

ACADEMIC POLICY

Open Enrollment

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

Summer/Winter Sessions

Summer/Winter Sessions are offered subject to approval by the Board of Trustees.

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, announcements 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 college Records Officer, designated by the Chief Administrative Officer on each campus. The Records Officer may be contacted via the Admissions Office. Copies of the Federal and State laws and District policies and procedures are maintained by the Records Officer and are available for inspection and inquiry.

All student records maintained by the various offices and departments of the college, other than those specifically 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 Records Officer. A student has the right to receive a copy of his or her records, at a cost not to exceed the cost of reproduction. (Requests for transcripts should be made directly to the Admissions Office).

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

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

No Directory Information will be released regarding any student who has notified the Records Officer in writing that such information shall not be released.

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

Units of Work/Study Load

Study Load Limitations

Maximum unit requirements are as follows:

Fall/Spring Semesters

1. The maximum study load is 18 units during a regular semester. The normal class load for students in the Fall or Spring semester is 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.
2. Students who desire to take 19 or more units must obtain counselor approval after the semester begins by presenting an add card signed by the instructor for each class they wish to add.
3. The maximum study load for a student who has been on academic and progress probation for two consecutive semesters is **6 units**. Students who desire to enroll in more than 6 units must obtain counselor approval.

Summer and Winter Sessions

1. Students are limited to a maximum study load of 8 units per session.
2. To enroll in two courses per session that total more than 8 units but do not exceed 10 units, students must go to the Admissions Office. No other enrollment unit requests will be considered until the session begins.

Students must see a counselor with an add card signed by the instructor for each class they wish to add.

Enforcement of 30-Unit Limit on Basic Skills Courses

Title 5, California Code of Regulations, limits a student from taking more than 30 units of “remedial” course work, which is defined as “nondegree-applicable basic skills courses.” Effective Winter 2010, the LACCD registration system will prevent students who have exceeded this limit from enrolling in additional basic skills courses. However, a student who has reached this limit, but enrolls in a credit or non-credit English as a Second Language (ESL) course, will be allowed to also enroll in additional basic skills courses. Students with a learning disability may request an exemption through the Services for Students with Disabilities office (formerly DSPS). Also, this limitation does not apply to enrollment in non-credit basic skills courses.

Petitioning the 30-Unit Limit on Basic Skills Courses

Students may petition by submitting a General Petition to the Admissions Office. The petition must include a Student Educational Plan issued by a counselor.

The following courses are considered Basic Skills courses for purposes of this unit limitation:

- Developmental Communications 22A, 22B, 22C, 22D, 22E, 23, 35, 36A, and 36B
- English 21, 33, 67, 68, 80, 82, 83, 361, and 362
- Learning Skills 1, 2, 4, 10, 13, 40, and 41
- Math 105 and 112
- Speech 61, 62, 64, and 66

Supplemental Instructional Materials

Some of the classes offered may require students to provide those materials which are of continuing value to the student outside of the classroom setting. These materials may be purchased at the campus bookstore.

Attendance Regulations

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

Students are expected to attend every meeting of all classes for which they are registered. Violation of this regulation may result in exclusion from class as specified in Administrative Regulation E-13. Provisions of Administrative Regulation E-13 include the following:

1. STUDENTS WHO HAVE PREREGISTERED FOR A CLASS AND WHO DO NOT ATTEND THE FIRST MEETING OF THE CLASS FORFEIT THEIR RIGHT TO A PLACE IN THE CLASS. SPECIAL CIRCUMSTANCES MAY BE CONSIDERED BY THE INSTRUCTOR.
2. Whenever absences in hours exceed the number of hours the class meets per week, 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 the student from the class.

3. Three cases of tardiness may be considered equivalent to one absence.
4. It is the student’s responsibility to consult with an instructor regarding any absences that would alter the student’s status in the class. Instructors may be reached by calling the department or writing to the instructor at the college address.

Auditing Classes

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

1. Payment of a nonrefundable \$15 per unit fee. Students enrolled in classes to receive credit for 10 or more semester units shall not be charged a fee to audit three or fewer semester units per semester.
2. No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.
3. Priority in class enrollment shall be given to students desiring to take the class for credit.
4. Permission in the form of a signed “Add Permit” marked “Audit” must be obtained from the instructor.
5. The fees are non-refundable and payment is due upon processing the audit form.
6. Transferring from “credit” to “Audit” after the deadline to add is not permitted.
7. **Audit classes are not covered by Financial Aid.**

Adding Classes

1. After you submit your on-line application, you will receive an e-mail with directions on how to follow our matriculation process.
2. You will be given an appointment to register at the time of application.
3. You may enroll in open classes by using the internet registration system.
4. To add classes once the semester begins, you must obtain an Add Permit form from the instructor of the class. Bring this Add Permit to the office of Admissions.

Campus Procedure

No semester courses may be added after the normal add period (published in the Schedule of Classes). Short-term and Open-Entry/Open-Exit classes have different add periods. Check with the Office of Admissions and Records for deadlines. Attending classes without being properly enrolled is not permitted.

Withdrawal

Students wishing to drop a class or withdraw from the college during the semester must do so through the Admissions Office or use the internet. Failure to withdraw officially may result in an "F" grade. Students must withdraw on or before 75% of the course is completed in order to receive a W. Students in short-term classes must withdraw before 75% of the course is completed. After 75% completion of the course, a student is assigned a letter grade (A through F). Instructors are not obligated to exclude a student for non-attendance.

It is the student's responsibility to withdraw officially. Consult the deadline calendar on the inside front cover of the Schedule of Classes.

Dropping Classes

THROUGH THE 3rd WEEK: No notation ("W" or other) will appear on the student's record if the class is dropped during the first three weeks of the semester (or 30% of the class for short-term classes).

THROUGH THE 11TH WEEK: A notation of "W" (withdrawal) is recorded on the student's record for classes dropped during the 4th through the 11th week of the semester.

AFTER THE 11TH WEEK: Students who remain in class beyond the 11th week (or 75% of the class for short term classes) are given a grade by the instructor. THAT GRADE CANNOT BE A "W" (withdrawal). Consult the deadline calendar in the Schedule of Classes or contact the office of Admissions.

Concurrent Enrollment/Schedule Conflicts

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

Concurrent enrollment in courses which are cross-referenced to each other (i.e., courses designated same as in the District Directory of Educational Programs and Courses) will be rejected by the computer.

The computer will also reject enrollment in classes scheduled or conducted during overlapping times.

Math and English Competency Requirement

Students entering prior to Fall 2009 must demonstrate competence in reading, in written expression, and in mathematics. This requirement may be met by achieving a grade of "C" or better in appropriate courses, recommended by the District Academic Senate, and approved by the Chancellor or by achieving a passing score on an examination or examinations recommended by the District Academic Senate and approved by the Chancellor.

Effective for all students entering on or after the Fall 2009 semester, competence in written expression shall be demonstrated by obtaining a satisfactory grade in English 101, or

another English course at the same level and with the same rigor as recommended by the District Academic Senate and approved by the Chancellor. Competence in mathematics shall be demonstrated by obtaining a satisfactory grade in Mathematics 125 (Intermediate Algebra), or another mathematics course at the same level and rigor, or higher, and with elementary algebra or higher as a prerequisite, as recommended by the District Academic Senate and approved by the Chancellor.

The competency requirements in written expression or mathematics may also be met by completing an assessment, conducted pursuant to Title 5, CCR, section 55500 and achieving a score determined to be comparable to satisfactory completion of English 101 or Mathematics 125 respectively. That is, students may either place into English or mathematics courses above level of English 101 or Mathematics 125, or they may achieve a satisfactory score on a competency exam or other approved exam as recommended by the District Academic Senate and approved by the Chancellor.

The competency requirements may also be met by obtaining a satisfactory grade in courses with English and mathematics content (but taught in subjects other than English and mathematics), which require entrance skills at a level equivalent to those necessary for English 101 and Mathematics 125, respectively, and are taught at the same level and with the same rigor. The District Academic Senate shall recommend such courses to the Chancellor for approval.

Credit for Prerequisites

Students may not be concurrently enrolled, within the same session, in a course and its prerequisite(s).

Challenging a Prerequisite (see page 9)

Credit By Examination

Some courses in the college catalog are eligible for credit by examination.

1. Method of obtaining credit by examination:

Satisfactory completion of an examination written, administered and graded by the discipline faculty at the college in lieu of completion of a course listed on the approved list below (Courses Approved for Credit by Examination).

2. Determination of eligibility to take the examination

- A. The student must be currently registered in the college and in good standing with a minimum grade point average of 2.0 in any work attempted at the college.
- B. The student must have completed 12 units within the L.A. Community College District, unless the petition is for a Career Technical Education course with an approved high school articulation agreement.
- C. The course for which credit is requested must be listed on the approved list below (Courses Approved for Credit by Examination).

- D. The student is not currently enrolled in, or has completed a more advanced course in the discipline.

3. Maximum Credit Allowable and Limitations

- A. The maximum number of units that may be earned through Credit by Examination toward the associate degree shall be 15. Credit by examination transferred from other institutions is counted toward this maximum.
- B. Credits acquired by examination are not applicable to the meeting of such unit load requirements as Selective Service deferment, veterans' or Social Security benefits or scholastic honors.
- C. Units for which credit is given shall not be counted in determining the 12 semester hours of credit in residence.
- D. A student who does not pass the exam for a course may not repeat the exam.

4. Recording of Credit

The student's academic record shall be clearly annotated to reflect that credit was earned by examination. Grading shall be according to the regular grading method of the course, except that students shall be offered a "pass-no pass" option if that option is ordinarily available for the course.

5. Filing a Petition

Students must obtain a Credit by Examination card from the Admissions Office, complete it, and return it to the Admissions Office for verification of eligibility. After verification is complete, students must take the card to the appropriate department chairperson. The date and time of the examination are the responsibility of the department chair and/or faculty involved. Further information on this topic may be obtained from the Admissions Office and/or department chairperson of the subject area concerned.

Courses Approved for Credit by Examination

Accounting 1, 21, 22
 Administration of Justice – All Classes
 Architecture – All Classes
 Business 31, 38
 Computer Applications and Office Technology 7, 31
 Child Development 1, 172
 Drafting 1, 2, 16, 17
 Electronics 2
 Geography 1, 2
 Geology 1, 2
 Mathematics 115, 120, 125, 215, 225, 238, 239, 240, 245, 260, 265, 266, 270, 275
 Nursing Science 101, 102, 103, 104, 105

Oceanography 1
 Physics 5, 12
 Physical Science 1
 Photography 10
 Respiratory Therapy 1, 2, 3, 4, 5, 6, 7, 11, 15
 Theatre Arts 100, 110, 301
 Tool & Manufacturing - All Classes

CREDIT FOR EXTERNAL EXAMS

Students may be awarded credit for external exams once enrolled at the college. Each external exam follows distinct policies. Students who take an Advanced Placement (AP) Exam, and International Baccalaureate (IB) Exam or College-Level Examination (CLEP) Exam in the same topic area will receive credit for only one exam. The college will award credit for the exam that most benefits the student.

ADVANCED PLACEMENT (AP) EXAM CREDIT

Course equivalency for Advanced Placement exams, for purposes other than meeting general education and graduation competency requirements for the Associate Degree are described below. To be eligible to receive credit for Advanced Placement exams, the student must be enrolled at Valley College during the semester in which credit is to be granted. Advanced Placement exam scores must be 3 or higher in order to receive credit. Students may file a petition for credit by seeing a counselor in the Counseling Department. Official AP score reports must be sent directly to the Admissions Office.

Please refer to page 23 for a chart on how general education credit is earned for the IGETC general education plan requirements. Please refer to page 27 for a chart on how general education credit is earned for CSU general education certification. Please refer to page 36 for a chart on how general education credit is earned for LAVC general education. The amount and type of transferable credit granted towards a university's admission or major requirements are determined by that university's AP policies and not by Valley's policies; a university's policies often differ from Valley's policies. See a counselor for further information. Credit acquired by AP exams is not applicable towards meeting unit load requirement of Veterans Administration benefits, Social Security benefits, or athletic eligibility.

The following is a list of course equivalencies for Advanced Placement exams. This course equivalency information is used for satisfying Associate Degree major or Certificate requirements.

AP EXAM	COURSE EQUIVALENCY
Calculus AB	Math 265
Calculus BC	Math 265
Comparative Government & Politics	Political Science 2
English Language	English 101
English Literature	
Score of 3 or 4	English 101
Score of 5	English 101 + 102
Environmental Science	Environmental Science 1
European History	History 2
French Language	French 4
French Literature	French 4
German Language	German 4
Human Geography	Geography 2
Music Theory	Music 201
Physics B	Physics 6 & 7
Physics C (Mechanics)	Physics 37
Psychology	Psychology 1
Spanish Language	Spanish 4
Spanish Literature	Spanish 4
Statistics	Math 225 or Statistics 1
U.S. Government & Politics	Political Science 1
U.S. History	History 11

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) CREDIT

Valley College will grant units towards general education and/or the associate degree as described in the chart on pages 37-38. Students must received a passing score of 50 on most CLEP exams, except Foreign Language level 2 exams which require a higher score as indicated in the chart on pages 37-38. A passing score on any one the following exams fulfills the American Institutions Requirement as required in Board Rule 6201.14: American Government, History of the United State I: Early Colonization to 1877, or History of the united States II: 1865 to present. A passing score on any one of the following exams fulfills the Mathematics Competency Requirement as required in Board Rule 6201.12: Calculus, College Algebra, College Mathematics, or Precalculus.

For information on how the CLEP exams apply toward the CSU Breadth GE, see pages 28 & 29.

INTERNATIONAL BACCALAUREATE (IB) CREDIT

The International Baccalaureate® (IB) Diploma Program is a challenging two-year curriculum, primarily aimed at students aged 16 to 19. The IB Diploma Program is a comprehensive and challenging pre-university course of study, leading to examinations that demand the best from motivated students and teachers.

Valley College will grant units towards general education and/or the associate degree as describe in the chart on page 38. This chart also indicates the passing score required for each exam. A passing score on any one of the following exams fulfills the Reading and Written Expression Competency Requirement as required in Board Rule 6201.12: IB Language A1 (English) HL or IB Language A2 (English) HL. A passing score on the IB Mathematics HL Exam fulfills the Mathematics Competency Requirement as required in Board Rule 6201.12. Credit is only given for the Higher Level (HL) exams. No credit is given for Standard Level (SL) exams.

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 in courses which parallel the offerings of the college.

The following exceptions may be made to this regulation:

1. **Credit for graduates of Diploma Schools of Nursing**
The following amount of credit is authorized for graduates of Diploma Schools of Nursing who enter the Los Angeles Community Colleges:
 - a. Thirty (30) semester units of credit is granted to graduates of Diploma Schools of Nursing under the following conditions:
 - 1) The student presents a valid, current California certificate as a licensed registered nurse to the designated administrative officer;
 - 2) The student has completed at least 12 units of credit at the college to which application is made.
 - b. The work of graduates of Diploma Schools of Nursing outside California are recognized if the student has a valid, current California license. Credit will be given even though the license was obtained on the basis of reciprocity with another state rather than by examination.
 - c. Candidates for the Associate of Arts or Associate of Science Degree are exempt from Health Education as a general education requirement. No other general education requirements will be waived.
 - d. Additional courses in Nursing may be taken for credit only upon approval of the Nursing Department.
 - e. The transcript is not to reflect the major field nor should the diploma, where given, indicate Nursing as a major.

2. Credit for Military Service Training

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

For completion of military basic training, students will be granted one unit of Physical Education credit and 6 units of elective credit. Students may also request an evaluation of credit earned at other military service schools and/or occupational specialties. Credit units may be granted up to the number recommended by the American Council on Education.

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 is given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission.
- b. A single block of credit will be given and identified as academy credit.
- c. One (1) unit of credit may be granted for each 50 hours of training, not to exceed ten (10) semester units or their equivalent.

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

Campus Procedure

The college makes the final judgment regarding the acceptability of courses from non-accredited schools.

Foreign Transcript Credit Limits Policy

1. Credit may only be granted after completion of 12 units within the Los Angeles Community College District with a "C" (2.0) or higher grade point average. Other conditions are noted in the LAVC Catalog. Please refer to Associate Degree and Certificate Program sections.
2. LAVC only grants credit toward an LAVC Associate Degree or an LAVC occupational certificate.
3. LAVC can NOT grant credit for any other colleges or universities. For example, if you want to earn a Bachelor's degree from a university, that university will evaluate your credit; LAVC can NOT grant credit for another institution.
4. At LAVC you can NOT use foreign credit for California State University (CSU) General Education Certifications, or for the Intersegmental General Education Transfer Core Curriculum (IGETC). If you are a LAVC student and want to use foreign credit toward general education at CSU or University of California, you must follow that university's "Native Student Plan" for general education. See a counselor for more information.

5. A maximum of 30 semester units may be accepted for course work completed at an institution of higher education outside the United States.
6. In order to be considered for UNIT credit, the evaluation, conducted by the independent transcript evaluation service, must include the following:
 - a. Description of the country's higher education system and the role of the institution in that system.
 - b. Verification that the institution is approved by the country's approving/accrediting agency (e.g., ministry of education).
 - c. The hours completed and their semester-unit equivalencies.
 - d. Grades- U.S. equivalent (i.e., A-F), pass/no-pass, or percentage, including the percentage required for passing.
**ONLY elective credit will be granted if any of the above criteria is not met.
7. In order to be considered for COURSE credit, in addition to the requirements listed above in #6, the evaluation must include the following for each course:
 - a. Course description
 - b. Topics covered
 - c. Hours (lecture and/or lab hours)
 - d. Prerequisites, if applicable
8. If course equivalency is granted, the courses shall be used for all degrees and certificates awarded by colleges in the LACCD, except:
 - a. No course taken outside the United States, 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 United States may be used to satisfy Associate Degree's American Institutions requirement.
 - c. Course credit is not granted for the Written Expression, Oral Communication, or American Institutions requirements but may be used for elective credit.
 - d. Courses that are part of a program that also meets licensing requirements (i.e., Nursing, Respiratory Therapy, Child Development) must be evaluated by LAVC's General Petitions Committee (refer to #7).

PROCEDURES

1. Obtain an official translation of your official transcript.
2. Obtain a preliminary evaluation of your credit from an independent transcript evaluation service approved by the California Commission on Teacher Credentialing. Have evaluation mailed directly to LAVC:

Admissions Office
Los Angeles Valley College
5800 Fulton Avenue
Valley Glen, CA 91401-4096

3. Once the evaluation is received by LAVC, complete a GENERAL PETITION requesting that LAVC grant credit for the work listed on the evaluation, indicating the type of credit requested (i.e., unit, course equivalent).
4. Submit the GENERAL PETITION, and your official transcript, to the LAVC Admissions Office.
5. You will receive credit information within a few weeks after petitioning.

Pass/No Pass Courses

The grade of P (Pass) (formerly CR) will be given if the performance in class is equal to a C grade or better. The grade of NP (No Pass) (formerly NC) will be given if the performance in class is equal to a D or F grade. A student who has received credit for a course taken on Pass/No Pass cannot repeat that course. A student must have a C or better average in all work attempted at LAVC.

Students considering taking courses for Pass/No Pass in their major field should see a Counselor or major field department chairperson in order to avoid loss of credit.

The courses listed below may be taken on a Pass/No Pass basis providing the student meets the requirements for enrollment on this basis. Information concerning the requirements is available in the Admissions Office. In order to take a class on a Pass/No Pass basis the student must make such request in the Admissions Office by Friday of the 5th week of the semester. In addition to courses designated Pass/No Pass Only (Developmental Communications 22A-E, 35; English 21, 33, 67, 83; Personal Development 1, 4, 6; Nursing 185; Learning Skills 1A, 2A, 4, 13, 40, 41) students may take only one class per semester on a requested Pass/No Pass basis.

- Administration of Justice: All Courses
- African American Studies: All Courses
- Architecture: All Courses
- Anthropology: All Courses (except Anthro 185, 285, 385)
- Armenian: All courses
- Art: 101, 102, 103, 105, 109, 112, 115, 116, 201, 501
- Astronomy: All Courses
- Biology: All Courses
- Broadcasting: All Courses
- Business: All Courses
- CAOT: All Courses
- Chemistry: All Courses
- Chicano Studies: All Courses
- Child Development: All Courses (except Ch Dev 22, 23, 185, 285, 385)
- Cinema: (non majors only) 104, 105, 106, 107
- Dance Specialties: All Courses
- Dance Studies: All Courses
- Dance Techniques: All Courses (except DanceTQ 446)
- Drafting: All Courses
- Economics: All Courses (except Econ 2)

- Education: 2
 - Electronics: 2
 - Engineering, General: All Courses
 - English: All Courses (except English 28, 101 and 103)
 - Environmental Science: All Courses
 - Environmental Studies: All Courses
 - Family & Consumer Studies: 31
 - Finance: All Courses
 - Fire Technology: All Courses
 - French: All Courses
 - Geography: All Courses
 - Geology: All Courses
 - German: All Courses
 - Health: 10, 11
 - Hebrew: All Courses
 - History: All Courses
 - Humanities: All Courses
 - Italian: All Courses
 - Jewish Studies: All Courses
 - Journalism: 101, 105, 106
 - Law: All Courses
 - Learning Skills: 41
 - Library Science: 101
 - Linguistics: All Courses
 - Management: All Courses
 - Marketing: All Courses
 - Mathematics: All courses
 - Meteorology: All courses
 - Music: 101, 111, 141, 152, 250, 321
 - Numerical Control: All Courses
 - Nursing Science: 101, 102, 103, 104, 105
 - Oceanography: 1, 10
 - Personal Development: 20
 - Philosophy: All Courses
 - Photography: 9, 10, 20, 21
 - Physical Education: All Courses
 - Physical Science: 1, 14
 - Physics: 5, 12
 - Political Science: All Courses
 - Psychology: All Courses (except Psych 1, 2)
 - Real Estate: All Courses
 - Recreation: All Courses
 - Sociology: All Courses
 - Spanish: All Courses
 - Speech: All Courses
 - Statistics: 1
 - Theater: 100, 125
 - Tool and Manufacturing: All Courses
- (List subject to change)

NOTE: A STUDENT WHO HAS RECEIVED A GRADE OF "PASS" FOR A COURSE TAKEN ON A PASS/NO PASS BASIS MAY NOT CONVERT THE "PASS" GRADE TO A LETTER GRADE.

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 the students grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. The removal or change of an incorrect grade from a students record shall be done only upon authorization by the instructor of the course and approval of the Vice President of Academic Affairs. No grade may be challenged by a student more than one year from the end of the term in which the course was taken. For more information on grade challenges, see the Academic Policy section of this catalog.

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

Grading Symbols and Definitions

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, a certificate, diploma, or license.

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 POINT
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0
P	Pass (at least Satisfactory. Units are not counted in GPA, P has the same meaning as CR.)	
NP	No Pass (less than satisfactory or failing. NP has the same meaning as NC.)	

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

The following non-evaluative symbols may be entered on a students record:

SYMBOL	DEFINITION
I	Incomplete
	Incomplete academic work for enforceable, emergency, and justifiable reasons at the end of the term may result in an I symbol being entered in the students record. The condition for removal of the I shall be stated by the instructor in a written record.

This record shall contain the conditions for removal of the I and the grade assigned in lieu of its removal. This record shall be given to the student, with a copy on file in the college Admissions Office until the I is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work 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. 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 students permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the students record for the term in which the required course work 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 an evaluative symbol (grade) as specified above to be recorded on the students permanent record for the course.

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 during the first four weeks, or 30% of the time the class is scheduled, whichever is less.
	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. An evaluative grade (A, B, C, D, F, P, NP) is assigned to students who are enrolled past the end of the 14th week even if they stop attending class, 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. Students should obtain a petition in the Admissions Office. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Withdrawal after the end of the fourteenth week (or 75% of the time the class is scheduled, whichever is less) which has been authorized as extenuating circumstances shall be recorded as W.

The W shall not be used in calculating units attempted nor for the students grade-point-average.

W's are used as factors in probation and dismissal.

SYMBOL	DEFINITION
RD	Report Delayed
	The RD symbol is assigned by the Admissions Office only in those cases where there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation replaced by a permanent symbol as soon as possible.

HOW TO ACCESS YOUR GRADES

Access Grades Online

Follow the steps below:

1. Go to the LAVC homepage at www.lavc.edu
2. Right click on [Register for Classes](#)
3. Enter your Student ID and 4 digit PIN. Right click on submit.
4. From menu, select view grades
5. Enter college, Semester, year
6. Submit

Grading Standard

A course grade of "C minus" does not satisfy the "C or better" requirement for purposes of prerequisites, competencies or transfer to UC or CSU.

Course Repetition and Activity Repetition

Certain courses in the catalog may be repeated for additional unit credit. These courses, marked RPT in the course description 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 repeats for a total of four (4) enrollments, regardless of the repeatability of individual courses. The activity limitation also applies to courses which are not repeatable in themselves but for which similar activities exist.

For example, there are several similar course titles in Art, Music, Theater, and Physical Education which are considered to be the same activity. A student may enroll four times in courses which are considered to be the same activity (see list below of courses that are considered the same activity), such as twice in Theater 232, Play Production (RPT3), and twice in Theater 233, Play Production (RPT3). Any combination may be used as long as 4 enrollments in one activity are not exceeded. Excess enrollment will result in an administrative drop.

The following is a list of courses considered the same activity:

ART 400, 407, 408, 411
 CINEMA 120, MEDIART 120, 121
 DANCETQ 225, 696, PHYS ED 225, 696
 DANCETQ 434, 460
 PHYS ED 101, 102, 695
 PHYS ED 203, 662
 PHYS ED 219, 681
 PHYS ED 228, 666
 PHYS ED 229, 668
 PHYS ED 230, 690
 PHYS ED 304, 665
 PHYS ED 322, 684
 PHYS ED 328, 678
 THEATER 232, 233

Final Examinations

Final examinations are held in all subjects according to a schedule published each semester. No student will be excused from a final examination. Should circumstances develop which justify a students requesting a special examination at a time other than scheduled, the student must secure permission from the instructor.

Petition for Graduation

Students expecting to graduate from the college with an A.A. or A.S. degree must file a petition for graduation early in the semester BEFORE they expect to complete their requirements. The deadlines for filing each semester are listed in the front of the Schedule of Classes. The Admissions Office in the Student Services Center building has the necessary forms. Students filing the petition will be notified of the results by mail.

Academic Standards

Academic Standards for Probation/Dismissal

The following standards for academic/progress probation and dismissal shall be applied as required by regulations adopted by the Board of Governors of the California Community Colleges. Probation/Dismissal shall be determined based on student course work dating from Fall 1981; course work completed prior to Fall 1981 is excluded from probation calculations.

Probation

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

- a. **ACADEMIC PROBATION.** The student has attempted a minimum of 12 semester units of work and has a grade-point-average less than a C (2.0).
- b. **PROGRESS PROBATION.** The student has enrolled in a total of at least 12 semester units and the percentage of all units in which a student has enrolled and for which entries of W (Withdrawal), I (Incomplete), and NP (No Pass) are recorded reaches or exceeds fifty percent.
- c. **TRANSFER STUDENT.** The student has met the conditions of a. or b. at another college within the Los Angeles Community College District.

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

Academic Probation

A student on academic probation for a grade point deficiency shall be removed from probation when the students 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), Incomplete (I), and/or Withdrawal (W) are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

Intervention for Students on Probation

The maximum study load for a student who has been on academic or progress probation for two consecutive semesters is 6 units during a regular (fall or spring) semester. Students who desire to enroll in more than 6 units must obtain counselor approval.

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.

Academic Dismissal

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 Dismissal

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 and for which entries of No Pass (NP), 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 and for which entries of W, I, and NP are recorded is less than fifty percent (50%).

Appeal of Dismissal

A student who is subject to dismissal may appeal. A student may be allowed to continue on probation if the student shows significant improvement in academic achievement but has not been able to achieve a level that would meet the requirements for removal from probation.

Dismissal from any one college in the District shall disqualify a student from admission to any other college in the District.

Readmission After Dismissal

A student who has been dismissed may request reinstatement after 2 major (Fall, Spring) semesters have elapsed. The student shall submit a written petition (Petition for Reinstatement) 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 Petitions

Students may petition to the Academic Petitions Committee for waiver of certain college-wide academic requirements or for review of decisions affecting their academic status. Academic regulations contained in Title 5, California Administrative Code, are not subject to petition. Petitions may be filed in the Graduation Office in the Admissions Office.

Academic Renewal

Students may submit a petition in the Admissions 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,
2. At least two calendar years must have elapsed from the time the course work to be removed was completed.

If the conditions are met, academic renewal shall be granted, consisting of:

1. Eliminating from consideration in the cumulative grade-point-average up to 18 semester units of course work, and
2. Annotating the student academic record indicating where courses have been removed by academic renewal action.

Academic renewal actions are irreversible.

Graduation honors and awards are to be based on the students 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.

Campus Procedure

Petitions for academic renewal are available in the Counseling Office.

Course Repetition to Remove a Substandard Grade

Students may repeat courses in which substandard grades (“D”, “F” or “NP”) were awarded in the District.

The Chancellor, in consultation with the District Academic Senate, may adopt regulations to limit course repetition within specific programs.

This policy only applies to courses taken at colleges within the Los Angeles Community College District.

Courses completed through the provisions of Board Rule 6704-CREDIT BY EXAMINATION-may not be used to remove a substandard grade.

A. FIRST AND SECOND COURSE REPETITION TO REMOVE A SUBSTANDARD GRADE.

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

B. THIRD COURSE REPETITION TO REMOVE A SUBSTANDARD GRADE.

A student may repeat the same course for a third time provided the student has:

1. Received three substandard grades for the same District course.
2. Filed a petition specifying the course(s) to be repeated and stating the extenuating circumstance(s) upon which the petition is based. “Extenuating circumstances” may include, but are not limited to, verified cases of accidents, illness, military service, significant lapses of time, changes in program or major, or other circumstances beyond the control of the student.
3. Had the petition approved by the local academic senate or a committee acting on behalf of the academic senate, and 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.

Repetition of Courses in which a Satisfactory Grade was Recorded

- a. Repetition of courses for which a satisfactory grade (“A,” “B,” “C,” “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.
- b. 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, insuring a true and complete academic history.
- c. 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.
- d. The college’s procedures for allowing repetitions under subsections “a” and “b” shall be developed in conjunction with the college senate in accordance with the provisions of Chapter XVIII of the Board Rules — ACADEMIC SENATE AND BOARD OF TRUSTEES SHARED GOVERNANCE POLICY.
- e. Repetition of courses where a satisfactory grade (“A,” “B,” “C,” or “P”) has been recorded shall be permitted, without petition, in instances 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, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student’s grade point average.

The college may 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.

- f. A student may repeat any course if the college has properly established a recency prerequisite for a course, or there has been "significant lapse of time."

If the district determines that a student needs to repeat an activity course due to significant lapse of time, that repetition shall be counted in applying the limit on repetitions set forth in Title 5, CCR, subdivision (c)(4), except that, if the student has already exhausted the number of repetitions permitted under subdivision (c)(4), an additional repetition due to significant lapse of time may be allowed.

- g. A student with a disability may repeat a special class for students with disabilities any number of times, based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in Title 5 CCR section 56029.

Background: This revision conforms to the August 2007 revisions of Title 5, California Code of Regulations.

Transcript

Upon written request of the student, a copy of the students academic record shall be forwarded to the student or his or her designated addressee promptly by U.S. mail or other responsible forwarding agency. Transcripts from another institution are not available for copying.

Requests for transcripts or verifications may be obtained by mail (Payment by check or money order must be enclosed.) Or in person at the Admissions office. A student or former student may obtain an official transcript or verification at a cost of \$3.00. Students may request special processing to expedite their request for an additional fee of \$7. This option is subject to the ability of the college to provide this service.

The students transcript will be withheld if: 1) any library books or other library materials are charged to the student and are not returned, or 2) there are any unpaid fees or charges due to the college. The transcript will be withheld until these obligations of the student to the college are discharged. For information, contact the Admissions Office

Transcript Acceptance Policy

Official academic transcripts shall be received only by the Admissions and Records Office, unopened, via U.S. mail. No transcripts are accepted directly from students.

Awards

Honors with Associate Degree

Summa Cum Laude – Graduates completing the required number of units to qualify for the Associate Degree and maintaining a 3.9 or more scholastic average in all work taken.

Magna Cum Laude – Graduates completing the required number of units to qualify for the Associate Degree and maintaining a 3.7 or more scholastic average in all work taken.

Cum Laude – Graduates completing the required number of units to qualify for the Associate Degree and maintaining a 3.3 or more scholastic average in all work taken.

President's Distinguished Honor Award

The President's Distinguished Honor Award is one of the most significant and praiseworthy honors available to students at Valley College. This certificate is awarded at the college commencement exercises. In order to be considered for the award, a candidate must:

1. petition for the Associate Degree, and
2. achieve a grade-point-average of 3.7 or better in all college work attempted at the time of petition, and be in good standing, and
3. complete at least 50% of all units utilized for the award at Valley College, and
4. if graduation requirements will not be completed until the end of the spring semester, the student must achieve a grade-point-average of 3.7 and be in good standing in all college work attempted at the end of the fall semester.

Please note: Spring candidates for this award will be listed as Candidates in the graduation program. After the final grade point evaluation, if the student achieved a 3.7 GPA, he or she will be awarded the President's Distinguished Honor Award.

Students who possess associate, equivalent or advanced degrees are not eligible for this award.

President's Honors List

Students who have appeared on the college's full or part time Deans Honors List for three (3) consecutive semesters will be placed on the President's Honor List. The designation Dean's Honors List and President's Honors List will be placed on qualifying students transcripts.

Dean's List

Each semester, those students whose scholastic achievement is outstanding are given public recognition by means of the Dean's List. Also, a notation of this award is added to the student's transcript.

Both full-time students and part-time students are eligible for the Dean's Honor List. Full-time students are enrolled in 12 or more graded units and must have completed at least 12 graded

units with a grade point average (GPA) of 3.5 or above in the semester they are considered for inclusion on the Dean's List.

Part-time students are enrolled in 6 to 11 units in the qualifying semester. Part-time students must have completed 12 or more cumulative graded units at the college where they are being considered for inclusion on the Dean's List, and they must have at least a 3.5 GPA in the qualifying semester. In calculating the GPA of part-time students, the only grades used will be from courses completed at Valley College.

Standards of Student Conduct and Disciplinary Action

Community college districts are required by law to adopt standards of student conduct along with applicable penalties for violation (Education Code Sections 66017, 66300, 76030 and 76031). The Los Angeles Community College District has complied with this requirement by adopting **Board Rules 9803**, Standards of Student Conduct and 91101, Student Discipline Procedures. The purpose of Board Rule 91101 is to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of Student Conduct. All proceedings held in accordance with this Board Rule shall relate to an alleged violation of appropriate standards of student conduct. These provisions do not apply to grievance procedures, student organization councils and courts, or residence determination and other academic and legal requirements for admission and retention. Disciplinary measures may be taken by the college independently of any charges filed through civil or criminal authorities, or both.

General Policy

Conduct at any of the Colleges and District Office in the Los Angeles Community College District must conform with the laws of the Federal Government and the State of California and District policies and procedures. The Los Angeles Community College District faculty, staff and administration are dedicated to maintaining an optimal learning environment; the standards of behavior as outlined in Board Rule 9803 are essential to the maintenance of a quality college environment. **These standards apply to all current students on campus, or other college property or while attending any college-sponsored classes, activities or events.** Violation of such laws, policies, rules and regulations or behavior adversely affecting suitability as a student, will lead to disciplinary action. Former students may also be disciplined for violating the District's standards of behavior (Board Rule section 9803 et seq.) or other college property or at a college-sponsored activity or event.

Disciplinary Action

Disciplinary action appropriate to the misconduct as defined by the violation of the Standards of Student Conduct, Board Rule 9803, may be taken by an instructor an administrator, College President and the Chancellor and the Board of Trustees. The following types of disciplinary action may be taken or pursued by the college and placed in the student's file:

Warning - A verbal or written notice, given to the student by an instructor, Chief Student Services Officer or designee or any college administrator or manager, that continuation or repetition of the specified conduct may be cause for further disciplinary action.

Reprimand - A written reprimand for violation of specified regulations, prepared by an instructor, Chief Student Services Officer or designee or any college administrator or manager. The reprimand will note that continued violations may result in further disciplinary action.

Restitution - A letter from the Chief Student Services Officer or designee requesting reimbursement for damages(s) or misappropriation of property will be sent to the student. Reimbursement may take the form of appropriate service or compensation for damage(s). Pursuant to Title 5 C.C.R. section 59410 and Board Rule 8402, students failing to provide the required restitution will be barred from subsequent enrollment in the District.

Disciplinary Probation - Disciplinary probation may be imposed for violations of the Student Code of Conduct. Disciplinary probation may be imposed for a period not to exceed one year. Repetition of conduct resulting in disciplinary probation may be cause for suspension or further disciplinary action.

Suspensions

The days that the student is suspended may be considered an excused absence provided that the student can make up the required course work missed while suspended. The instructor of the course shall make that determination.

Removal By Instructor - An instructor may remove (suspend) a student from his or her class for the day of the incident and the next class meeting. During this period of removal, the student shall not return to the class from which he or she was removed without the concurrence of the instructor of the class. Suspension by the instructor shall be considered an excused absence.

Immediate Suspension - The Chief Student Services Officer or designee, or any other college administrator, manager or delegated authority may immediately suspend a student from all colleges in the District and District office, acting under an emergency to protect lives or property and/or to ensure the maintenance of order. The suspension shall remain in effect until the conclusion of all disciplinary action(s) on this matter.

Suspension - The Chief Student Services Officer or designee may suspend a student from one or more classes, activities, services, programs, or specific locations on campus for a period of up to ten days with a right to a hearing before the Chief Student Services Off

Violations of the Standards of Student Conduct Rules and Regulations for which Students are subject to disciplinary action include, but are not limited to the following:

9803.10 **Willful Disobedience.** Willful disobedience to directions of college officials acting in the performance of their duties.

- 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.
- 9803.12 **Dishonesty.** Dishonesty, such as cheating, or knowingly furnishing false information to college.
- 9803.13 **Unauthorized Entry.** Unauthorized entry to or use of the college facilities.
- 9803.14 **College Documents.** Forgery, alteration, or misuse of college documents, records, or identification.
- 9803.15 **Disruption of Classes.** Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.
- 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.
- 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, fight, or violation of any rules of conduct as set forth in this Article.
- 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.
- 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 same, or any possession or use of alcoholic beverages while on any property owned or used by the District or college of the District. "Controlled substance," as used in this section includes, but is 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.
- The Board's policy on the Drug-Free Workplace, adopted March 22, 1989, restates these prohibitions.
- 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 by all persons except sworn peace officers, police officers, and other government employees charged with policing responsibilities.
- 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 veteran status.
- 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.
- 9803.23 **Conspiring to Perform Illegal Acts.** Any agreement between two or more persons to perform an illegal act.
- 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.
- 9803.25 **Disorderly Conduct.** Conduct that may be considered disorderly includes lewd or indecent attire, behavior that disrupts classes or college activities, breach of the peace of the college, aiding or inciting other persons to breach the peace of college premises or functions.
- 9803.26 **Theft or Abuse of Computer Resources** including but not limited to the following:
- 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 or 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
 - Unauthorized 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.
- 9804 **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 by both such fine and imprisonment.

9805 Interference with Performance of Duties of Employees.

Action to cause, or attempt to cause, any employee of the District to do, or refrain from doing, any act in the performance of his or her duties by means of a threat to inflict any injury upon any person or property.

9805.10 Assault or Abuse of an Instructor. Assault or abuse of any instructor employed by the District in the presence or hearing of a community college student, or in the presence of other community college personnel or students, and at a place which is on District premises or public sidewalks, streets, or other public ways adjacent to school premises, or at some other place where the instructor is required to be in connection with assigned college activities.

9806 Unsafe Conduct. Conduct which poses a threat of harm to the individual and/or to others. This includes, but is not limited to, the following types of conduct: Unsafe conduct in connection with a Health Services Program (e.g. Nursing, Dental Hygiene, etc.); failure to follow safety direction of district and/or college staff; willful disregard to safety rules as adopted by the District and/or college; negligent behavior which creates an unsafe environment.

Recording Devices, Use of

Section 78907 of the California Education Code prohibits the use of any electronic listening or recording device without prior consent of the instructor. Any student violating this section is subject to disciplinary action. Any non-student who willfully violates this section is guilty of a misdemeanor.

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 Student Conduct (see above).

The District has adopted Board Rule 9804, Student Discipline Procedures, to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of Student Conduct. All proceedings held in accordance with these procedures shall relate specifically to an alleged violation of the established Standards of Student Conduct. These provisions do not apply to grievance procedures, student organization councils and courts, or residence determination and other academic and legal requirements for admission and retention. Disciplinary measures may be taken by the college independently of any charges filed through civil or criminal authorities, or both.

Copies of the Student Discipline Procedures are available online at www.lavc.edu or in the Office of Student Services.

Student Grade Grievance Procedures

Informal Process

Student grade grievances are often resolved through an informal process where the student meets with the instructor to discuss the problem. If the issue is not resolved, or the student is unable to meet with the instructor, then the next step in the informal process is to discuss the problem with the Department Chairperson. If a resolution is not obtained in meeting with the Department Chairperson, then the next step is to meet with the area Dean in Academic Affairs.

Formal Process

The Student Grade Grievance Procedure states that in the pursuit of academic goals, students should be free of unfair or improper action by any member of the academic community. At any point up to 120 calendar days after an incident (i.e. a grading error), a student can file a formal "Statement of Grievance" with the Grade Grievance Officer. If there is a complaint about discrimination, including sexual harassment, the College Compliance Officer should be informed immediately. (See contact information below.)

The Education Code specifies that the instructor's determination of student grades shall be final, except in the cases of:

- **Mistake** – some unintentional act, omission, or error;
- **Bad faith** – an attempt to deceive; neglect or refusal to fulfill some duty;
- **Fraud** – a deliberate misrepresentation of the truth to induce another to surrender something valuable or a legal right;
- **Incompetence** – lack of ability, legal qualification, or fitness to discharge a required duty.

A student who can provide evidence that an instructor has given an evaluative grade on any of the above four bases, and has proof to substantiate the claim, may take the following steps under the Student Grade Grievance Procedure.

First Step—File a "Statement of Grievance" within 120 calendar days after the incident giving rise to the grievance. The "Statement of Grievance" form is available in Student Services, online, or by phone. Call Annie G. Reed at (818) 947-2320.

Second Step—A student has until 120 calendar days after the incident to file a "Request for Hearing" form.

The Grade Grievance Officer, at all stages of the process, will attempt to resolve the dispute between the parties.

Third Step—A Hearing Committee meets to determine whether the student has met the burden of proof to go forward with a hearing.

Final Steps—A hearing may be granted and the decision of the Hearing Committee may be appealed. The College President makes the final decision.

Details about the Student Grade Grievance Procedure are available online, in Student Services Office, or call Annie G. Reed (818) 947-2320.

Compliance Officer

The Compliance Officer should be informed if there is a complaint of sexual harassment or discrimination, whether it is formal or informal. If students feel there are grounds for sexual harassment or discrimination, information about methods for resolving a problem, including investigation of complaints and informal resolutions, is available through the Compliance Officer located in Campus Center, Room 108, (818) 947-2463, LAVCCOMPLIANCE@LAVC.EDU.

Drug-Free Environment

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.

Violators are subject to disciplinary action and/or prosecution. Student discipline procedures may include warning, reprimand, disciplinary probation, suspension or termination of financial aid, suspension, withdrawal of consent to remain on campus, and expulsion. Counseling, treatment, and rehabilitation resources are available for the treatment of alcohol and drug dependence and abuse.

Student Right-To-Know Disclosure

In compliance with the Student-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 Los Angeles Valley College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2006, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at Los Angeles Valley College, nor does it account for student outcomes occurring outside this three-year tracking period.

Based upon the cohort defined above, 17.41 percent attained a certificate or degree or became 'transfer prepared' during a three year period, from Fall 2006 to spring 2009. Students who are 'transfer-prepared' have completed 60 transferable units with a GPA of 2.0 or better.

Based on the cohort defined above, 14.14 percent transferred to another postsecondary institution, (e.g. UC, CSU, or another California Community College) prior to attaining a degree, certificate, or becoming transfer-prepared during a five semester period, from Spring 2007 to Spring 2009.

Further information about Student Right-To-Know Rates and how they should be interpreted can be found on the California Community Colleges Chancellor's Office Student Right-To-Know Disclosure website at: <http://srtk.cccco.edu/index.asp>.

