any other class, or if you are a new LATTTC student, enroll in the college first. Please go to <http://www.lacolleges.net/admissions/> to enroll online. Once you are enrolled in the college, you can proceed to register for your online class. You should print the confirmation of online enrollment page at the end of the process. The online application takes two days to process.

**Are there any special meetings, either on campus or online? Do I have to log in at a specific time?**

Each teacher has the right to request either on-campus or online meetings if they feel it is best to do so. Some of the reasons they may choose to require these meetings is to ensure the student is who s/he claims to be and is the person actually doing the work. This is a federal mandate. Or, teachers may require an on-campus meeting to provide materials or an orientation to help students get off to a great start. Some required orientations are done online.

Most online classes are done asynchronously. This means a student logs in at regular intervals of his/her choosing during the week. Some classes do schedule conferences or webinars where students gather online at the same time. Some instructors have online office hours at set times for students to log on and get help. Students should log into their class every couple of days and more often for short term classes.

**What is considered attendance in online classes?**

Online classes consider the weekly submission of assigned work as attendance. Simply logging into the system is not considered attendance in online or hybrid classes.

**Classes have already started - How do I get into an online class?**

Send the instructor an email request to add the class. Full directions found: <https://ilearn.laccd.edu/courses/1967/pages/getting-set-up-with-canvas>.

**How do I contact my instructor?**

You can use the college directory to send an email. If you don't find your instructor listed, you can call 213-763-3988 or 213-763-3733 or send email to [online@student.latttc.edu](mailto:online@student.latttc.edu) with your questions.

**PARKING**

You are responsible for knowing LATTTC parking rules and regulations. This information is intended to provide students with basic guidelines on parking at the college. Student Parking Guidelines may be obtained from the LATTTC Sheriff's Station, Cypress Hall D-150, the Business Office, Juniper Hall ST-Lobby, and the Administrative Services Office, Juniper Hall ST-305.

- Student parking regulations are enforced starting the first day of classes each semester through final examinations. A student parking decal is valid for the current academic term only and must be displayed at all times a vehicle is parked on college property. Saturday and Sunday parking rules and regulations are enforced in the same manner as weekdays.
- Parking decals are made of removable mylar and should be affixed to the inside rear window, (lower right side, facing outward). Vehicles with tinted rear windows may display the decal in the lower right or lower left front window. Any vehicle displaying a decal which is expired, altered, reported lost or stolen, or not completely visible is subject to a citation.
- A valid college parking decal and a DMV placard must be displayed on any vehicle parked in a designated disabled stall.
- Regulations governing disabled parking, red curbs, no-parking zones, fire lanes, special permit areas, and areas that have parking time limitations are enforced 24 hours a day, including weekends and holidays. Failure to display a parking decal or parking in an area not authorized for student parking, including designated staff lots and levels and reserved spaces will result in the issuance of a citation. Illegally parked vehicles may be towed away at owner's expense.
- All traffic laws must be obeyed. Vehicles must be parked in stalls within the designated lines. The college speed limit is 7 miles per hour.
- The purchase of a student parking decal does not guarantee a parking space; it is only a permit to park one vehicle in the designated areas specified below (See Campus Map):

Preferred Student Parking (\$27.00 for Fall & Spring Semesters and includes \$7.00 ASO Membership) as available:

- Olive Street Parking Structure- Entrance: Olive St., between Washington Bl. and 21st St.
- Flower St. Lot (Oak Hall) -Entrance: Southbound Flower St., between 22 St. and 23rd St.
- East Parking/24th Street Parking Structure, 2nd through 5th Fl. -Entrance: 23rd or 24th St., between Grand Ave. and Olive St.

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General Student Parking (\$20.00 for Fall & Spring Semesters):

- 24th St. Parking Structure, 6th Fl. (top level) -Entrance: 23rd or 24th St., between Grand Ave. and Olive St.

Preferred Student Parking (\$10.00 for Winter & Summer Sessions):

- Valid in all Preferred and General Student Parking Lots.

**PLEASE NOTE:** After 3:00 p.m. a student with any parking permit (preferred or general) is allowed to park in any designated student parking area (whether preferred or general).

- LATTTC assumes no responsibility or liability for your car or its contents while parked in the lots. Also walking/wheelchair escort service only, is provided upon availability for students with physical or other limitations. Note: This is not a shuttle service. Call the College Sheriff's Station at (213) 763-3600 and an officer will be dispatched to your location.
- Inquiries regarding the college's parking program, parking rules and regulations, parking decal use and enforcement should be directed to the following offices during normal business hours: Business Office, (213) 763-7225, and the Administrative Services Office, (213) 763-7040. However, LATTTC Sheriff's Station personnel are on duty 24 hours a day, 7 days a week to assist with parking decal use and enforcement issues. Please call (213) 763-3600.
- Decal Sales, Refunds, and Exchanges: Please contact the Business Office, Juniper Hall ST-Lobby, (213) 763-7225.
- Parking Citation Appeals: Individuals who believe a citation was issued to them in error must appeal it immediately by completing an Administrative Review form (available in the Sheriff's Station, Cypress Hall D-150) or the LATTTC Sheriff's website under Parking Information). Appeals must be mailed to: Los Angeles Trade Technical College, c/o Parking Citation Service Center, P.O. Box 11923, Santa Ana, CA 92711. You may contact the LATTTC Sheriff's Station for results within approximately three weeks. Failure to immediately pay or appeal a citation may result in substantial penalties and a Department of Motor Vehicle (DMV) hold on your vehicle registration.

Note: This information is subject to change without notice.

### Enforcement of Traffic and Parking Regulations

All persons driving a motor vehicle on campus are required to comply with the traffic laws of the State of California and the rules and regulations pursuant to Section 21113A of the California Vehicle Code. Violations of the regulations set forth above will result in a citation being issued. The College reserves the right to remove vehicles from parking lots as follows: abandoned vehicles; vehicles parked in such a manner as to constitute a serious hazard; vehicles which impede the operation of emergency equipment; vehicles which park illegally on a recurring basis. The registered owner is responsible for any removal costs which may occur.

### Liability

Los Angeles Trade-Technical College, the Board of Trustees, and the Los Angeles Community College District shall not be responsible for damage to any motor vehicle, theft of its contents, or injury to persons operating a vehicle parked on or off the campus unless liable under Government Codes including, but not limited to Government Code 810 to 9666.6 inclusive (Reference: LACCD Board Rules 7401 and 7402) Direct inquiries to the College Sheriff's Station, CY-150, (213) 763-3600.

### Citations and Bail

Citations will be issued to all vehicles on college property in violation of parking

rules and regulations and must be paid within 21 days of the date issued. Parking Citation Appeals: Individuals who believe a parking citation was issued to them in error must appeal it immediately by completing an Administrative Review form (available at the College Sheriff's Station, CY- 150, or the LATTTC Sheriff's Station website under Parking Information). Appeals must be mailed to: Los Angeles Trade-Technical College, c/o Parking Citation Service Center, P.O. Box 11923, Santa Ana, CA 92711. Failure to immediately pay or appeal a citation may result in substantial penalties and a Department of Motor Vehicle (DMV) hold on vehicle registration. Please call or contact the Sheriff's Station in person to obtain the results of your appeal.

### Transportation

The college is located near the intersection of the Harbor and Santa Monica freeways, and is directly across the street from the Metro Blue Line's Grand Avenue/LATTTC and Metro Expo Line's 23rd Street/LATTTC stations. In addition to the light rail system, there are more than 40 bus lines stopping at or within two blocks of the College. For more information, please consult the College website at [www.LATTTC.edu](http://www.LATTTC.edu).

## VETERANS

### Credit for Prior Military Service Training

Veterans and other eligible persons who are receiving benefits must provide the College with documentation of all previous educational and training experience, including Military Service Training Schools and/or Military Occupational Specialties. This experience will be evaluated and appropriate credit granted.

### Attendance and Withdrawal

Students are required to attend all meetings of every class in which they are registered. The last day of a student's attendance in class must be reported to the Veterans Administration (VA) to avoid overpayments. It is the responsibility of the student to immediately inform the Office of Veterans Affairs of any reduction in unit load. It is the responsibility of the instructor to notify the Admissions Office of the last day of attendance of students. The Veterans Administration will then be notified in a timely manner of the students who withdraw from class.

### Program Planning for Veterans

To be eligible for VA Education Benefits the student must select a major and choose courses from those listed under the major in the catalog. All students will need an Educational Plan and seek counseling from Counseling Services. The Veterans Administration will not pay benefits for courses that do not fit in a student's selected major. If a student has prior training and education from another institution, it is the student's responsibility to have the transcripts forwarded to the Admissions Office.

### Academic Requirements

All students are subject to the academic standards for probation and dismissal as listed in this catalog. If a Veteran or other eligible person fails to obtain a cumulative grade point average of 2.0 or better after 3 consecutive semesters, the student's educational benefits will be discontinued.

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## 60 Unit Rule and Unit Workload

Once the student has received units sufficient to equal or exceed the normal program printed in the catalog, the Office of Veteran's Affairs must certify the additional units needed for the student to complete the Associate degree in any major. The student is eligible for further training at the college only by taking courses which are required for upper division status at a transfer institution, or by changing the objective. These courses must be approved by the Veterans Administration. The 60 Unit Rule requires that an eligible student see a counselor before any more courses can be certified by the Office of Veteran's Affairs for payment of benefits.

The Veterans Administration uses the following definition for eligibility:

- Full-time benefits: 12 or more units
- 3/4-time benefits: 9 through 11 units
- 1/2-time benefits: 6 through 8 units