

<b>LOS ANGELES COMMUNITY COLLEGES OFFICE OF THE CHANCELLOR ADMINISTRATIVE REGULATIONS</b>	<b>INDEX NUMBER E-111</b>
<b>REFERENCE:</b>	<b>TOPIC:</b> Student discipline records and transcript notations
<b>ISSUE DATE:</b> May 21, 2009	<b>INITIATED BY:</b> Chief Student Services Officers
<b>CHANGES:</b> New Regulation	<b>DATE OF CHANGES:</b>

1. Per Administrative Regulation C-10, the Vice Chancellor of Instructional Support and Student Services is the custodian of records for purposes of responding to subpoenas. The Vice Presidents of Student Services will maintain discipline records at the campus level.
2. Per the Family Educational Rights and Privacy Act, students have the right to review their discipline record(s) being maintained by the college and request a copy. (Note: please see Administrative Regulation E-105 for further information.)
3. Student discipline records that result in suspension or expulsion are kept permanently.
4. Student discipline records that result in a warning, reprimand, and disciplinary probation may be expunged after seven years.
5. Student discipline records that result in restitution are expunged seven years after the full restitution amount is paid.
6. In cases that result in expulsion not subject to reconsideration, a notation will be *permanently* placed on the student's transcript. The specific notation on the student transcript shall read: "Student was permanently expelled from the Los Angeles Community College District [effective date] due to violation(s) of the following District Standards of Student Conduct (list specific violations).
7. In cases that result in expulsion subject to reconsideration, a notation will be placed on the student's transcript for the duration of the expulsion. The specific notation on the student transcript shall read: "Student was expelled subject to reconsideration from the Los Angeles

Community College District [effective date] due to violation(s) of the District Standards of Student Conduct.” If the student satisfies the reconsideration requirements and the Board of Trustees accepts the Chancellor’s recommendation for the student’s reconsideration pursuant to Board Rule 91101.18, the foregoing notation shall be removed from the student’s transcript.