

LOS ANGELES COMMUNITY COLLEGES  
**ADMINISTRATIVE REGULATION C-12**  
TOPIC: **Chancellor Review of Board Rules, Administrative  
Regulations and procedural guides**

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**1. Process**

1. The Chancellor's Designee will be responsible for conducting the triennial policy review.
  
2. The specified designee will conduct a review for appropriate changes, including policy considerations, titles, operational changes, and legal and regulatory changes. Corresponding or related administrative regulations should also be included in the review. Confirmation of Review will be verified on the form below.
  
3. The specified designee will consult proposed changes with appropriate management groups and appropriate shared governance groups as provided in Chancellor's Directive C-70 and other defined consultation processes, then present the proposed changes to the applicable committee of the Board of Trustees.
  
4. Once the proposed changes have been adopted or rejected by the appropriate authority (i.e., the Board of Trustees for proposed revisions to Board Rules, or the Chancellor for proposed revisions to Administrative Regulations), the next scheduled review period for that rule or regulation shall be calendared three years from the current year.
  
5. If the specified designee recommends that no changes be made to a particular rule or regulation, the rule will be noticed at the next scheduled Board meeting for subsequent affirmation. The next scheduled review period for that rule or regulation shall be calendared three years from the current year.

6. If the review process for a particular rule or regulation is not completed within its scheduled year, the process shall be rolled over to the subsequent year(s) until the process is completed.
  
7. The General Counsel will be responsible for reviewing this regulation annually to confirm the correct titles and designees. The General Counsel will provide a schedule of review to the Chancellor's Designees.

*Original Issue Date: February 27, 2007*

*Initiated by: Office of General Counsel*

*Dates of Changes: September 10, 2012, November 30, 2012, December 9, 2014, May 11, 2016*

*References: Board Rule 2418.12.*

The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities.

**CONFIRMATION OF PERIODIC REVIEW**

Complete 1, 2, 3 and 4 and return to the Office of General Counsel.

**#1 – Responsible Administrator**

Name \_\_\_\_\_

Title \_\_\_\_\_

**#2 – Subject matter**

Board Rules Reviewed:

Administrative Regulations Reviewed:

**#3 - Outcome**

- No changes are recommended at this time; the Board rule will be presented to the Board of Trustees for affirmation.
- Changes are recommended and
  - o Expected to be submitted to the Chancellor for authorization by (date)\_\_\_\_\_
  - o Expected to be noticed for Board consideration by (date) \_\_\_\_\_

Comments:

**#4 - Signature**

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SIGNED

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