STUDENT CONDUCT

RULES, REGULATIONS & POLICIES

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

All persons shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state and nation. All persons shall respect and obey the rules, regulations and policies of the Los Angeles Community College District.

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

Article VIII - Conduct on Campus

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

Board Rule 9803.11 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 9803.12 Dishonesty
Dishonesty, such as cheating, or knowingly furnishing false information to the College.

Board Rule 9803.13 Unauthorized Entry
Unauthorized entry to or use of the College facilities.

Board Rule 9803.14 College Documents
Forgery, alteration, or misuse of College documents, records or identification.

Board Rule 9803.15 Disruption of Classes
Obstruction or disruption of classes, administration, disciplinary procedures, or authorized College activities.
Board Rule 9803.16 Theft of or Damage to Property
Theft of or damage to property belonging to the College, a member of the College Community, or a campus visitor.
Board Rule 9803.17 Interference with Peace of College
The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise or any threat, challenge to 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 9803.18 Assault or Battery
Assault or battery, abuse, or any threat of force or violence directed toward any member of the College Community or campus visitor engaged in authorized activities.

Board Rule 9803.19 Alcohol and Drugs
Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code Section 4230; any 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:

A. opiates, opium and opium derivatives

B. mescaline

C. hallucinogenic substances

D. peyote

E. marijuana

F. stimulants and depressants

G. cocaine

Board Rule 9803.20 Lethal Weapons
Possession, while on a college campus or at a college sponsored function, of any object that might be used as a lethal weapon is forbidden all persons except sworn peace officers, police officers, and other governmental employees charged with policing responsibilities.

Board Rule 9803.21 Discriminatory Behavior
Behavior while on a college campus or at a college-sponsored function, inconsistent with the District's 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 veterans status.

Board Rule 9803.22 Unlawful Assembly
Any assemblage of two or more persons to 1) do an unlawful act, or 2) do a lawful act in a violent, boisterous or tumultuous manner.

Board Rule 9803.23 Conspiring to Perform Illegal Acts
Any agreement between two or more persons to perform illegal acts.

Board Rule 9803.24 Threatening Behavior
A direct or implied expression of intent to inflict physical or mental/emotional harm and/or actions, such as stalking, which a reasonable person would perceive as a threat to personal safety or property. Threats may include verbal statement, written statements, telephone threats or physical threats.

Board Rule 9803.25 Disorderly Conduct
Conduct that may be considered disorderly includes: lewd or indecent attire or behavior that disrupts classes or college activities; breach of the peace of the college; aiding or inciting another person to breach the peace of college premises or functions.

Board Rule 9803.26 Theft or Abuse of Computer Resources

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

A. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.

B. Unauthorized transfer of a file.

C. Unauthorized use of another individual's identification and password.

D. Use of computing facilities to interfere with the work of a student, faculty member or College official, or to alter College or District records.

E. Use of unlicensed software.

F. Unauthorized copying of software.

G. Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and/or substantially disrupt the orderly operation of a college campus.

H. Use of computing facilities to interfere with the regular operation of the College or District computing system.

Board Rule 9803.27 Performance of an Illegal Act
Conduct while present on a college campus or at a location operated and/or controlled by the District or at a District-sponsored event, which is prohibited by local, State, or federal law.

Student Discipline Procedures

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

The District has adopted Board Rule 91101, Student Discipline Procedures, to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of Conduct. All proceedings held in accordance with these procedures shall relate specifically to an alleged violation of the established Standards of Conduct. These provisions do not apply to grievance procedures, student organization councils and courts, or residence determination and other academic and legal requirements for admission and retention. Disciplinary measures may be taken by the College independently of any charges filed through civil or criminal authorities, or both.

Article IX - Freedom Of Speech

Board Rule 9901
COLLEGES AS NON-PUBLIC FORUMS. The colleges of the Los Angeles Community College District are non-public forums, except for those portions of each college designated as Free Speech Areas are hereby designated as limited public forums, which designation may be removed and reverted to non-public forum designation by the Board of Trustees.
Board Rule 9902

FREE SPEECH AREAS. 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.

Board Rule 9902.10
RESPONSIBILITIES OF PERSONS USING FREE SPEECH AREAS. All persons using the Free Speech Area of a college are expected to monitor the content of their speech such that the expression (1) is not obscene, libelous or slanderous according to current legal standards, (2) does not create a clear and present danger of the commission of unlawful acts on community college premises, (3) is not violative of lawful community college regulations, or (4) does not substantially disrupt the orderly operation of the college. Any person who is found to have expressed speech in violation of this section may be subject to the sanctions applicable respectively to students, staff, faculty or visitors.

Board Rule 9902.11
DISTRIBUTION OF MATERIALS. Persons using a Free Speech Area shall be allowed to distribute petitions, circulars, leaflets, newspapers, miscellaneous printed matter and other materials, subject to the following restrictions:

A. Such distribution shall take place only within the geographical limits of the Free Speech Area;

B. Any material being distributed which is discarded or dropped in or around the Free Speech Area other than in an appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the Free Speech Area that day;

C. Persons distributing material shall not impede the progress of passersby, nor shall they force or coerce passersby into taking the proffered material.

Board Rule 9902.12
FORMS OF SPEECH. Persons using a Free Speech Area shall be entitled to exercise their speech privileges in any manner which does not violate the rules of conduct set forth in Article VIII or in this Article, including but not limited to the use of printed materials and the wearing of buttons, badges or other insignia, except that:

A. No means of amplification may be used, electronic or otherwise, which creates any noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or classes taking place at the time;

B. No person using the Free Speech Area shall physically touch, strike or impede the progress of passersby, except for incidental or accidental contact, or initiation of such contact by a passerby;

C. No person using the Free Speech Area shall solicit donations of money, through direct requests for funds, sales of tickets or otherwise, except where he/she is using the Free Speech Area on behalf of and collecting funds for an organization which is registered with the secretary of state as a nonprofit corporation, or is an approved Associated Students Organization or Club.

TIME ALLOTMENTS FOR SPEECH. The president of each college or his/her representative may set reasonable time restrictions on the use of Free Speech Areas, in order to ensure that all persons are given equal access to the use of the Free Speech Area. The times at which the Free Speech Area may be used shall be subject to reasonable campus regulations.

Board Rule 9903
STUDENT EXERCISE OF FREE SPEECH IN AREAS OUTSIDE OF DESIGNATED FREE SPEECH AREA. The president of each college may designate areas outside of the Free Speech Areas where students, faculty and staff may exercise freedom of expression subject only to reasonable time, place and manner restrictions.

Board Rule 9903.10
BULLETIN BOARDS. Students shall be provided with bulletin boards for use in posting student materials at campus locations convenient for student use. The location and number of such bulletin boards shall be determined by the college president or his/her representative.

Each college may have bulletin boards. The use of the bulletin boards shall be open to use only by students or recognized student organizations and shall be based on a first-come, first-served basis.

Posting of materials on bulletin boards shall be subject to the limitations concerning the manner of exercising students' rights of free expression in Free Speech Areas pursuant to Section 9902.10.

All materials displayed shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the college president's designee.

The president of each college shall prescribe reasonable lengths of time during which such printed material may be posted on the bulletin boards with the object of assuring fair access to the bulletin boards for all students.

Board Rule 9903.11
POSTING AREAS. The president of each college, or his/her representative, may designate areas other than the bulletin boards for display of materials.

STUDENT USE OF AREAS NOT DESIGNATED FOR FREE SPEECH ACTIVITIES. Student use of classrooms, rooms, buildings, facilities and grounds not designated as Free Speech Areas or otherwise designated for student free speech exercises in accordance with this Article shall be governed by the rules and regulations established pursuant to Article X, relating to student activities and events.

Board Rule 9905
VISITOR USE OF AREAS NOT DESIGNATED FOR FREE SPEECH ACTIVITIES. Visitor use of any areas, classrooms, rooms, buildings, facilities and grounds not designated as Free Speech Areas is subject to the Civic Center Permit rules set forth in Chapter VII, Article 2 of these Board Rules.

Article X - Events And Activities of Students And Student Groups

Board Rule 91002
PRESIDENT'S AUTHORITY TO CREATE ADDITIONAL RULES. The president of each college may adopt and approve rules not set forth in these rules for the purpose of governing the use of the college's facilities. The president shall not approve any rules which are inconsistent with this Article.

Board Rule 91004.12
NON-CENSORSHIP OF LECTURERS AND SPEAKERS. Those routine procedures required by an institution before a guest speaker is invited to appear on campus shall be designed only to insure that there is an orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities shall not be used as a device of censorship. It shall be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

Drug-free Campuses

West Los Angeles College adheres to, supports, and is in full compliance with requirements that maintain our college as a drug-free institution of higher education.

Legal Sanctions - Federal laws regarding alcohol and illicit drugs allow for fines and/or imprisonment. Other legal problems include the loss of driver's license and limitations of career choices.

Health Risks - Health risks associated with the abuse of controlled substances include malnutrition, damage to various organs, hangovers, blackouts, general fatigue, impaired learning, dependency, disability, and death. Both drugs and alcohol may be damaging to the development of an unborn fetus.

Other Risks - Personal problems include diminished self-esteem, depression, alienation from reality, and suicide. Social problems include loss of friends, academic standing, and co- and extra-curricular opportunities, alienation from and abuse of family members, and chronic conflict with authority. Economic problems include loss of job, financial aid eligibility, homes, savings, and other assets.

Counseling, Treatment and Rehabilitation

Students should contact the campus Counseling Office for assistance and referrals. Employees should contact the Los Angeles Community College District Employee Assistance Program.

Recording Devices

State law in California prohibits the use of any electronic listening or recording device in a classroom without prior consent of the instructor and college administration. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Vice President of Academic Affairs for approval.

Smoking Policy

Smoking is not permitted in any classroom or other enclosed facility which any student is required to occupy or which is customarily occupied by non-smoking students.

STUDENT DISCIPLINE PROCEDURES

Violation of the above Board Rules shall result in student discipline imposed in accordance with the Student Discipline Procedures as stated in Board Rule 91101.

Discipline includes warning, reprimand, disciplinary probation, suspension or termination of financial aid, suspension, withdrawal of consent to remain on campus, expulsion subject to reconsideration, and permanent expulsion.

Furthermore, institutional policies and practices may impose disciplinary sanctions on students and employees consistent with local, State, and federal law, up to and including expulsion, termination of employment, and referral for prosecution for violations of the standard of conduct. The Los Angeles Community College District is committed to drug- and alcohol-free campuses, and we ask you to share in this commitment and dedication.

STUDENT GRIEVANCE PROCEDURE

The purpose of the student grievance procedure is to provide a prompt and equitable means of resolving student grievances. The procedure 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. Education Code Section 76224(a) governs grievances relating to course grades.

STUDENTS RIGHT TO KNOW

In compliance with the Students-Right-to-Know and Campus Security Act of 1990 (Public Law 101 -542), it is the policy of the Los Angeles Community College District and West Los Angeles College to make available its completion and transfer rates to all current and prospective students. Beginning in fall 1996, a cohort of all certificates, degree-, and transfer-seeking first-time, full-time students were tracked over a three year period. These rates do not represent the success rates of the entire student population at West Los Angeles College, nor do they account for student outcomes occurring after this three-year period. The completion rate numbers for West Los Angeles College can be found at: ***http://srtk.cccco.edu/index.asp.***

Section 76224(a) provides:
"When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final."

Before filing a grievance, each student with a complaint should first try to resolve the problem informally by contacting and discussing the matter with the person involved. If that effort fails and the complaint involves a faculty member, the student should contact the appropriate department chairperson next and then contact the appropriate Dean of Academic Affairs if the matter is not resolved.

If the complaint involves a staff member and is not resolved after discussing the matter with the staff member, the student should contact the person's immediate supervisor or manager.

STUDENT RESPONSIBILITY

The college believes that education requires the concentrated effort of both the instructor and the student. Consequently, the student is held responsible for providing the time and personal effort and motivation necessary to meet the requirements of all his or her courses. This would include regular and prompt attendance, adequate study time, and careful adherence to the specific course work requested by the instructor.

ENROLLMENT AND ATTENDANCE DISTRICT POLICIES

Open Enrollment

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

Units of Work/Study Load

Study List Limitations

Maximum and minimum unit requirements may apply, as follows:

Unit Maximum: The maximum study load is 18 units during a regular semester and 7 units during a Summer or Winter Intersession. The normal class load for students in the Fall or Spring Semester is from 12 to 18 units a semester for full-time students. A college program of 15 units is equal to at least a 50-hour work week for most students. Students who desire to take 19 or more units must obtain approval from a counselor.

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

Unit Minimum: A student must be enrolled in at least one course per term.

Attendance Statement

Only students who have been admitted to the college and are in approved active status may attend classes.

Students should attend every meeting of all classes for which they register. To avoid being dropped from class, students should contact the instructor when they are absent for emergency reasons.

Students who are pre-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. Whenever students are absent more hours than the number of hours the class meets per week, the instructor may drop them from class. In addition, the instructor will consider whether there are mitigating circumstances which may justify the absences.

If the instructor determines that such circumstances do not exist, the instructor may exclude a student from the class. Students are encouraged to advise their instructors of anticipated absences.

Note: *Students are responsible for officially dropping a class that they stop attending. See "Adding/Dropping/ Section Transfer of Classes" below.*

Auditing

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

1. Single audit classes require a fee of $15 per unit. There is no withdrawal from an audit or refund of the audit fee.

2. Students who are enrolled in ten units of credit or more may audit up to three units without charge. There is no withdrawal from an audit or refund of the audit fee.

3. Students auditing a course shall not be permitted to change their enrollment in that course to receive credit for the course.

4. Priority in class enrollment shall be given to students desiring to take the course for credit.

5. Permission to enroll in a class on an audit basis is at the instructor's discretion.

6. Participation in class activities by student auditors will be solely at the discretion of the instructor, who may provide a written statement of the extent of participation allowed beyond observation. (*Board Rule 6706.00*)

7. Financial Aid may not waive any fees for audited courses.

Concurrent Enrollment

A student may simultaneously enroll at both West Los Angeles College (West) and a high school or another college.

The following, however, are not permitted:

- Concurrent enrollment in more than one section of the same course during a semester, with the exception of certain Physical Education classes on a limited basis.

- Enrolling in classes scheduled or conducted during overlapping times.

Violation of this regulation will result in exclusion from class and denial of course credit in both courses/ sections. (In addition to exclusion from both classes and denial of credit, violators will be subject to disciplinary action. See the "Student Conduct" section in this catalog.)

A limited number of eligible elementary and secondary school students (grades K-12) may be admitted as special part-time students. These students will be admitted for the purpose of enrolling in advanced scholastic or vocational work at the college, under the provisions of Education Code sections 48800, 48800.5 and 76001. Students admitted under the provisions of this regulation are expected to follow the regulations and procedures established for all college students.

Special part-time students:

- Will submit the "Supplemental Application for Admission for Students in Grades K-12" and additional documents requested by Admissions & Records prior to enrollment.

- Will not exceed 11 units per semester across the Los Angeles Community College District. Exceeding the enrollment limit forfeits special part-time status and will result in tuition fees for all units taken.

The Los Angeles Community College District and its colleges are not responsible for the supervision of minor students outside of the classroom setting. Special part-time admits will not be afforded any special consideration or supervision as a result of their special admission status.

Parents are responsible for ensuring that their children are appropriately supervised before class begins, after class finishes, and if or when a class is cancelled and/or dismissed early.

Parents or guardians will not have access to a student's records (including grades and transcripts) without the student's written consent, the student's minor status notwithstanding.

FINAL EXAMINATIONS

The college assumes that a student registers in good faith for a full semester's work inclusive of all course requirements. The College Calendar clearly indicates the beginning and the end of each semester, and the instructional program is predicated upon this time plan.

All students, as a part of their course work, are required to take final examinations in all subjects in accordance with an examination schedule made available each semester by the Office of Academic Affairs. No student will be excused from final examinations.

No special final examinations are given at times other than scheduled except through the Office of the Vice President of Academic Affairs, and no such examination will be offered before the scheduled examinations.

ADDING/DROPPING/SECTION TRANSFER OF CLASSES

Adding Classes

Only students who have been admitted to the college and are in approved active status may add or attend classes. Students who want to add a course after the end of the first week of class must obtain an add permit from the instructor.

Dropping Classes

Students wanting to drop one or more classes must do so through the Student Information System (SIS) at ***www.wlac.edu***.

It is the student's responsibility to drop from class. Any drops or exclusions that occur between the end of the 4th week (or 30% of the time the class is scheduled, whichever is less) and the end of 75% of the time the class is scheduled will result in a "W," or Withdrawal, on the student's record which will be included in the determination of progress probation. See "Grading Symbols and Definitions Policy" for additional information on Withdrawals.

A grade (A, B, C, D, F, P, INC, or NP) will be assigned to students who are enrolled past the end of the 14th week, even if they stop attending class, except in cases with extenuating circumstances. After the last day of the 12th week for a 16-week semester (or 75% of the time the class is scheduled, whichever is less), students may withdraw from class upon petition demonstrating extenuating circumstances, and after consultation with appropriate faculty.

Section Transfer

Students may transfer from one section of a class to another section of the same class in the same semester with the approval of the instructor of the class being transferred to in addition, the class must have the same start and end dates.

Withdrawal from the College

The college recognizes that a student does not leave college for superficial reasons. Students in need of mature advice should see a counselor prior to withdrawal.

Official withdrawal requires completion of a form in the Admissions Office, or a written notice to that office. A student who does not comply with these requirements may receive failing grades. See the College Calendar in the current schedule of classes for the deadlines for withdrawal. Information on class withdrawal policy is included under "Grading Symbols and Definitions Policy" below.

COURSE FOR PREREQUISITES

Students may not concurrently enroll in and receive credit for an advanced course and its prerequisite(s).

Students may not enroll in and receive credit for the prerequisite(s) to an advanced course if they have previously completed the advanced course.

Violation of this regulation will result in exclusion from class and denial of course credit.

CREDIT BY EXAMINATION

Students may receive credit for courses (on the list that follows) by taking an examination administered by the college in lieu of attending the course. A petition to receive credit by examination must be submitted to the Admissions Office. The petition to receive credit by examination must be approved by the subject's department chairperson. (Board Rule 6704)

Eligibility:

1. Be currently registered and have a minimum cumulative grade point average of 2.0

2. Have completed 12 units within the Los Angeles Community College District and cleared all holds.

3. Not be currently enrolled in, nor have completed a more advanced course in this discipline.

Credit by examination request forms are available in the Admissions Office. Students may petition for credit by examination for only the subjects that are listed on the current approved list of Credit by Examination Courses (*Board Rule 6704)*.

Approved Credit by Examination Courses:

Aviation Maintenance

- (*Limited - must meet FAA rules*)

Behavioral and Social Sciences Division

- Administration of Justice 1, 2, 3, 4, 5, 6, 7, 8, 14, 15, 67, 75, 98, 101
- Anthropology 101, 102

Business Division

- Business 1, 38
- Law 1
- Real Estate 1, 3, 5, 7, 9, 21

Humanities and Fine Arts Division

- Architecture 161, 162, 172, 173, 180, 201, 202
- Art 101, 102
- Foreign Language
- Humanities 1
- Music 101, 201, 211, and 321
- Philosophy 1

Science Division

- Astronomy 1
- Biology 3A
- Environmental Science 1 and 2
- Geology 1
- Oceanography 1

Limitations on Petitioning for Examination

The maximum number of units for which a student may petition for credit by examination at the College is 15 units (Board Rule 6704.10). The same 15-unit maximum applies toward meeting graduation requirements (Board Rule 6704.11). Units for which credit is given pursuant to the provision of this section shall not apply toward the 12 units of residence (Board Rule 6704.12). No more than one challenge per course will be permitted.

The student's record shall be annotated "Credit by Examination", and Credit by Examination grades shall be entered on the student's record as "P" for passing and "NP" for not passing (Board Rule 6704.13). A student who does not pass the exam for a course may not repeat the exam. (Board Rule 6704.14). Students may need to enroll in a special Credit by Exam course to obtain credit, and students will be responsible for any tuition fees.

Credits acquired by examination are not applicable to meeting such unit load requirements as selective service deferment, veterans, or Social Security benefits.

COURSE REPETITION

Special Circumstances

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

To Improve Substandard Grades

Students may repeat coursework in which substandard grades ("D," "F," or "NP") were awarded in the District. This policy only applies to courses taken at colleges within the Los Angeles Community College District. Other institutions may differ, and students planning to transfer to another college should contact the institution regarding its policy. Courses completed through the provisions of Board Rule 6704 (Credit by Examination) may not be used to remove a substandard grade.

1. **First and Second Course Repetition to Remove a Substandard Grade.**

   Upon completion of repeated coursework, the highest grade earned will be computed in the cumulative grade point average, and the student's academic record so annotated.

2. **Third Course Repetition to Remove a Substandard Grade.**

   A student may repeat the same course for a third time provided the student has:
   A. Received three substandard grades for the same District course.

   B. Filed a petition which states the extenuating circumstance which is the basis for the petition for the second repetition. "Extenuating circumstances" are verified cases of accidents, illness, military service, or other circumstances beyond the control of the student.

   C. Had the petition approved by the college president or designee.

Attendance for a third repetition may not be claimed for state apportionment. Upon completion of the third repetition, the grade used in computing the student's cumulative grade point average shall be the highest grade earned, and the student's record will be so annotated. The three lowest substandard grades will not be used in the computation of the grade point average (*Title 5, C.C.R., Sect. 513135, 51316, 55761, 55762, 58161*).

Course Repetition and Activity Repetition

Certain courses in the catalog may be repeated for additional unit credit. These courses, marked "RPT" in the "Course Descriptions" section of the catalog, allow the student an expanded educational experience each time the student enrolls in the course. Enrollment in these courses is limited in any similar activity to a maximum of three repetitions for a total of four enrollments regardless of the repeatability of individual courses. Such courses include but are not limited to the following:

(1) Physical education courses;
(2) Visual or performing arts courses in music, fine arts, theater or dance;
(3) Career technical courses where the content differs each time the course is offered, but the primary educational activity remains the same.

NOTE: Visual or performing arts courses in music, fine arts, theater or dance which are part of a sequence of transfer courses are not subject to the limitation on repetitions.

The activity limitation also applies to courses which are not repeatable, but for which similar activities exist. A student may enroll four times in courses which are considered to be the same activity. Any combination may be used as long as four enrollments in one activity are not exceeded. Excess enrollment will result in administrative drop. Consult a counselor for the latest restricted activity enrollment list.

NOTE: *Whenever the student's record is reviewed for the purpose of determining his or her unit credits, all of the student's record is reviewed, not just the course work.*

CREDIT FOR COURSES COMPLETED AT NON-ACCREDITED INSTITUTIONS

Students transferring from non-accredited institutions may, after successful completion of 30 units with a "C" or better grade-point-average, apply for up to 15 units of credit courses which parallel the offerings of the college.

The following exceptions may be made to this regulation:

1. **Credit for Military Service**
   Students who are currently serving in or have served in the military may, 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.

2. **Elective Credit for Military Training**
   Six units of elective credit for military service will be approved upon petition for graduation if the following conditions are met:

   A. Complete a minimum of 12 units at West Los Angeles College.

   B. Are currently enrolled.

   C. Serve 181 days or more in the armed services.

   D. Present an Honorable Discharge (DD 214) form.

   Elective credit for military service will not include subject credit for a physical education activity or Health Education 10 class. No grade points will be given for military credit.

3. **Credit for Law Enforcement Academy Training**
   Credit for basic recruit academy training instructional programs in Administration of Justice or other criminal justice occupations shall be granted as follows:

A. Credit will be given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission.

B. Credits granted by an institution of higher education for basic recruit academy training under the above provisions shall not be identified as equivalent to any required course in the major.

CREDIT FOR COURSES TAKEN AT INSTITUTIONS OF HIGHER LEARNING OUTSIDE THE US

1. After completion of 12 units within the Los Angeles Community College District with a "C" (2.0) or higher grade point average, students may submit a petition to have course work completed at institutions of higher education outside the United States accepted by the college.

2. A maximum of the equivalent of 30 semester units may be accepted for course work completed at an institution of higher education outside the United States.

3. Students petitioning for credit must provide an evaluation of their transcripts completed by an independent transcript evaluation service** approved by the California Commission on Teacher Credentialing. **NOTE: Please see the Evaluation Office in Admissions and Records for a list of approved agencies.

4. Course descriptions along with topics covered, hours, and prerequisites, if applicable, must also be included.

5. If course equivalency is granted, the courses shall be used for all degrees and certificates awarded by colleges in the LACCD, except that:
   A. No course taken outside the US may be used to satisfy the Associate Degree's Reading and Written Expression or Oral Communication Requirement.
   B. No course taken at institutions of higher learning outside the US may be used to satisfy Associate Degree's American Institutions requirement.
   C. In cases where course credit is not granted for the Written Expression, Oral Communication, or American Institutions requirements may petition to receive elective credit.

This evaluation is only valid in the Los Angeles Community College District and may not necessarily meet the requirements of other colleges and universities. Those wishing to transfer should consult with their prospective transfer institution.

CATALOG RIGHTS

A student remaining in continuous attendance in the Los Angeles Community College District may elect to satisfy the degree, certificate or graduation requirements in effect at the college from which the student will either earn his/her degree, certificate or graduate:

1. at the time the student began such attendance at the college, or

2. at the time of graduation.

The college may develop a policy to:
1. authorize or require substitutions for discontinued courses; or

2. require a student changing his/her major to complete the major requirements in effect at the time of the change;

3. allow students to select an intervening catalog in years between time student began continuous attendance and time of graduation.

This policy does not apply to college programs which are governed or regulated by outside government agencies or which require licensure or certification through one of these agencies.
CONTINUOUS ATTENDANCE
"Continuous attendance" means no more than one semester absence within a school year, excluding Summer Sessions and Winter Intersession.
Students granted a "military withdrawal" under the provisions of Board Rule 6701.10, will be considered to be in "continuous attendance" for their required period of military service.

GRADES AND GRADE CHANGES

The instructor of the course shall determine the grade to be awarded to each student in accordance with the following Grading Symbols and Definitions Policy. The determination of a student's grade by the instructor is final in the absence of error, fraud, bad faith, or incompetence. The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the instructor of the course.
In the case of fraud, bad faith, or incompetence, the final decision concerning removal or change of grade will be made by the college president or designee after the grievance procedure is completed.

See "Student Grievance Procedure" under the "Student Conduct" section.

GRADING SYMBOLS AND DEFINITIONS POLICY

Only the symbols in the grading scale given in this section shall be used to grade all courses offered in fulfillment of the requirements for an associate or baccalaureate degree, certificate, or license.

Grades shall be averaged on the basis of point equivalencies to determine a student's Grade Point Average (GPA), using the following evaluative symbols:

SYMBOL	DEFINITION	GRADE POINT
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Passing (*Less than Satisfactory*)	1.00
F	Failing	0.00
P	Pass (*At least satisfactory - units not counted in GPA*)	0.00
NP	No Pass (*Less than satisfactory - units not counted in GPA*)	0.00

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

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

"INC" Incomplete

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an "INC" symbol being entered in the student's record. The condition for removal of the "INC" shall be stated by the instructor in a written record.

This record shall contain the conditions for removal of the "INC" and the grade assigned in lieu of its removal. This record shall be given to the student with a copy on file in the college Admissions Office until the "INC" is made up or the time limit has passed. A final grade shall be assigned when work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "INC" symbol shall not be used in calculating units attempted or for grade points. THE "INC" 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 ("INC") may not be repeated unless the "INC" 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.*

"IP" In Progress

The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. "IP" indicates that work is "in progress," but that assignment of a substantive grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the required work of the course is completed. The "IP" shall not be used in calculating grade point averages. If a student enrolled in an "open-entry/open-exit" course is assigned "IP" at the end of an attendance period and does not complete the course during the subsequent attendance period, the appropriate faculty will assign a grade as specified above to be recorded on the student's permanent record for the course.

"W" Withdrawal

It is the student's responsibility to withdraw from class if he or she stops attending class. Students cannot rely upon faculty to exclude them. Withdrawal from a class or classes shall be authorized through the last day or 75% of the time the class is scheduled to meet. No notation (*"W" or other*) shall be made on the record of a student who withdraws during the first 30% of the time the class is scheduled.

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 the withdrawal is allowed, the student may withdraw from class only upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty. Students should obtain a petition in the Admissions Office. Extenuating circumstances are verified cases of accident, illness, or other circumstances beyond the control of the student. Withdrawal which has been authorized in extenuating circumstances shall be recorded as a "W."

The "W" shall not be used in calculating units attempted or for the student's grade point average.

How to Calculate a Grade Point Average:

1. Add all units attempted for courses.

2. Add all grade points earned for courses completed.

3. Divide the total number of grade points earned into the total number of units attempted. Carry out to three decimal places.

PASS/NO PASS OPTION

The college president may designate courses in the college catalog wherein all students are evaluated on a "Pass/No Pass" basis, or wherein each student may elect 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.

1. **USAGE FOR A SINGLE PERFORMANCE STANDARD** The Pass/No Pass grading system shall be used in any course in which there is a single satisfactory standard of performance for which unit credit is assigned.

   A grade of Pass (P) shall be assigned for meeting that standard, and a grade of No Pass (NP) shall be assigned for failure to do so.

2. **ACCEPTANCE OF CREDITS**
   All units earned on a "Pass/No Pass" basis at accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.

3. **RECORDING OF GRADE**
   A student who is approved to be evaluated on the "Pass/No Pass" basis shall receive both course credit and unit credit upon satisfactory completion of the course. Satisfactory completion for credit is equivalent to the grade of "C" or better. A student who does not perform satisfactorily will be assigned a "No Pass" (NP) grade.

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

5. **STANDARDS OF EVALUATION**
   The student who is enrolled in a course on a "Pass/No Pass" basis will be held responsible for all assignments and examinations required in the course, and must meet the standards of evaluation which are identical for all students.

6. **COURSE REPETITION**
   A student who has received a grade of "No Pass" (NP) may repeat the course by meeting the requirements set forth by the District Course Repetition to Improve Substandard Grades policy.

Regulations for Pass/No Pass or Pass/Fail

Not all courses will be offered on a "Pass/No Pass" basis. Determination of courses will be made by the appropriate divisions. A maximum of 15 units of "Pass/ No Pass" work may be used towards the A.A. degree. A maximum of one course per semester may be taken for "Pass/No Pass." However, this restriction does not apply to students who already possess a bachelor's or higher degree.

"Pass/No Pass" may not be used for courses required toward a certificate, A.A. degree major or transfer preparation for a major and/or certification, or as a prerequisite for another course.

English 101 may not be taken for "Pass/No Pass." CSU will allow no more than 30 units total "Pass" graded courses toward the bachelor's degree.

A limited number of units of "Pass/No Pass" can be applied toward transfer to UC campuses. Please consult a West counselor or the Transfer Center for specific information.

Students must notify the Admissions Office by the end of the 5th week of the course if they wish to take a course "Pass/No Pass;" otherwise, all courses are for a letter grade. This decision will be irrevocable.

"Pass/No Pass" is similar to Pass/Fail. A passing grade is granted for performance which is equivalent to the letter grade of "C" or better. Students electing "Pass/ No Pass" grading should be aware that although such grades are not calculated into the grade point average at West Los Angeles College, four-year colleges, in considering applications for admission, may consider the Pass grade as the equivalent of "C." Consultation with a counselor is advisable before making such elections.

APPROVED PASS/NO PASS COURSES

Allied Health/Dental Hygiene
- Dental Hygiene 87, 90, 91A, 91B, 92, 151, 160, 201, 251

Aviation and Travel Division
- All Travel courses

Behavioral and Social Sciences Division
- All Administration of Justice Courses
- All Anthropology courses

Business Division
- All Accounting, Business, Law, Management, Marketing, and Real Estate courses

Communication, Entertainment and Media Arts Division
- Theater 505

Computer Science and Applications Division
- All Computer Science Information Technology courses

Humanities and Fine Arts Division
- Architecture 5 through 49
- Art 101, 102, 103, 109, 201, 202, 203, 204, 205, 206, 301, 302, 304, 305, 501, 502, 503, 708, 709, 710, 711
- French 1, 2, 3, 4, 5, 6, 185, 285, 385
- Humanities 5, 30, 31
- Music 101, 111, 112, 141, 201, 211, 321, 501, 561, 775
- Philosophy 1, 3, 6, 8, 9, 20, 23, 41
- Spanish 1, 2, 3, 4, 5, 6, 8, 14, 21, 22

Language Arts Division
- English 127, 203, 204, 205, 206, 207, 208, 209, 210, 215, 218, 219

Library and Learning Resources Division
- Library Science 88, 99D, 99E, 101, 102, 117, 130
- Learning Skills 2, 3, 4, 5 10, 15, 49, 50
- Supervised Learning Assistance (*Tutoring*)

Mathematics Division
- Math 100

Science Division
- Biology 3,
- Earth Science 1
- Environmental Science 1, 2
- Geography 1, 2,
- Geology 1, 6
- Oceanography 1

ACADEMIC STANDARDS AND CREDIT POLICIES

Academic Renewal

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

1. Students must have achieved a grade point average of 2.5 in their last 15 semester units, or 2.0 in their last 30 semester units completed at any accredited college or university, and

2. At least two calendar years must have elapsed from the time the course work to be removed was completed.

   If the above conditions are met, academic renewal shall be granted, consisting of:
   A. Eliminating up to 18 semester units of course work from consideration in the cumulative grade-point average; and

   B. Annotating the student's academic record indicating where courses have been removed by an academic renewal action. The permanent academic record shall be annotated in such manner that all grades assigned remain legible, ensuring a true and complete academic history.

Note: *Academic renewal actions are irreversible.*

Graduation Honors and Awards

Graduation honors and awards are to be based on the student's cumulative grade point average for all college work attempted. This policy is adopted for use in the Los Angeles Community College District only. Other institutions may differ, and students planning to transfer to another college should contact that institution regarding its policy.

Academic Probation Policies

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 (Board Rule 8200.10). A student shall be placed on probation if any one of the following conditions prevail:

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

b. Progress Probation - The student has enrolled in the Los Angeles Community College District in a total of at least 12 semester units and the percentage of all units in which a student has enrolled for which entries of "W" (Withdrawal), "I" (Incomplete), and "NC" (No Credit) are recorded reaches or exceeds fifty percent.

c. Transfer Student - The student has met the conditions of Section a. or Section b. at another college within the Los Angeles Community College District.

d. Provisional Students - The student is admitted as a provisional student with probationary status pursuant to Board Rule 8100.

Appeal of Probation (Board Rule 8200.11).
A student who is placed on probation may submit a written appeal in compliance with college procedures.

Removal from Probation (Board Rules 8201.10 and 8201.11).
A student shall be removed from probation upon meeting the criteria specified in this section.

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

b. Progress Probation. A student on progress probation because of excess units for which entries of "W" (Withdrawal), "I" (Incomplete), and "NC" (No Credit) are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

Standards For Dismissal

A student shall be subject to dismissal and subsequently dismissed under the conditions set forth within this section.

Academic Probation (Board Rule 8202.10).
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 three (3) consecutive semesters.

Progress Probation (Board Rule 8202.11).
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 "W", "I", and "NC" are recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent (50%).

Dismissal (Board Rule 8202.13).
A student who is subject to dismissal 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 District college.

Exceptions to Dismissal (Board Rule 8202.14).
A student who is subject to dismissal may be continued on probation under the following conditions:

a. The dismissal determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student.

b. The student selects to enroll in a prescribed corrective program designed to assist him/her in improving academic skills.

Appeal of Dismissal (Board Rule 8202.15).
A student who is subject to dismissal may submit a written appeal in compliance with college procedures. Dismissal may be postponed and the student continued on probation if the student presents evidence of extenuating circumstances or 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.

Re-admission after Dismissal (Board Rule 8202.16).
A student who has been dismissed may request reinstatement after two semesters have elapsed. The student shall submit a written petition requesting re-admission to college in compliance with college procedures. Re-admission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the colleges. Readmitted students are returned to probationary status and will be subject to dismissal in accordance with 8202.10 and 8202.11.