1. Recognition of the establishment of an auxiliary organization by the Board of Trustees pursuant to Education Code Section 72672(c) and California Administrative Code, Title 5, Sections 59255 and 59257 (a) shall require that a recommendation is submitted to the Board of Trustees by the Chancellor when the organization will serve the District; or, by the Chancellor on behalf of a college president when the organization will primarily serve a particular college. The recommendation shall include but not be limited to the following:

a. The purpose(s) for which the auxiliary organization is to be established;

b. Whether the proposed auxiliary organization will primarily serve the District or a particular college;

c. The functions which the auxiliary organization is intended to perform;

d. The proposed bylaws and articles of incorporation for the auxiliary organization, including the size and composition of the Board of Directors; and

e. The proposed written agreement between the auxiliary organization and the District, as required in Sec. 59259 of the Administrative Code.

2. The process of recognition shall be as follows:

a. When the president of a college has submitted to the Chancellor the request to establish an auxiliary organization, the Chancellor shall in turn submit a recommendation concerning the establishment of said organization to the Board of Trustees within three (3) months;
b. The Board of Trustees shall hold a public hearing on each recommendation concerning the establishment of an auxiliary organization; and

c. At a subsequent scheduled meeting after the public hearing, the Board shall announce its decision concerning the establishment of the organization, and, if approved, authorize the functions it may perform, identify the number and category or categories of the Board of directors and approve contractual arrangements.
1. Auxiliary organizations may be recognized and established by the Board of Trustees to perform the following services, programs and functions:

a. Student association or organization activities;
b. Bookstores;
c. Food and campus services as articulated below;
d. Student union programs;
e. Facilities and equipment, including parking;
f. Loans, scholarships, grants-in-aid;
g. Workshops, conferences, institutes and federal and specially funded projects;
h. Alumni activities;
i. Supplementary health services;
j. Gifts, bequests, devises, endowments and trusts; and
k. Public relations programs.

No auxiliary organization shall be authorized by the Board of Trustees to engage in any other function unless the Board of Governors amends Section 59259 of Title 5 by adding said function to the list of approved functions of auxiliary organizations; or unless said function is essential to satisfy the non-profit corporation or tax laws of the State of California or the Federal tax laws.

2. Bookstores and food services may be administered only by a District-wide auxiliary organization. Colleges may submit a “Request for Contract”, which may require a competitive bidding process with the District, as appropriate, so that a contract with the individual college’s foundation may be considered for the purpose of servicing and maintaining District-owned vending machines. Any other food services activities by college foundations may only be assumed if the Chancellor has specifically authorized the college foundation to conduct such activities, and any legal requirements have been met, such as competitive bidding,
lease of space, and review by the Personnel Commission regarding contracting out food service work.

3. Federal and specially funded projects which require status or financial reports or may be subject to audit by the awarding agency may be administered only by a District-wide auxiliary organization.

4. Operations of commercial services on a campus shall be self supporting when operated by an auxiliary organization.
1. Enrollment in courses or programs offered by auxiliary organizations shall not be included in reports to the state for the purpose of receiving apportionment funding.

2. All services, programs and activities that may be undertaken by an auxiliary organization shall be maintained for the general benefit of the educational program of the District and its colleges. Upon Board of Trustee approval, an auxiliary organization may assume any of the services, programs and activities listed in Board Rule 13101 in order:

   a. To provide the fiscal means and the management procedures that allow the college and/or District to carry on educationally related activities not normally funded by State apportionment;

   b. To eliminate the undue difficulty that would otherwise arise under the usual governmental budgetary, purchasing and other fiscal controls; or

   c. To provide fiscal procedures and management systems that allow effective coordination of the auxiliary activities with the college and/or District in accordance with sound business practices.
1. The board of directors of each auxiliary organization shall have the following composition:

   Student Associations or Organizations. The board of directors shall consist primarily of students. The college president or his/her representative may attend and participate in meetings of the board of directors in order to advise on policy and to provide for the control and regulation required by Education Code Section 76060.

   Other Auxiliary Organizations. Any other District approved auxiliary organization that is established pursuant to Section 72670 et seq. of the Education Code shall have a board of directors appointed in accordance with the organization’s articles of incorporation or bylaws and consisting of voting membership from one or more of the following categories:

   Administration and staff;
   Faculty;
   Members of the community;
   Students.

2. The size of the board of directors of an auxiliary organization shall be at least large enough to accommodate the one of more categories from which board members are selected.

3. Non-profit corporations that existed prior to the effective date of these Rules and that are recognized and established as auxiliary organizations under these Rules may continue to be governed by the board of directors existing at the time of recognition. Thereafter, additions to the membership of the boards of directors shall be made so as to include membership from one or more of the categories set forth in Board Rule 13102.11.
1. No member of the board of directors of an auxiliary organization shall be financially interested in any contract or other transaction entered into by the board of which he/she is a member. Any contract or transaction entered into in violation of this section is void.

2. No contract or other transaction entered into by the board of directors of an auxiliary organization is void under the provisions of Education Code Section 72677; nor shall any member of such board be disqualified or deemed guilty of misconduct in office under such provisions, if both of the following conditions are met:

   a. The fact of such financial interest if disclosed or known to the board of directors and noted in the minutes, and the board thereafter authorizes, approves, or ratifies the contract or transaction in good faith by a vote sufficient for the purpose without counting the vote or votes or such financially interested member or members.

   b. The contract or transaction is just and reasonable as to auxiliary organization at the time it is authorized or approved.

3. The provisions of Education Code Section 72678 shall not be applicable if any of the following conditions are met:

   a. The contract or transaction is between an auxiliary organization and a member of the board of directors of that auxiliary organization.

   b. The contract or transaction is between an auxiliary organization and a partnership or unincorporated association of which any member of the governing board of that auxiliary organization is a partner or in which he or she is the owner or holder, directly or indirectly, of a proprietorship interest.
c. The contract or transaction is between an auxiliary organization and a corporation in which any member of the board of directors or that auxiliary organization is the owner or holder, directly or indirectly, of five (5) percent or more of the outstanding common stock.

d. A member of the board of directors of an auxiliary organization is interested in a contract or transaction within the meaning of Education Code Section 7267.7 and without first disclosing such interest to the governing board at a public meeting of the board, influences or attempts to influence another member or members of the board to enter into the control or transaction.

4. It is unlawful for any person to utilize any information, not a matter of public record, which is received by the person by reason of his/her membership on the board of directors of an auxiliary organization, for personal pecuniary gain, regardless of whether he or she is or is not a member of the board at the time such gain is realized.
1. The bylaws of an auxiliary organization shall include but not be limited to specifying:

   a. The number of members of the board of directors, the categories from which members shall be selected and the method by which they shall be selected.

   b. The size of the board of directors

   c. That at least one public business meeting will be held each quarter.

   d. The time table for the preparation and adoption of its program and annual budget and the submission of both for review to the Chancellor (or, in the case of an organization serving a college of the District, to the college president).

   e. That an attorney admitted to practice in this state and a licensed certified public accountant shall be selected to provide advice and counsel to the board of directors. Each shall have experience appropriate to the responsibility and shall have no financial interest in any contract or other transaction entered into by the board which he/she serves. Neither the attorney nor the certified public accountant needs be a member of the board of directors.

   f. The procedures for approving expenditures.

   g. The procedures for accepting gifts, donations, bequests, trusts and specially funded grants and other income.
1. In the recognition and establishment of an auxiliary organization there shall be a written agreement between the District and the auxiliary organization which sets forth the purposes of the auxiliary organization as permitted under Board Rule 13101 and Section 59259 of Title V of the Administrative Code.

2. Should an auxiliary organization provide more than one service, program or function, such service, program or function may be authorized in one of more written contracts with the District. Such services, programs and functions thereby performed by an auxiliary organization may also be part of a joint powers agreement in accordance with Education Code Section 72671 and Government Code Section 6500, et seq.

3. An auxiliary organization shall provide only those services, programs or functions authorized by a written agreement. No other service, program or function shall be permitted or performed unless a written agreement between the District and the auxiliary organization is amended to provide otherwise.

4. The agreement shall include but is not limited to the following provisions:
   a. The services, programs or functions the auxiliary is to manage, operate or administer.
   b. A statement of the reasons for administration of the functions by the auxiliary organization instead of by the District or college under usual District procedures.
   c. The areas of authority and responsibility of the auxiliary organization and the District or college.
   d. The facilities and services to be made available by the District or college to permit the auxiliary organization to perform the services, programs or functions specified in the written agreement.
e. The charge or rental to be paid to the District by the auxiliary organization for the facilities used or services provided in connection with the performance of its function. The charge or rental specified shall be identified in sufficient time before it is incurred so that the organization may determine to what extent is shall be liable thereof.

f. Full reimbursement to the District for services performed by the District or by District employees in support of the auxiliary organization. Student body auxiliary organizations may be exempt from reimbursing all or any portion of the costs for such services. Methods or proration where services are performed by District employees for the organization shall be as mutually determined.

g. A mutually agreed upon method of determining in advance to what extent the organization shall be liable for indirect costs relating to specially funded programs.

h. The responsibility for maintenance and payment of operating expenses.

i. Proposed expenditures for public relations or other purposes which would serve to augment District appropriations for operations of the District. With respect to expenditures for public relations or other purposes which would serve to augment District appropriations for operation of the District, the auxiliary organization may expend funds in such amount and for such purposes as are approved by the board of directors of the auxiliary organization.

The board of directors shall file with the Chancellor a statement of such policy on accumulation and use of public relations funds for all auxiliary organizations. The statement shall include the policy and procedure on solicitation of funds, source of funds, amounts, and purpose for which the funds will be used, allowable expenditures, and procedures of control. In the case of an auxiliary organization serving a college of the District, the college president shall file such a statement with the Chancellor.

j. The disposition to be made of net earnings derived from the operation of the auxiliary organization, including earnings derived from facilities owned and leased by the auxiliary organization, and provisions for reserves.

k. The disposition to be made of net assets and liabilities on dissolution of the auxiliary organization or cessation of the operations under the agreement.
l. The covenant of the auxiliary organization to maintain its organization and to operate in accordance with Sections 72670 through 72682 of the Education Code and with the regulations contained in Chapter 5 (commenc ing with Section 59250) of Division 10, Part IV of Title 5 of the California Administrative Code, as well as District Board Rules.

m. The understanding that the auxiliary organization shall obtain the services and counsel of an attorney admitted to practice in the State of California whenever the need arises.

n. The understanding that the auxiliary organization shall not enter into any contract or other business arrangement involving real property either by lease involving payments of more than one year, or by purchase without prior notification and consultation with the Chancellor.
1. Each auxiliary organization shall develop general regulations to govern its operations, including policies and regulations concerning the salaries, working conditions and benefits of its employees.

2. The aforesaid regulations shall not conflict with the Implementing Regulations adopted by the Board of Trustees or with these regulations.

3. Except as otherwise provided in Board Rules XIII, the board of directors of each auxiliary organization shall, pursuant to Education Code Section 72672, provide salaries, working conditions and benefits for its full-time employees that are comparable to those provided District employees performing substantially similar services. For those full-time employees who perform services that are not substantially similar to the services performed by District employees, the salaries established shall be comparable to the salaries prevailing in other educational institutions in the area or commercial operations of like nature in the area.

4. Regular District employees may be employed by the Auxiliary Organization. District employees must resign or request a personal leave of absence from the District in order to accept employment with the Auxiliary Organizations. Personal leaves of absence are granted as follows:

   a. Certificated management employees may be granted a personal leave of absence for two (2) semesters and may be extended to a maximum of ten (10) consecutive semesters. (Personnel Guide B422)

   b. Classified management employees may be granted a personal leave of absence for up to one (1) year. This leave may not be extended beyond one year without the employee first having returned to active duty. (Personnel Commission Rule 803)

   c. Certificated (faculty) employees may be granted a personal leave of absence for two (2) semesters. The leave may be extended for not more than six consecutive semesters. (AFT Collective Bargaining Contract)
d. **Classified employees** may be granted a personal leave of absence for up to one (1) year. This leave may not be extended beyond one year without the employee first having returned to active duty. (Personnel Commission Rule 803)

5. The board of directors of each auxiliary organization may provide retirement benefits different from those provided comparable District employees and may withhold retirement benefits or permanent status benefits or both from temporary employees. For the purposes of this Rule, a temporary employee is:

   a. An employee employed for a specific research project, workshop, institute or other special project funded by any grant, contract of gift; or

   b. An employee whose contract of employment is for a fixed term not exceeding three years.

6. The board of directors of each auxiliary organization may withhold permanent status benefits from executive employees. For the purpose of this Rule, an executive employee is any management employee with responsibility for the development and execution of the auxiliary organization’s policies and includes, but is not limited to, general managers, managers, directors and the like, as determined by the board of directors of each auxiliary organization.

7. Should retirement benefits be provided, they may but need not be provided by the Public Employees’ Retirement System. Any newly created auxiliary organization is exempted from the requirement of providing retirement benefits for a period not to exceed three years from the date on which the Board of Trustees recognizes the establishment of such auxiliary organization.

8. An auxiliary organization may contract with the District for the services of a District employee and reimburse the District for that portion of the employee’s full-time assignment (and corresponding benefits) which is spent in providing said services.
1. The fiscal year of the auxiliary organization shall coincide with that of the District.

2. Each auxiliary organization shall develop an accounting system which is in accordance with generally accepted accounting principles and which meets the following requirements:
   a. Utilizes double entry accounting
   b. Utilizes fund accounting formats
   c. Produces the information necessary to provide the required reports listed below (Section 4)

3. The accounting system shall be submitted to the Vice Chancellor, Business Services, for review prior to its implementation.

4. The auxiliary organization shall provide the following types of reports on the schedule indicated wherever applicable:

<table>
<thead>
<tr>
<th>Type of Report</th>
<th>Frequency</th>
<th>Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. State of Financial Condition</td>
<td>Monthly</td>
<td>Aux Org Board &amp; Vice Chanc., BSD</td>
</tr>
<tr>
<td>b. Changes in Fund Balances</td>
<td>Annually</td>
<td>&quot;</td>
</tr>
<tr>
<td>c. Statement of Activity</td>
<td>Annually</td>
<td>&quot;</td>
</tr>
<tr>
<td>d. Changes in Financial Position</td>
<td>Annually</td>
<td>&quot;</td>
</tr>
<tr>
<td>f. Schedule of ASB Program Operations</td>
<td>Quarterly</td>
<td>Vice Chanc., BSD</td>
</tr>
<tr>
<td>g. Schedule of Student Union Program Operations</td>
<td>Same as report (f)</td>
<td></td>
</tr>
<tr>
<td>h. Schedule of Source of Funding &amp; Expenditures</td>
<td>Monthly</td>
<td>Aux. Org. Board &amp; Vice Chanc., BSD</td>
</tr>
<tr>
<td>i. Schedule of Indirect Expenditures</td>
<td>Annual</td>
<td>&quot;</td>
</tr>
<tr>
<td>j. Schedule of Investments and Savings</td>
<td>Same as report (i)</td>
<td></td>
</tr>
</tbody>
</table>
5. The auxiliary organization shall implement financial standards which will assure its fiscal viability. Such standards shall include proper provision for professional management, adequate working capital, adequate reserve funds for current operations, capital replacements, contingencies and adequate provisions for new business requirements.

6. Each auxiliary organization serving the District shall submit its programs and budgets for review at a time and in a manner specified by the Chancellor. Similarly, the programs and budgets for auxiliary organizations primarily serving a college in the District shall be submitted to that college president for review, and to the Chancellor.

Should the Chancellor or president, as appropriate, determine that any program or appropriation planned by an auxiliary organization is not consistent with District or college policy, the program or appropriation which has received approval, upon review, be determined by the Chancellor or president to be operating outside the acceptable policy of the Board of Governors, the District, or the college, then that program or appropriation shall be discontinued by direction of the Chancellor or president until further review is accomplished and an appropriate adjustment is made.
1. The board of directors of an auxiliary organization shall approve all expenditure authorizations.
1. Personnel and payroll records shall be maintained as permanent records by each auxiliary organization.

2. Adequate records of all other transactions of an auxiliary organization shall be maintained for a minimum of five (5) years. Transactions of the organization include, but are not limited to, purchases, disbursements, and investments.

3. An annual report shall be submitted to the board of directors of the auxiliary organization and to the Chancellor of the District by September 15. The report shall include but is not limited to:

   a. All financial statements required to be filed with the Board of Governors’ Office;

   b. A comparison of budgeted and actual expenditures;

   c. A description of major accomplishments of the organization;

   d. A description of improvements proposed for the operation of the organization.
1. Each auxiliary organization shall have an annual fiscal audit of any and all funds. The audit shall be performed by a certified public accountant in accordance with procedures prescribed by the Board of Governors, as contained in the California Community Colleges Auxiliary Organization Accounting and Reporting System. Copies of the annual audit report shall be submitted to the Board of Trustees and to the Board of Governors’ Office within 30 days after it is received by the auxiliary organization. Thereafter it shall be a public record, except as otherwise provided by law. Such audits may be conducted as part of a fiscal audit of the District itself.

2. Auxiliary organizations shall annually publish an audited statement of their financial condition which shall be disseminated as widely as feasible and be available to any person on request. A reasonable fee may be charged to cover the costs of providing a copy. When an auxiliary organization primarily serves a single college of the District, the auxiliary organization shall comply with this requirement by:

   a. Publishing the audited financial statement in a campus newspaper; or

   b. Publishing a notice in a campus newspaper indicating the on-campus location where copies of the financial statement may be obtained or reviewed; or

   c. Publishing or noticing the audited statement in accordance with Board Rules 13109.10 and 13109.11 in a campus bulletin or other appropriate medium if a campus newspaper is unavailable.
Indirect cost payments shall be accepted as unrestricted income and shall be appropriated to reimburse the costs which have actually been incurred, including depreciation or use allowances for buildings and equipment.

A schedule of expenditures of indirect cost payments shall be reported annually to the auxiliary organization board of directors and to the District Board of Trustees through the Chancellor (see Accounting and Reporting).
1. All money collected by or on behalf of a Student Body auxiliary organization shall be deposited in trust by the college fiscal administrator of the colleges. All such money shall be accounted for properly and, subject to the approval of the college president or designee and the appropriate officer of said organization, be deposited or invested in any one or more of the ways specified in Sections 76063 and 76064 of the Education Code.

The college fiscal administrator of the college shall be custodian of all unexpended funds and money collected by or on behalf of a student body auxiliary organization and shall provide the necessary accounting records and controls for such funds. These funds may be expended by the custodian only upon the submission of an appropriate claim scheduled by officers of said organization.

2. Trust funds shall be used specifically for the purpose designated in the instrument creating the trust.

3. Funds of an auxiliary organization shall be used for purposes consistent with District and college policy where applicable, and shall not be used:

   a. To support or oppose any candidate for public office, whether partisan or not, or to support or oppose any issue before the voters of this state or any subdivision thereof or any city, municipality, or local governmental entity of any kind.

   b. To make personal loans for non-educationally related purposes, except that such loans be made when specifically authorized by a trust instrument under which the funds were received.
1. An auxiliary organization shall secure and maintain insurance adequate to protect its operations from catastrophic losses and as required by law including but not limited to the following:
   a. Comprehensive liability
   b. Property and extended coverage, when applicable
   c. All risks, money and securities
   d. Fidelity and performance bonds covering its chief fiscal officer
   e. Automotive liability when applicable
   f. Workers’ Compensation and/or defense base act

2. In any insurance policy secured by the auxiliary organization the District shall be named as additional insured.

3. A copy of each policy or endorsement or insurance certificates setting forth and coverages and limits shall be provided to the District within 30 days from the receipt of the document.

4. In obtaining the insurance coverage, the auxiliary organization may secure the insurance directly through its own broker or through the District.
1. Solicitation of funds or proposals for specially funded projects may be submitted to federal or state agencies, public or private corporations, private foundations or individuals only with the prior written approval of the board of directors of the auxiliary organizations.

2. A Districtwide auxiliary organization may accept any grant, bequest, trust, donation or gift which is consistent with the services, programs and functions of the auxiliary organization as approved by the District.

3. The acceptance of all grants, bequests, trusts, donations and gifts shall be by the board of directors of the auxiliary organization.

4. The auxiliary organization shall maintain an inventory of all donations and gifts with respect to content, description, name and address of donor, and if applicable, date of disposal.

5. All grants and trusts shall be recorded and accounted for to maintain the integrity and purposes of the grant or trust. Such records shall disclose any income earned and all expenditures made.

6. All grants, trusts and bequests accepted shall not be in conflict with law and shall be administered by the auxiliary organization in strict conformance with any conditions of the grant, trust or bequest.

7. The Chancellor or his/her designee shall decide, after consulting with the donor, whether a donor’s proposed gift to the District should be accepted by the District or referred to an auxiliary organization.
1. College auxiliary organizations may solicit proposals for and/or accept funds from federal or state agencies, public or private corporations, private foundations or individuals for Federal or specially funded projects that may be subject to audit by the awarding agency provided the following occurs: (a) there is prior Board of Trustees’ approval; (b) periodic financial status reports are made to the Chancellor or designee; and (c) the program operation is subject to review by Internal Audit.

2. College auxiliary organizations may solicit proposals for and/or accept funds from federal or state agencies, public or private corporations, private foundations or individuals for specially funded projects that do not require status and/or financial reports and are not subject to audit by the awarding agency only with the written approval of the board of directors of the college auxiliary organizations.

3. The acceptance of all grants, bequests, trusts, donations and gifts shall be by the board of directors of the auxiliary organization.

4. College auxiliary organizations shall accept only those grants, bequests, trusts, donations and gifts which are to be used for purposes consistent with the policies of the college and the auxiliary organization.

5. The college auxiliary organization shall maintain an inventory of all donations and gifts with respect to content, description, name and address of donor, and if applicable, date of disposal.
6. All grants and trusts shall be recorded and accounted for to maintain the integrity and purposes of the grant or trust. Such records shall disclose any income earned and all expenditures made.

7. All grants, trusts and bequests accepted shall not be in conflict with law and shall be administered by the auxiliary organization in strict conformance with any conditions of the grant, trust or bequest.
1. Federal, state or local financial assistance programs which require status and/or financial reports and may be subject to audit by the awarding agency may be administered only through a District-wide auxiliary organization.

2. All other student loans, scholarships, stipends, and grants-in-aid shall be accepted upon negotiated criteria consistent with the requirements of the donor and the purposes of the auxiliary organization. These criteria will be applied in good faith in the recruitment, advertising and selection of appropriate candidates.

3. Student loans, scholarships, stipends and grants-in-aid shall only be given to currently admitted students. In no case shall the financial assistance exceed the amount necessary to cover books, school fees, and living expense, except as provided under Board Rule 13107.11.

4. A record of all financial assistance provided through an auxiliary organization shall be forwarded on a timely basis to the college financial aid office and shall be documented on student financial aid recipient records kept in that office.

5. All financial assistance provided from funds of Associated Student Body auxiliary organizations shall be approved by the college financial aid office before such funds are expended, and shall not exceed amounts to be provided under regulations of federal and state financial aid programs.
No funds or resources, other than funds or resources derived from gifts or bequests, shall be transferred by the District, or by any college within the District, to any of its auxiliary organizations for the purpose of either avoiding laws or regulations which constrain community college districts or of any state funding mechanism. Such state funding mechanisms include but are not limited to, general apportionment funding, capital outlay funding, Extended Opportunity Programs and Services funding, and funding for programs and services for handicapped students.
Each year the Chancellor shall provide the Board of Trustees a list of all auxiliary organizations in good standing. All auxiliary organizations which, after periodic review in the manner specified hereinafter in these regulations, are found to be in compliance with applicable laws, policies and regulations, shall be included in the list.
1. When the Chancellor has reason to believe that a particular organization should be removed from the list of auxiliary organizations in good standing, a conference shall be held to determine whether such grounds for removal do in fact exist. The board of directors of such organization shall be entitled to participate in this conference, and shall have a minimum of one month notice to prepare response to the issues which have been raised.

2. Based upon such conference, the Chancellor shall decide whether the particular organization shall be removed from the list of auxiliary organizations in good standing.

3. An organization so removed shall not be permitted to do any of the following:

   a. Use the name of the Los Angeles Community College District or a college of the District.

   b. Have as a director any official in the District acting in his/her official capacity.

   c. Operate a commercial service for the benefit of the District or any of its colleges.

   d. Receive gifts, property or funds to be used for the benefit of the District or any of its colleges.

4. If the auxiliary organization is dissolved or ceases operations upon removal from the list of organizations in good standing, its net assets and liabilities shall be distributed according to the terms of the written agreement between the organization and the District.
1. For an auxiliary organization serving the District, periodic reviews shall be conducted of all auxiliary organization procedures and practices to determine compliance with policies, rules and regulations of the Board of Governors and the District. The Chancellor shall designate the individual to conduct this review, which shall be conducted at the end of the first complete fiscal year after its establishment and at least once every three years thereafter.

2. When the Chancellor’s designee determines, after inspection and review, that certain auxiliary organization procedures and practices are not in compliance with policies, rules and regulations of the Board of Governors and the District, a recommendation concerning the items of noncompliance shall be communicated in writing to the Chancellor and to the board of directors of the auxiliary organization. The board of directors shall reply in writing within one month, either describing the actions which will be taken, including time table, to bring said procedures and practices into compliance; or describing the reasons why the board considers the procedures already to be in compliance.

3. If the Chancellor’s designee considers the proposed corrective actions to be acceptable, the auxiliary organization shall be so informed. A second compliance review shall be held at the end of the time agreed to and the results communicated in writing to the Chancellor and to the board of directors.

4. When the auxiliary organization fails to provide an acceptable proposal for corrective actions or fails to implement successful corrective actions within the agreed upon time, the Chancellor shall inform the board of directors of such further action as he/she considers appropriate, which may include removal from the list of auxiliary organizations in good standing and a recommendation to the Board of Trustees for termination of the contract.
1. For an auxiliary organization which primarily serves a single college, the Vice President of Administrative Services shall conduct an annual compliance review of all procedures and policies and shall make recommendations to the president of the college and the auxiliary organization governing board concerning those procedures and practices which are not in compliance with the Education Code, District policies, rules and regulations, college policies and the organization’s own articles of incorporation, by-laws and written agreement with the college.

2. Similar procedure to those applied to an organization serving the District shall be followed to provide the college auxiliary organization with opportunity to take corrective action.

3. When the auxiliary organization fails to provide and/or implement an acceptable program of corrective action, the president shall inform the auxiliary organization and the Chancellor of further action he/she considers appropriate, which may include removal from the list of auxiliary organizations in good standing and a recommendation to the Board of Trustees for termination of the contract.
1. Except for student body associations organized and operating under Education Code Section 76060 et seq., no organization may use the name of the Los Angeles Community College District or a community college of the District or otherwise represent a relationship with the Los Angeles Community District or a college of the District unless it has been recognized and established as an auxiliary organization by the Board of Trustees and is in good standing with the District.

2. Upon an auxiliary organization’s loss of good standing with the District or upon notification of the Chancellor, the auxiliary organization shall immediately cease and desist from using the name of the Los Angeles Community College District or a community college of the District.
Rules and procedures for the administration of auxiliary organizations in conformance with Board Rules, Chapter XIII may be revised as necessary by the Chancellor or designee. The board shall be promptly notified in writing of such revisions and be informed of the date by which any changes in the organization’s procedures must be accomplished.
1. Board of Directors. The term Board of Directors as used herein means the governing board of the auxiliary organization.

2. Board of Trustees. The term Board of Trustees as used herein means the Board of Trustees of the Los Angeles Community College District.

3. Board of Governors. The term Board of Governors as used herein means the Board of Governors of the California Community Colleges.

4. Chancellor. The term Chancellor as used herein means the Chancellor of the Los Angeles Community College District or designee.

5. District. The term District as used herein means the Los Angeles Community College District.

6. Associated Student Body. The terms Associated Student Body, Associated Student Organization, Student Association, Student Organization, or ASB as used herein mean an organization formed by any group of students from a college of the District in accordance with the provisions of Education Code Section 76060. All clubs and organizations recognized by an Associated Student Body or Organization shall be included in any auxiliary organization established by the Student Body or Organization.
1. Vehicles made available to the District Office or colleges and their personnel are for use in the conduct and operation of District business.

2. Automobiles owned by the District and operated by District personnel may be replaced after 60,000 miles or four model years in age, whichever occurs first.

3. Regular or occasional garaging of District-owned vehicles at any location other than assigned is permitted only with prior written approval of the Chancellor or his designee. Home garaging shall meet any one of the criteria listed below:
   a. Employees whose duties require regular or frequent reporting to locations other than their regular headquarters before or after regular working hours.
   b. Employees who are regularly or frequently subject to call before or after regular working hours.
   c. Employees with assigned vehicles who are headquartered at locations lacking secured overnight garaging facilities.

4. All drivers of District-owned or leased vehicles both on and off campus, must have a current Class II or III license for the vehicle to be driven and must have a clearance to drive as authorized by the Chancellor or his designated representative. These Clearance Forms can be obtained from the Safety and Police Office on each campus and at the District Safety and Police Office.

5. The name, home address, employee number, California Driver’s License number and Social Security number of any employee to be authorized to drive District vehicles must be submitted to the Director of College Safety and Police Services for clearance prior to final granting of authorization. A copy of the authorized clearance from Safety and Police must accompany the Request for Contract for the leasing of a vehicle or the lease will not be processed by the Contracts office.
6. The chief administrative officer of a location is responsible for controlling access to and use of all District vehicles assigned to that location.

7. All District vehicles and drivers must comply with the California Vehicle Code and the California Administrative Code, Title 13 (Motor Carrier Safety).

   a. Any vehicle that carries ten or more persons including the driver is defined in the Vehicle Code as a bus. All operators of buses must have a current Class II license, a current medical certificate and a current First Aid Certificate.

   b. All District facilities maintaining vehicles defined as buses must keep records of driver’s hours, vehicle maintenance, and vehicle inspection records. All of these records must be made available to the California Highway Patrol. The CHP is required to inspect the records at least once every 13 months.

   c. All District off-campus vehicles must be equipped with a fire extinguisher of at least 4BC rating and a First Aid Kit as defined in the California Administrative Code, Title 13.

   d. All District vehicles with equipment for transporting the handicapped must comply with the California Administrative Code, Title 13, Section 1269.1.
1. Business cards may be provided to and used by LACCD personnel within the appropriate and established guidelines and procedures developed by a college and/or District Office.

2. Procedures for the processing of request for business cards are to be established by the colleges and District Office. Approval by the College President (or designee) for campus personnel or the Chancellor (or designee) for District Office personnel must be obtained prior to initiating of a purchase.

3. The business card format must be in conformance within the following general District informational format:

Agency Name: Los Angeles Community College District
Institution/Location Name: College Name or District Office Location
Institution/Location Address: Employee Name:
Employee Title: The use of District or college logos is acceptable. The design format of the business cards is to be determined by the college or District Office.

4. The President or Vice Chancellor is responsible for ensuring that the employees at their respective locations are knowledgeable as to the limits of representation and authority to bind the District.
On major religious holidays students shall not be required to register or attend classes.
1. INTRODUCTION

a. Purpose. The purpose of these regulations is to acquaint District employees with the problems associated with asbestos located in our facilities and how to work in an environment where hazardous asbestos conditions may exist.

b. General

1) Asbestos is a product that has been used for many years in building trades industry. In most of the ways it has been used in our facilities it poses no threat or hazard to students or employees. Asbestos could be a health threat when small fibers of it become airborne and are inhaled by someone. When this occurs over a long period of time the individual may contract asbestosis, a chronic disease of the lungs which makes breathing more and more difficult. Breathing asbestos fibers can also cause lung or other forms of cancer.

2) Asbestos has been used in many products through the years and even occurs naturally in facing stone used on some buildings in California. In the most recent Federal regulations concerning the identification of an asbestos-hazardous area, friable materials are singled out for testing and identification. Friable relates to those construction materials that can be crumbled in the hand, such as asbestos insulation materials typically sprayed onto the structure of a building for its insulating and/or fire proofing properties. It does not pertain to such items as vinyl asbestos floor tile since the asbestos fibers are firmly bound or sealed into the tile.
3) The District has conducted surveys for friable materials in all our buildings. When found, they have been tested in a commercial laboratory for asbestos content. Most of the samples contain some percentage of asbestos content. Most of the samples were taken where pipe insulating materials were damaged and/or deteriorating, exposing the material to the air. As part of their regular maintenance program, the colleges repair these conditions. In such cases asbestos can safely be contained when the damaged insulation is resealed so that the asbestos is encapsulated. In more severe cases the insulation material may be removed and replaced with fiberglass or another safe insulating material.

c. Application. When a suspected or known hazardous asbestos condition exists, maintenance persons involved in correcting the condition or otherwise working in the asbestos environment must adhere to the following regulations. They provide the guidance and level of protection needed to assure safe working conditions. If there are any questions concerning the application of these regulations or the need for additional information concerning asbestos arises, contact the Safety and Occupational Health Specialist at the District Office.

2. **EQUIPMENT FOR ASBESTOS REMOVAL**

a. Hand Tools
   I) Utility knife or linoleum knife
   2) Putty knife (one inch)
   3) Planer blade with handle
   4) Plastic mallet (10 oz.)
   5) Hacksaw or coping saw (low profile)

b. Area Protection
   I) Polyethylene sheeting (painter’s drop cloth)
   2) Duct tape

c. Wetting Equipment
   I) Hudson sprayer (2.5 gallon, steel)
   2) Hand-held spray bottle (one quart)
   3) Calgon dishwashing powder
   4) Water bucket
d. Personal Protection
1) Disposable coveralls with hood and feet covering
2) Thin plastic or latex gloves
3) 8710 or 9900 respiratory masks
4) Safety glasses or goggles for overhead work – also hard hat

e. Disposal Equipment
1) Industrial vacuum with asbestos filter and bag
2) 6 mil. Polyethylene bags stenciled with asbestos warning labels
3) 6 mil. plain polyethylene bags
4) Fiberboard drums with locking covers
5) Disposable rags or woven paper towels

f. Labels and Signs
1) Warning signs to be posted at entrances to work area
2) Adhesive labels for bags and drums

g. Sealing of Exits or Entrances
1) Arabol
2) Canvas

3. PROTECTION FOR EMPLOYEES WHERE LOOSE ASBESTOS IS PRESENT

Maintenance employees have encountered situations which required them to work in areas where loose asbestos-containing materials are present. This is the case, for example, when carpenters or electricians have to work under some of the older buildings and in attics.

To protect all employees from unnecessary risks, the following precautions should be taken:

a. The area should be wetted down, if possible.

b. The work area and the access route(s) should be covered with polyethylene sheeting (visculine, for example).

c. Employees should wear:
   1) Disposable coveralls
   2) Disposable respirators

d. After completion of the work, before taking a break, or going to lunch, the disposable coveralls and disposable respirators should be removed and placed in the waste drum.
e. After a break or lunch, new coveralls and a new respirator shall be used.

f. No eating, drinking, or smoking shall be permitted in the asbestos work area.

g. Employees must wash their hands before leaving the area.

h. Employees’ clothing worn under the disposable coveralls should be washed separately from other work clothes or the family wash.

i. Large concentrations of loose asbestos-containing materials should be reported to the Building & Grounds Administrator or the Safety and Police Office.

4. **SMALL ASBESTOS REMOVAL JOBS**

   a. **Preparation**

      1) Bring all materials and equipment into the work area
      2) Close access doors and post asbestos warning signs
      3) Close off or shut off any ventilation to the outside
      4) Remove street clothes and place in plastic bags. Seal bags and set aside in a safe, secure place.
      5) Put on coveralls.

   b. **Preliminary Clean-up**

      1) Vacuum or brush up loose debris. If brushing, keep debris wet.
      2) Wipe down with clean, wet rags.

   c. **Work-site Preparation**

      1) Cover areas below materials to be worked with plastic sheeting.
      2) Seal covering with duct tape.
      3) Place plastic disposal bags as near to the material as possible.
      4) Wet floor and surrounding area with a fine spray.
d. **Removal - Keep Material Wet at all Times**

1) Wet down a small section of material (e.g., seam to seam).
2) Slowly cut through the outer covering and peel back to locate the seams.
3) Cut through at the seams.
4) Ease covering off and gently place in disposal bags.
5) Scrape and wet wipe residue from the pipe.
6) Seal the bags as they become filled and place in the drums.

e. **Clean-up**

1) Unseal and fold covering sheets inward. Place in disposal bags.
2) Wipe down the area with wet rags.
3) Rinse and dry hand tools.
4) Remove coveralls and gloves and place in disposal bags.
5) Washing hands thoroughly.
6) Remove respiratory mask and place in the disposal bags.
7) Wet down the open bags, seal and cover them, and place in a disposal drum.
8) Take street clothes from the plastic bags and dress.

f. **Breaks and Lunch**

1) Remove and discard disposable clothing.
2) Washing.
3) Use a new set of disposables and a new respirator when returning to work.

5. **LARGE ASBESTOS REMOVAL JOBS**

a. **Site Preparation**

1) Air samples shall be taken, using the “membrane filter method,” to determine the level of asbestos contamination and the type of respiratory equipment to be worn.
2) The following staging areas shall be determined and installed (entry-exit):
a) clean room
b) shower
c) contaminated area/change room
d) work area

3) Access to the staging area and work areas shall be sealed off by polyethylene barriers and provided with standard signs which read:

CAUTION: ASBESTOS DUST HAZARD. AVOID BREATHING ASBESTOS DUST. WEAR ASSIGNED PROTECTIVE EQUIPMENT. DO NOT REMAIN IN WORK AREA UNLESS YOUR WORK REQUIRES IT.

BREATHING ASBESTOS DUST MAY BE HAZARDOUS TO YOUR HEALTH.

4) Seal off work areas with double barrier of polyethylene sheeting so that one barrier remains closed at all times during entry and exit.

5) All openings such as doors, windows, and vents shall be sealed.

6) Filters which were part of the ventilation system shall be removed, sealed in polyethylene bags and disposed of as required (cf. disposal).

7) Walls and floors shall be wet cleaned and covered with polyethylene sheeting.

8) Movable furnishings and equipment shall be wet cleaned and removed from the work area and contaminated area.

9) Immovable equipment shall be wet cleaned, covered and sealed with polyethylene sheeting.

10) Fixtures and equipment attached to the asbestos covered surface shall be removed under the following conditions:

a) Energized equipment shall be deenergized or set to zero energy (electrical systems shall be deenergized using standard “lockout” and tagging procedures).

b) Asbestos material around points of attachment shall be wetted.
c) Fixtures and fasteners shall be wet cleaned and removed or disposed of in accordance with disposal procedures.

b. **Entry Procedures**

1) **Clean Room**
   a) Enter from the outside in street clothes.
   b) Remove street clothes and replace with authorized protective clothing and devices as specified under Work Procedures (1).

2) **Contaminated Area**

Additional protective devices such as hard hats, safety shoes, eye protection, etc., must be worn.

3) **Work Area**

Toilet facilities, either fixed or portable, shall be provided so the employee does not have to leave the work area and go through the exit and entry procedures.

c. **Exit Procedures**

1) **Work Area**

   a) Gross contamination and debris are brushed or vacuumed from clothing.
   b) Equipment and tools to be removed from the work area are wet cleaned.
   c) Exit is made so that one part of the double barrier is kept closed at all times.

2) **Contaminated Area**

   a) Disposable protective items are to be placed in clearly marked polyethylene bags sealed and placed in sealed drums for disposal.
   b) Non-disposable equipment and clothing should be removed and stored in separate lockers or similar holders.
   c) Respirators are removed immediately prior to entry into the shower.
3) **Shower**

a) All employees shall shower thoroughly.
b) Towels used for drying shall be collected in polyethylene bags, sealed and transported to special laundering facilities.

4) **Clean Room**

Employees shall change either into street clothes or, if reentering the work area, into new disposable coveralls and protective clothing.

d. **Work Procedures**

1) All persons entering the contaminated area shall wear:

   a) approved respirators  
   b) disposable full body coveralls  
   c) disposable head covers  
   d) footwear which shall be left in the work area at all times until disposed of or specially cleaned at completion of the job  
   e) approved eye protection  
   f) protective headwear (hard hats), if overhead work is being performed  
   g) gloves, covered by disposable hand protection

2) No smoking, eating, or drinking shall take place in the contaminated area or work area.

3) All persons leaving the work area shall follow the “Exit” procedures.

4) Asbestos material shall be sprayed prior to removal with water mixed with a wetting solution as specified.

5) Work shall be done under the following restrictions:

   a) in small sections  
   b) with two man crews  
   c) from staging platforms

6) At the end of each small section of removal, the material, while still wet, shall be:
a) packed in polyethylene bags (6 mil.)
b) sealed in the bags
c) placed in 55 gallon steel or fiber drums
d) Identified with a caution label and identification label on both bags and the drums

7) Contamination samples shall be taken in accordance with the following minimum requirements:
   a) within the work area, two samples per day
   b) outside the work area, one sample per day
   c) outside the building, one sample per day

**e. Disposal and Clean-up**

1) Debris shall be cleaned up after each small section has been removed.

2) Debris shall be deposited in polyethylene bags and placed in 55 gallon drums as specified under Work Procedures.

3) The outside of all drums shall be wet cleaned prior to removal from the work area

4) The drums which contain the debris must be delivered to an approved disposal site which meets the Federal Environmental Protection Regulations.

**f. Decontamination of Work Area**

1) All surfaces in the work area shall be cleaned with water after removal of the asbestos material has been completed.

2) After 24 hours, the work area shall again be wet cleaned and inspected.

3) Two air samples shall be taken within 48 hours oof completion of the cleaning.

4) If the work area meets the air sample contaminating standards, all entrances and exits can be unsealed.

5) Plastic sheeting, tape and other disposable materials shall be disposed of in plastic bags and sealed drums as specified in the Disposal Procedures.
g. **Protective Devices**

1) Disposal protective coverings shall be placed in polyethylene bags and placed in drums, sealed as specified in the Disposal rules.

2) Non-disposable clothing and personal items shall be:
   a) stored in special lockers or similar devices during the job;
   b) sealed in special bags at the completion of the work;
   c) identified as contaminated on the outside of the container; and
   d) laundered or cleaned separately in a facility equipped to handle asbestos contaminated materials.

3) Respirators shall be:
   a) left at the entrance to shower area at each exit;
   b) picked up cleaned and wrapped by protected employees in a separate area; and
   c) returned to the clean area by an outside employee.

4) Disposable parts of protective equipment (e.g., seat bands of hard hats, shoe inserts, glass holders, etc.), shall be removed from the equipment and disposed of along with the other disposable equipment or materials.
1. **PURPOSE:**

The purpose of this regulation is to acquaint the District employees with the proper use of disposable and/or non-disposable respirators that will be used to protect the employees from harmful dusts, mists, chemicals, pesticides, etc., as required by CAL/OSHA.

2. **GENERAL**

   a. In their course of employment with the District, some employees may be exposed to harmful dusts, mists, chemicals, pesticides, etc., which, if inhaled, could jeopardize their health and safety.

   b. In order to protect the employees from the exposure, the employees will be required to wear protective respirators or face masks when working in hazardous or a potentially hazardous environment.

   Note: Bears or heavy facial hair will prohibit the proper fitting of a face mask; therefore, bears should not be worn by employees in order to receive maximum protection while wearing a face mask.

   c. The type of mask or respirator will be determined by the possible exposure and length of exposure.

   d. All the employees who may be required to wear masks or respirators will be trained to determine the type of mask or respirator to wear, the proper fitting of the unit, the limitations of the particular unit, and the possible dangers if improperly fitted or improperly used. This training will be conducted annually or more often if needed.

   e. After the cartridge, canister or self-contained breathing mask is properly fitted, all employees shall be given the option as required by CAL/OSHA Title 8, Section 5144 (c) to:
1) Wear the mask in normal air for an adequate familiarity period (2 hours is considered adequate);

2) Wear the mask in a test atmosphere (such as generated smoke by smoke tubes or isoamyl acetate). Note: These items are now available in the District Safety Office and may be checked out for use by qualified personnel.

f. The training can be conducted by:

1) Campus personnel
2) Safety personnel
3) Manufacturing representatives

g. The selection of the proper mask and/or respirator desired is made by using the guidance of the American Standard Practices for Respiratory Protection (Z88.2 1969). There is a standardized color coding of all canisters and cartridges. See Table I.

3. TRAINING:

a. A log must be kept of all training. This log must contain the following information and will be made available to any CAL/OSHA inspector upon request:

1) Date of training
2) Name of person attending (printed and written)
3) Specific subject covered at that session
4) Name and title of the instructor

b. All training will be coordinated by the Center of Professional Development. Training sites and times will be selected by each college.

4. APPLICATION:

a. When each employee is issued a mask and the mask is turned into a central unit for cleaning, sterilization, etc., then that mask should be marked, so the same employee will draw the same mask each time of issue. The following should be noted:
1) The date of issuance shall be recorded.

2) The mark of identification shall be so placed as not to interfere with the proper wearing of the mask.

b. The mask shall be washed in a mild warm water soapy solution, dried, sterilized (using ultra-violet light or alcohol) after each use or at the end of each workday.

c. The College shall be responsible to provide, repair and/or replace the disposable or non-disposable masks as may be required due to normal wear or deterioration.

d. When not in use, the mask must be stored in an area to prevent damage against harmful dusts, sunlight, extreme temperatures, excessive moisture, or damaging chemicals.

e. Emergency respirators must be inspected and sanitized after each use. They must be inspected at least monthly and a record of the inspection be kept with the unit or in its storage box. The record shall have the following information:

   1) Date of inspection
   2) Name of inspector
   3) The date the canister was placed into services

f. Inspections will be conducted by qualified personnel with a knowledge of the unit to be inspected. The inspectors may be:

   1) Campus employee (so trained and designated)
   2) Tool crib attendant
   3) Safety personnel

g. Self-contained breathing apparatus must contain at least a Grade D oxygen in the air cylinders as described in the Compressed Gas Commodity Specifications G-71 (ANSI Z88.1 1973).

h. The gas cylinders shall be kept full and ready for use at all times.
1. The breathing air shall be free of all dusts, mists, vapors or gases. (Free of all contaminants that could damage the lungs).

CAUTION: ONLY SELF-CONTAINED BREATHING APPARATUS CAN BE USED IN AN OXYGEN DEFICIENT ATMOSPHERE (19.5% OXYGEN OR BELOW).

The disposable and non-disposable masks are designed to be used only in an atmosphere of between 19.5% and 21% oxygen. This is sufficient oxygen to sustain life.

TABLE I

<table>
<thead>
<tr>
<th>Atmospheric Contaminants</th>
<th>Color Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Acid Gases</td>
<td>White</td>
</tr>
<tr>
<td>2. Hydrocyanic Acid Gases</td>
<td>White with 1/2 inch green stripe around canister near the bottom.</td>
</tr>
<tr>
<td>3. Chlorine Gas</td>
<td>White with 1/2 inch yellow stripe around canister near the bottom.</td>
</tr>
<tr>
<td>4. Organic Vapors</td>
<td>Black</td>
</tr>
<tr>
<td>5. Ammonia Gas</td>
<td>Green</td>
</tr>
<tr>
<td>6. Acid Gas - Ammonia Gas</td>
<td>Green with 1/2 inch white stripe around canister.</td>
</tr>
<tr>
<td>7. Carbon Monoxide</td>
<td>Blue</td>
</tr>
<tr>
<td>8. Acid Gas - Organic Vapors</td>
<td>Yellow</td>
</tr>
<tr>
<td>9. Hydrocyanic Gas</td>
<td>Yellow with 1/2 inch yellow stripe around canister.</td>
</tr>
<tr>
<td>- Chloropicrin Vapor</td>
<td></td>
</tr>
<tr>
<td>10. Acid Gases - Organic Vapors</td>
<td>Brown</td>
</tr>
<tr>
<td>Ammonia Gas</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Radioactive Materials except Tritium-Nobles Gases Purple (Magenta)</td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>11.</td>
<td>Particulate - (dusts, fumes, mists, fogs, smoke) Canister is the color for the contaminant with a 1/2 gray stripe.</td>
</tr>
<tr>
<td>12.</td>
<td>in combination with any of the above</td>
</tr>
<tr>
<td>13.</td>
<td>All of the above atmospheric contaminants Ted with a 1/2 inch gray stripe around the top of the canister.</td>
</tr>
</tbody>
</table>

**NOTE:** Gray shall be used as the main color for a canister design to remove acid or vapors. Orange shall be used as a complete body or stripe color to represent gases not included in this table. Refer to the canister label to determine the degree of protection the canister will afford.

**PROPER APPLICATION OF THE TYPE 9900 DISPOSABLE FACE MASK**

Use the following steps for proper strap attachment and for proper fitting of this mask.

**Steps:**

1. Cup the respirator in one hand with the nose piece facing the fingertips. (End with the metal plate).
2. Allow the straps to hang down.
3. Cup the respirator under your chin and slide it up over your nose.
4. Pull the top band over your head and position the strap on the top of your head.
5. Pull the bottom strap over your head and position this strap around your head just below your ears.
6. Pull each strap snugly to make a tight fit.
7. Using both hands, shape the metal strap over your nose. This metal strap must conform to the shape of your nose comfortably.

8. Gently cover the respirator with your hand, and exhale sharply into mask.

9. If the mask is air tight a positive pressure will be felt in the mask against your face. If any air leaks out around the sides of the mask, then reposition the mask, refit the nose piece and repeat step 8 until no air escapes through the sides.

10. The mask will now do the job it is designed to do.

11. When breathing becomes difficult or the mask becomes visibly dirty, then the mask has to be replaced with a new clean one.

12. Always leave the contaminated area before changing the mask.

CAUTION: THIS MASK IS ONLY TO BE USED IN AN ATMOSPHERE THAT WILL SUSTAIN LIFE. DO NOT USE IN AN ATMOSPHERE AT 19.5% OXYGEN OR BELOW.

PROPER APPLICATION OF THE NON-DISPOSABLE SINGLE/DUOUBLE CANISTER OF CARTRIDGE MASK

Use the following steps for proper straps attachment and the proper fitting of this mask:

Steps:

1. Select the proper cartridge or canister for the protection against the atmosphere where the mask is to be used. As example, use Table I for the selection and read the label thoroughly before using the proper canister or cartridge.

2. Fit the respirator to your face with the nose piece (narrow end) over your nose.

3. Connect the upper head band and place over the top of your head.
4. Connect the lower band and place around your head just below the ears.

5. To test for proper fit:
   a. Place the palm of your hand or thumb over the exhaust valve.
   b. Exhale sharply into the mask.
   c. You should feel a positive pressure in the mask with no air leaks around the mask.
   d. If air leaks out or no positive pressure is felt, then repeat steps 2 thru 4 and repeat the test until there are no air leaks and a positive pressure is felt on your face.

6. Change the filters on this mask when:
   a. Breathing becomes difficult.
   b. You can smell or taste the chemical in the atmosphere.
   c. The filters or cartridges look dirty or the canister indicator gauge changes color as per the manufacturer’s instructions.

7. Always leave the contaminated area before changing the filters or cartridges.

8. On the full face mask with a canister, close off the exhaust valve and the hose connecting the canister when checking for positive pressure.

CAUTION: NEITHER THE SINGLE NOR DOUBLE CARTRIDGE MASK NOR THE CANISTER MASK IS TO BE USED IN AN ATMOSPHERE THAT CANNOT SUSTAIN LIFE. THE OXYGEN LEVEL MUST NOT BE BELOW 19.5% FOR THIS MASK TO FUNCTION.
1. **INTRODUCTION**

Smoking of any form of tobacco is a health hazard and may be a cause of material annoyance, inconvenience, and discomfort to those District personnel who may be present in confined spaces. It is the intent of the Board of Trustees of the Los Angeles Community College District to regulate, or delegate to the College Presidents to regulate, as appropriate, the smoking of tobacco, plant or processed substance in the District’s buildings, offices, and enclosed spaces through the District.

2. **DEFINITIONS**

The following words and phrases, whenever used in this regulation shall be construed as hereinafter set out, unless it shall be apparent from the context that they have a different meaning.

a. Employer shall mean the District who employs the services of the employee.

b. Employee shall mean any person who is employed by the District (employer) in consideration for monetary compensation.

c. Volunteers shall mean any person designated by the Board of Trustees as a volunteer under Board Rule 101800.

d. Place of employment shall mean any enclosed area under the control of the employer (District) which employees normally frequent during the course of employment, including but not limited to work areas, employee lounges, conference rooms, and employee cafeterias.
e. "SMOKE" or "SMOKING" shall include carrying or holding of a lighted pipe, cigar or cigarette of any kind, or any other lit smoking equipment, or the lighting or emitting or exhaling the smoke of a pipe, cigar or cigarette of any kind.

f. Public Building shall mean a building owned and occupied or leased and occupied by the District.

3. **PROHIBITION**

It shall be a violation of Board of Trustees Board Rules, Labor Code section 6404.5 and/or Government Code section 7597 to smoke in the following places:

a. Inside a public building or an outdoor area within twenty (20) feet of a main exit, entrance or operable window of a public building;

b. In a passenger vehicle owned by the District;

c. All enclosed places of employment, as discussed in Section 4, below;

d. Those places of the District open to the public for the primary purpose of classroom activities, or assisting students in matters related to their status as students;

e. Those places of the District open to the public for the primary purpose of exhibiting any motion picture, stage production or similar performance, including indoor sport events, other than the area which serves as a lobby, if designated as "SMOKING AREA";

f. Those places designated by a College President on his/her campus.

4. **SMOKING IN EMPLOYEE AREAS PROHIBITED**

a. Pursuant to Labor Code section 6404.5, smoking shall be prohibited in all enclosed places of employment, which includes, but is not limited to, the following places:

1. Any location where a District employee is working.

2. Restrooms, elevators and first aid stations where employees or volunteers are normally treated for illnesses or injuries.

3. Employee cafeterias, lunchrooms and lounges.
b. All areas for either "SMOKING" or "NON SMOKING" shall be clearly marked and posted.

c. Where smoking is prohibited throughout a building or structure, a sign stating "Smoking is prohibited except in designated areas" shall be posted at each entrance to the building or structure.

d. The District’s "SMOKING POLICY" shall be communicated to all current employees and to all new employees at their time of entry into employment with the District.

5. **SMOKING IN AREAS NOT DESIGNATED AS EMPLOYEE AREAS**

The responsibility for the designation of smoking or non-smoking areas (except those prohibited areas) shall be the responsibility of the Chancellor at the District Office and the College Presidents at their respective campuses, or their designees. Subject to pre-existing collective bargaining agreements, nothing in this procedure shall be construed to limit either the Chancellor or a College President from declaring certain or all locations under his/her jurisdiction a non-smoking area.

6. **PENALTIES**

a. Any District employee who knowingly violates the rules pertaining to SMOKING or NON SMOKING may be subject to disciplinary action pursuant to the policies of the Board of Trustees.

b. A member of the public or volunteer who knowingly violates the rules pertaining to SMOKING and NON SMOKING may lose his/her right to remain on the premises. (Penal Code Section 626.4)

c. A student of the colleges who knowingly violates the rules pertaining to SMOKING and NON SMOKING shall be subject to the student disciplinary regulations. (See Board Rule 9804)

d. A College President or designee may refer violations of the rules pertaining to smoking and non-smoking to campus law enforcement for criminal prosecution.
The following procedures have been established to reimburse members of the Board of Trustees for District-related phone calls made on their personal cell phones:

1. In order for the reimbursement payment to be made, the District must be provided with the original invoice from the telephone company.

2. The invoice should include the following information:
   a. the name and address of the person to be reimbursed
   b. a listing of all telephone calls and the circling of those incoming and outgoing calls that pertain to District business
   c. indicate the total amount of reimbursement being requested
   d. signature certifying that the request for reimbursement represents costs related to District business

3. The owner must pay for all incoming and outgoing calls prior to filing reimbursement invoice.

4. Submit the invoice to the Chancellor’s Office for approval.

The Chancellor’s Office will sign the invoice approving it for payment, provide the account number that it should be charged to, and indicate the Board action that authorizes the reimbursement (CD Comm No. 1, 1/20/88). Invoice will then be forwarded to Disbursements for payment.
I. Purpose and Definition

The purpose of this procedure is to establish a process for obtaining final District resolutions to decisions issued at the college through its appeal procedures for reinstatement of financial aid. District Office Appeal Review Requests are processed through the college only after the college appeal procedures have been exhausted. The procedures for District Office Reviews may be initiated by a student who reasonably believes that college, district, state and/or federal guidelines were applied incorrectly and, therefore, adversely affected her/his financial aid status, rights and privileges.

The student should be aware that federal guidelines require colleges to validate student financial aid eligibility. Their decision, in the absence of error, fraud, bad faith or incompetence, is final and cannot be appealed to the Department of Education.

This procedure does not apply to student grievances; alleged violations of sexual harassment; actions dealing with student discipline; alleged discrimination on the basis of ethnic group identification, religion, age, sex, sexual orientation, physical or mental disability; grade disputes with instructors; academic probation or dismissal issued through Admissions and Records; or an appeal for residency decision. Information about these due process procedures may be obtained from the College Student Services Office.

II. Initiation of District Office Appeal Procedures
1. The student shall file a Formal District Office Financial Aid Appeal Review Request Form with the College President or President’s Designee.

2. Upon receipt of the Request, the College President/President’s Designee shall forward to the Chancellor or Chancellor’s Designee the following information within five (5) working days:

   a. The student’s completed formal District Office Financial Aid Appeal Review Request Form.
   
   b. The student’s formal financial aid appeal statement with its supporting documentation.
   
   c. The college’s formal decision statement with supporting facts, or federal, state, district and/or college citations used in its decisions.

III. Formal Appeal Procedures

1. Within five (5) working days following receipt of the Appeal Review Request and supporting documents, the Chancellor/Chancellor’s Designee shall direct the Director, Central Financial Aid Unit to assemble and chair the Review Committee.

   a. Composition of the Committee

      1. The Financial Aid Managers shall serve annually as a standing panel from which the Review Committee members will be selected (member selection shall be the Director’s responsibility).

      2. The Committee shall be composed of two (2) Financial Aid Managers and the Director.

      3. No Financial Aid Manager who is otherwise interested in the particular case shall sit as a member of the Committee.

   b. District Office Appeal Review Procedures

      1. The Committee shall consider only the information ruled upon in the college’s appeal procedure. If the student wants to present new information, his/her file must be
returned to the college for re-evaluation.

2. The Committee shall rule only on whether or not guidelines used as the basis for the college’s decision were applied properly.

3. The Committee review session shall be open only to the Chancellor/Chancellor’s Designee.

4. The Committee shall prepare a formal statement of its decision, its basis for the decision, and forward a copy to the Chancellor/Chancellor’s Designee for disclosure to the College. The disclosure shall be made within the five (5) working days subsequent to the Committee decision.

5. The decision of the Committee shall be final.
In accordance with the Board Rules and Administrative Regulations which require the Chancellor to delegate to the College Presidents the authority to negotiate, draft and sign agreements on behalf of their respective colleges, the college presidents are authorized to actively seek District agreements or partnerships for their college with outside individuals, agencies and/or organizations. However, prior to entering into a formal agreement and/or partnership, the following requirements must be met:

1. all District rules, regulations and procedures with respect to legal and fiscal constraints must be satisfied;

2. if such proposed agreement and/or partnership may have implications that extend beyond the college, the college president must consult with the Chancellor prior to formalizing any agreement and/or partnership with the outside individuals, agencies and/or organizations; and

3. all agreements over $250,000 must be reviewed by the Chancellor or his/her designee prior to placement on the Board agenda for approval.
REGULATIONS

1. **Definition of equipment**

   Supplies are expendable, consumed or worn out, deteriorating in use, or easily broken, damaged, or lost. Items with a relatively short service life and replaced frequently lost, broken, or worn out and replaced in normal use.

   Items should be classified as equipment or supply on the basis of the answers one must give to the following questions. If all answers are no, the item should be classified as equipment. If the answer to any of these questions is yes, classify the item as supply.

   a. Does the item lose its original shape and appearance with use?
   
   b. Is it consumable, with a normal service life of less than two years?
   
   c. Is it easily broken, damaged, or lost in normal use?
   
   d. Is it usually more feasible to replace it with a new unit than repair it?
   
   e. Is it inexpensive having the characteristics of equipment? Does the small unit cost make it inadvisable to capitalize the item?

2. **Authorization of the College President** is required for the disposal, sale or trade-in of equipment.
3. Transactions involving the purchase, sale or exchange of equipment from or to College District Board of Trustees employees are discouraged. Such transactions should be entered into only after thorough and documented investigation and appraisal by an acknowledged competent neutral person, and when specifically approved in writing by the College President.

4. All equipment owned by the Associated Students Organization shall be included in the District equipment inventory. Such inclusion shall identify the Student Organization as owner of the equipment.

5. Transfer of ownership of Associated Students equipment to the District may be permitted under the following conditions:
   a. The District may at its discretion accept an item as is, or subject to qualifying conditions such as repair or bringing up to standards.
   b. District commitment for maintenance, retention or replacement is not implied if property title is accepted.
   c. For inventory purposes, refer to District Asset Management Policies and Procedures, AM 05-04 Asset Acquisitions, Section II; Types of Transactions, Section D; Transfer.

6. The College Fiscal Administrator shall provide the governing body and the College President with an annual inventory of all Associated Student-owned equipment.

7. Presidents of colleges and college fiscal administrators should exercise great care in seeing that such inventory is complete and that estimated values are realistic since this information is the basis for determining insurance coverage and for obtaining adjustments in event of loss.
## REGULATION

Write-off of assets, including but not limited to accounts receivable must be submitted to the College President for prior approval.

<table>
<thead>
<tr>
<th>REFERENCE:</th>
<th>TOPIC:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Write-Off of Assets</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ISSUE DATE:</th>
<th>INITIATED BY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>September, 1975</td>
<td>Business Services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CHANGES:</th>
<th>DATE OF CHANGES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previously E-39</td>
<td>March 20, 2001</td>
</tr>
</tbody>
</table>
REGULATIONS

1. Receipts shall be issued whenever money is received.

2. All cash collections, including checks, shall be deposited daily.
   a. All Student Body monies shall be deposited in a bank or savings and loan association insured by a Federal agency.
   b. Funds held in trust (faculty, alumni, scholarship, etc.) are considered separate valid trusts and may be carried in the same bank or savings and loan organization, but must be maintained in separate cash accounts in the records maintained by the College Fiscal Administrator.

3. Combinations to safes and vaults should be changed each time there is a change of personnel having access to such equipment.

4. Losses by vandalism, theft, burglary or robbery shall be reported promptly to:
   a. The President of the college
   b. The local police department
   c. The College and the District’s Sheriff’s Office
   d. The District Insurance Office
   e. The College Fiscal Administrator, by copy of the police report, which will be the basis for making inventory adjustments and filing insurance claims.
POLICY

“A” scholarship accounts are established only by transfer of Associated Students funds and/or by donations from individuals or groups within the Associated Students Organization.

REGULATIONS

1. “A” scholarship accounts shall be established only with the prior written approval of the College President.

2. “A” scholarship awards may be made only to paid members of the Associated Students Organization.

3. “A” scholarship funds shall be used only for the purpose of assisting worthy students as determined by the College President or his designee, to remain in the college. “A” scholarship awards shall be considered gifts which may be repaid at the will of the recipient.

4. “A” scholarship accounts, in total, may at no time exceed an amount equal to $2 per unit of average daily attendance for the preceding year.

5. “A” scholarship accounts derived from Associated Students funds fall into three major classes:

   a. Scholarship Investments - Invested funds where interest alone is used for scholarship purposes.

   b. Scholarship Trusts - Funds placed in trust and the principal used for scholarship purposes.
c. **Direct Budget Allocations** - Which shall be limited to 2% of the total budget, and which shall not be made where scholarships exceed the allowable maximum.

6. Interest earned by “A” scholarship accounts other than specified Scholarship Reserves (5-a above) shall be credited to the Associated Student Body Fund and not to the scholarship account.
POLICY

“B” scholarship accounts are established and increased only through donations by individuals or groups outside the active Associated Students Organization.

REGULATIONS

1. Donations to any college for scholarship purposes must receive prior written approval of the College President.

2. “B” scholarship monies given to a student shall constitute a gift, unless a particular account was accepted by the Associated Students with other provisions.

3. Interest earned from investment of “B” scholarship funds shall be credited to the “B” scholarship account.

4. Scholarship/Gifts for students are recommended to be reviewed by the College’s Financial Aid Office (outside scholarship coordination) in order to prevent any overawards.

Original Issue Date: September, 1975
Initiated by: Business Services
Dates of Changes: March 20, 2001; January 8, 2015
References:

The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by contacting the ADA Compliance Administrator, Mardy Kuntzelman, 770 Wilshire Boulevard, Los Angeles, CA 90017, (213) 891-2213 voice, (213)891-2408 TTY, (213) 891-2295 fax, kuntzeme@email.laccd.edu.
REGULATIONS

1. Clearing accounts may be established for funds held temporarily and paid out promptly in full, such as United Crusade drive receipts and faculty professional dues.

2. At no time may a clearing account be overdrawn.
REFERENCE: Board of Trustees Trust Accounts

ISSUE DATE: September, 1975

INITIATED BY: Business Services

CHANGES: Previously E-44

DATE OF CHANGES: March 20, 2001

REGULATIONS

1. Board of Trustees Trust Accounts are used for money belonging to the District and such funds may not be used for Associated Student activities.

2. These accounts include collections of money for lost, damaged, and/or broken District property as well as fees, charges, contributions and deposits collected as authorized by the Board of Trustees.

3. Balances in these accounts shall be remitted monthly to the District Accounting Office, unless otherwise authorized by the District Chief Financial Officer/Treasurer.
<table>
<thead>
<tr>
<th>REFERENCE:</th>
<th>TOPIC:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Employee Group Funds</td>
</tr>
<tr>
<td>ISSUE DATE:</td>
<td>INITIATED BY:</td>
</tr>
<tr>
<td>September, 1975</td>
<td>Business Services</td>
</tr>
<tr>
<td>CHANGES:</td>
<td>DATE OF CHANGES:</td>
</tr>
<tr>
<td>Previously E-45</td>
<td>March 20, 2001</td>
</tr>
<tr>
<td>Entire regulation</td>
<td>January 23, 2013</td>
</tr>
</tbody>
</table>

**REGULATION**

Employee groups recognized by the College President or the District may, with the College President’s approval, use the College Finance Office as a depository for Association funds. The College Fiscal Administrator is responsible for accounting functions for such funds.
## Delegations

### A.
As used in this regulation, “College President” means a person appointed by the Board as the regular or interim president, and will not apply to anyone serving in an acting or day-to-day substitute capacity unless specifically authorized in writing by the President.

### B.
As used in this regulation, “Vice President” means a person appointed as the regular or interim Vice President of Administration/Administrative Services. However, a College President may, pursuant to Section III, designate in writing to the Chancellor for contracts to be executed by an acting or day-to-day substitute for the Vice President of Administration/Administrative Services.

### C.
As used in this regulation, “Deputy Chancellor” means a person appointed by the Board as the regular or interim Deputy Chancellor, and will not apply to anyone serving in an acting or day-to-day substitute capacity unless specifically authorized in writing by the Deputy Chancellor.

### D.
As used in this regulation, “Executive Director of Facilities Planning & Development” means a person appointed by the Board as the regular or interim Executive Director, and will not apply to anyone serving in an acting or day-to-day substitute capacity unless specifically authorized in writing by the Executive Director.

## Delegation of Authority to College Presidents, Deputy Chancellor and Executive Director of Facilities Planning & Development

### A.
Effective December 1, 2000, the Chancellor hereby delegates the authority and the responsibility to the College Presidents to negotiate, draft, sign and enter into the following contracts:
(1) Purchase orders which do not require formal bidding
(2) Grant agreements and agreements with subgrantees which do not require formal bidding
(3) Music and other licensing of intellectual property for District use (excluding licensing issues with employees)
(4) Student intern agreements, including CalWorks
(5) Work study contracts
(6) Unconditional donations
(7) Permits for Use/Civic Center permits
(8) Insurance for special events
(9) Contracts for student government organizations
(10) Revenue sharing agreements, such as with local fire and police agencies
(11) Contract education
(12) Designation of Branch locations for the Colleges which may include leases for no more than $5.00 annually
(13) Educational travel

B. Effective February 1, 2001, the Chancellor delegates the authority and the responsibility to the College Presidents to negotiate, draft, sign and enter into the following contracts:

(1) Disposal of surplus property pursuant to Education Code section 81450
(2) Software and campus master planning consultants
(3) Student Health Centers
(4) Conditional donations
(5) Rent/lease and maintenance of equipment not involving financing
(6) College Foundation master agreements
(7) Instructional software agreements and non-instructional software agreements which do not require formal bidding
(8) Service agreements which do not require formal bidding

C. The responsibility and the authority for the following contracts remains with the Deputy Chancellor, the Executive Director of Facilities Planning & Development, the Director of Business Services and the Director of Facilities Planning & Development:

(1) Contracts requiring formal bidding under state or federal law or by District policy
(2) Financing
(3) Real property transactions, such as purchases, leases and joint occupancy agreements with the exception of leases developed pursuant to Section II A. (12)
(4) Contracts with insurers, except for special events
(5) Approvals of levels of insurance required
(6) Architects whose plans or specifications are related to public works which require a Project Manager; auditors and attorneys
(7) Special agreements with College Foundations
(8) Non-instructional software which requires formal bidding
(9) Purchase orders above formal bidding limits, currently $83,400
(10) Any other contract, purchase order or agreement which has not been expressly delegated

D. Effective October 1, 2001, the Chancellor authorizes the use of purchasing cards to make purchases of materials, supplies and services, including travel-related items, not exceeding $2,500 per transaction and $10,000 per month for each card. The Chancellor delegates to the College Presidents, Deputy Chancellor and Executive Director of Facilities Planning & Development the authority and responsibility to:

(a) designate District employees under their control to be issued purchasing cards, and (b) establish spending limits and other controls on the use of such cards. Issuance of purchasing cards to College Presidents shall be subject to approval by the Chancellor. Use of purchasing cards shall be governed by policies and procedures established by the Director of Business Services. The College Presidents, Deputy Chancellor and Executive Director of Facilities Planning & Development shall be accountable for the appropriateness and legality of any purchasing card transactions made by employees they designate as cardholders.

E. Effective December 10, 2003, the Chancellor delegates to the College Presidents the authority to sign contracts utilizing Proposition A or Proposition AA funds for contracts up to $10,000. The College Presidents do not have the authority to commit or expend Proposition A or Proposition AA funds for contracts in excess of $10,000 in the absence of written approval by the Chancellor, Deputy Chancellor or Executive Director of Facilities Planning & Development, or their designees.

III. Delegation of Authority by College Presidents to Vice Presidents

A. The College Presidents may delegate to their respective Vice Presidents of Administration or Administrative Services and to acting or day-to-day substitutes for the Vice Presidents of Administration/Administrative Services, the authority for all, some or none of the contracts within the College Presidents’ delegated authority. Any person that is delegated authority by a College President must participate in the Districtwide Contracts Training Sessions. The College President continues to be accountable for the appropriateness and legality of any agreement(s) signed by designated employees.

B. Delegations by College Presidents shall be made in writing to the Chancellor, and copied to the Deputy Chancellor, the Chief Financial Officer, the Director of Business Services and the General Counsel. Delegations must be limited to a specific period of time, but such delegations will be revocable at any time by the Chancellor, or by the College President, in writing, with a copy to the Deputy Chancellor, the Chief Financial Officer, the Director of Business Services, the General Counsel, and the Vice President.
IV. **Use of Forms**

A. In exercising their delegated authority, College Presidents, Vice Presidents and acting or day-to-day substitutes for the Vice Presidents of Administration/Administrative Services will use forms authorized by the Chancellor, Deputy Chancellor or the Director of Business Services with standard provisions and such additional provisions that are reasonable, necessary, legal and prudent.

B. Any modifications to the standard provisions in the authorized forms will require advance approval by the Deputy Chancellor, Director of Business Services or Contracts and Purchasing Manager.

C. Additional provisions which overrule, eliminate or modify the standard provisions shall not be included.

V. **Ratification by the Board of Trustees**

In accordance with Education Code section 81655, the District shall not be bound to any contract unless and until that contract is authorized or ratified by the Board of Trustees. Any employee who signs a contract in violation of law or in violation of his or her authority may be disciplined. In addition, in accordance with Education Code section 81655, any such employee may be personally liable to the District for any and all monies of the District paid as a result. District funds incurred as a result of such actions may be charged to the location which created the liability, as determined by the Chancellor or his designee.

Expenditures of Proposition A or Proposition AA funds pursuant to this delegated authority are subject to audit and review as may be directed by the Chancellor, Deputy Chancellor, Executive Director of Facilities Planning & Development, Chief Financial Officer, or their designees.
1. **BACKGROUND.**

This policy is intended to address the applicability of local (city or county) permits to the development of District facilities.

2. **BUILDING PERMITS.**

District facilities are subject to review and approval by the Division of the State Architect pursuant to the Education Code, and are not subject to local city or county building permit or building code requirements. Limited exceptions may apply for certain joint use (public-private) facilities not intended for occupancy by students.

3. **GRADING PERMITS.**

All District facilities are subject to local city or county review and approval of grading and drainage plans pursuant to Government Code section 53097. Generally this local review and approval will take place through the city’s or county’s normal grading permit process, initiated by application from the District.

4. **ONSITE AND OFFSITE IMPROVEMENTS.**

   a. **Onsite Improvements.** Onsite road improvements and the design and construction of onsite improvements that affect drainage, road conditions or grading are subject to local city or county ordinance under Government Code section 53097. Local review and approval of these items should be coordinated with the processing of grading permits wherever applicable.

   b. **Offsite Improvements.** Local city or county requirements for offsite improvements (traffic signal upgrades, etc.) should be followed in the absence of specific infeasibility findings by the District Board of Trustees. Local permits may be required (e.g. “B” permits in the City of Los Angeles) for curb cuts and offsite improvements located in public streets and rights-of-way.
5. **DEMOLITION PERMITS.**

Local city and county demolition permit requirements shall be followed prior to demolition of any District building, except for partial demolitions that are subject to review by the Division of the State Architect under 24 California Code of Regulations Sec. 4-312 (applicable to partial demolitions incidental to repair, rehabilitation or expansion of an existing building).

6. **ZONING APPROVALS.**

Conditional use permits, variances and other local city or county zoning approvals will be required per local zoning ordinance absent zoning exemption by the Board of Trustees pursuant to the District’s separate zoning guidelines.

7. **APPLICABLE CITY OR COUNTY PERMIT JURISDICTION.**

The city or county permitting jurisdictions applicable to each of the District’s main campuses are listed below (satellite campuses and other offsite facilities may be within another jurisdiction):

<table>
<thead>
<tr>
<th>Campus</th>
<th>Permitting Jurisdiction</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Los Angeles College</td>
<td>City of Monterey Park</td>
</tr>
<tr>
<td>Los Angeles City College</td>
<td>City of Los Angeles</td>
</tr>
<tr>
<td>Los Angeles Harbor College</td>
<td>City of Los Angeles</td>
</tr>
<tr>
<td>Los Angeles Mission College</td>
<td>City of Los Angeles</td>
</tr>
<tr>
<td>Los Angeles Pierce College</td>
<td>City of Los Angeles</td>
</tr>
<tr>
<td>Los Angeles Southwest College</td>
<td>County of Los Angeles</td>
</tr>
<tr>
<td>Los Angeles Trade Technical</td>
<td>City of Los Angeles</td>
</tr>
<tr>
<td>College</td>
<td></td>
</tr>
<tr>
<td>Los Angeles Valley College</td>
<td>City of Los Angeles</td>
</tr>
<tr>
<td>West Los Angeles College</td>
<td>County of Los Angeles</td>
</tr>
</tbody>
</table>
The following regulation is established to identify the essential elements as a prerequisite for the District’s purchase, lease-purchase or lease longer than three years of real property for the benefit of the District.

I. **Evaluation**

A. **Documentation** - The College President shall be responsible for documenting the following matters prior to presenting proposed property acquisition to the Board.

1. The rationale for considering the location and services shall be presented; this rationale shall include a viability study for planned instructional uses, an estimate of cost commitment for the property lease or purchase and/or a business plan for proposed revenue enhancement projects.

2. A Viability Study shall include the following components:

   a. Viability Review Committee composed of college administration and faculty in appropriate positions to research program and course need and render informed recommendations.

   b. Information gathering relating proposed programs/classes to:

      i. College Mission;
      ii. Educational Master Plan;
      iii. Accreditation requirements;
      iv. Student demand;
      v. Service area demand;
      vi. Impact on college budget and finance; and,
      vii. Outside expert opinion and analysis.
3. A Business Plan shall include the following components:

   a. A Business Plan review committee composed of the College President, Vice President of Administrative Services, campus faculty leadership, District Facilities Planning Director, District Chief Financial Officer, and others prepared to assess the value and earning potential of identified properties.

   b. Information gathered to include:

      i. Market analysis of property value;
      ii. Review of conceptual site plan;
      iii. Review of purchase vs. lease possibilities;
      iv. Assessment of potential partners;
      v. Revenue analysis; and,
      vi. Evaluation of possible impact on college finances and community relations.

B. Notification

   1. If it is a lease or offsite location for less than three years, then the College’s Vice President of Academic Affairs must review it with the Council of Academic Affairs.

      a. The Council of Academic Affairs shall advise whether the proposed site/program competes with another LACCD institution.

      b. If there is competition with another LACCD institution, the College Presidents shall attempt to resolve the matter. If they cannot, the Chancellor shall make an appropriate determination.

   2. If it is an acquisition, lease-purchase or lease longer than three years, the College President must notify the Chancellor.

      a. The Chancellor will review the matter with the Cabinet, and determine when the matter should be reviewed with the Board.

C. College President’s responsibility for Viability Study and Business Plans

   1. The College President is responsible for ensuring that a comprehensive evaluation of the economics, including enrollment
projections, is conducted.

2. The College President is responsible for ensuring that the viability study has been reviewed and approved by the Cabinet, or the Cabinet and the Board, as determined by the Chancellor.

3. The College President is responsible for ensuring that before a real estate broker is engaged or solicited for assistance, Board approval should be obtained. To the extent that there is a desire to reserve purchase or lease rights, options may be negotiated with Board approval.

D. Preliminary Business Review

1. In the event of a proposed property purchase, the Facilities Planning & Development Department shall obtain and review a title report early in the transaction to identify title and lien issues; obtain a land survey and American Land Title Association (“ALTA”) extended coverage title insurance to locate and protect against easements and encroachments and have a Phase 1 environmental report prepared and reviewed to make certain there are no existing or potential environmental issues on the property.

2. The Facilities Planning and Development Division will obtain an appraisal, performed by a Membership of the Appraisal Institute (“MAI”) certified or equivalent appraiser, to ensure that the price is fair and reasonable for the District. For preservation of the privileges for attorney-client communications and attorney work-product, outside counsel should contract with appraiser.

II. Business Review and Financial Commitments

A. The CFO/Treasurer shall be responsible for reviewing the method of financing, the cost of that financing, the timing for acceptance of title or possession, and the timing for making payments.

B. The College President is responsible for pursuing the processes for obtaining State approval for an “educational center.”

C. The Facilities Planning & Development Department shall evaluate local zoning and subdivision control issues, which may apply to activities and facilities outside the educational curriculum, e.g., commercial enterprises.

D. The Facilities Planning & Development Department shall review or arrange for appropriate architectural or engineering review of structures for compliance with the Field Act, or identify an appropriate exception;
plans and specifications for new buildings must go through the Division of the State Architect.

E. The Facilities Planning & Development Department shall ensure that the facility is accessible for disabled persons, in accordance with applicable building codes.

F. The Facilities Planning & Development Department shall be responsible for ensuring the facility has been reviewed for appropriate safety conditions.

G. The Facilities Planning & Development Department shall review the use of the property for compliance with the California Environmental Quality Act. This may require an Environmental Impact Report, a Negative Declaration or a Categorical Exemption, public hearings and notices, and findings by the Board.

H. Environmental insurance must be obtained for any property acquisition. The College President or designee shall work with the Risk Manager to place the insurance.

I. The Facilities Planning & Development Department must identify and address any particular issues associated with the site. For example, if the property owner is not amenable to negotiations and condemnation is contemplated, special costs and considerations will have to be weighed.

J. The Facilities Planning & Development Department shall work with the College President and other appropriate College representatives in coordinating the preparation of a plan and cost of construction estimate to improve the property to a condition which would accommodate the College's intended use.

III. Due Diligence Responsibilities

A. The Facilities Planning & Development Department shall arrange for an appropriate Environmental Site Assessment for man-made and natural toxicity issues, as well as any applicable State agency review.

B. The Facilities Planning & Development Department shall be responsible for reviewing or arranging for appropriate review of whether the property is located within a flood plain.

C. In addition to the requirements contained herein regarding purchasing real property, if a College is considering acquiring a site or sites for the purpose of constructing a school building as defined by Education Code section 81130.5, these additional requirements must be satisfied:
1. The College President shall work with the Facilities and Planning Department to have the site(s) thoroughly investigated to evaluate all factors affecting the public interest and whether it is economically feasible to construct on this site, which includes, but is not limited to, the raw land cost.

2. If the site is either located within a special studies zone as identified on a map by the State Geologist pursuant to Public Resources Code section 2621 et seq., or within an area designated as geologically hazardous as provided in Government Code section 65302(g), or if the estimated cost to reconstruct or alter or add to a building which alters structure elements exceeds $20,000.00, the investigation shall include geological and soil engineering studies to assess the nature of the site and potential for earthquake or other geological hazard damage. The study shall also evaluate the location of the site with respect to population, transportation, water supply, waste disposal facilities, utilities, traffic hazards, surface drainage conditions and other factors affecting the costs of the total project. The cost of geological and soil engineering studies may be treated as a capital expenditure.

3. This investigation is not necessary if the site or sites have been subject to adequate prior studies and the College has access to this information.

4. A copy of each investigative report shall be submitted to the Board of Governors and the Department of General Services.

5. The Facilities, Planning and Development Department is responsible for ascertaining whether the Department of General Services requires geological or soil engineering studies for the construction or alteration of any building on a site not located within a special studies zone.

6. If a proposed site or an existing site where a proposed addition will be made is within two miles of an airport runway or a runway proposed by an airport master plan, the Facilities, Planning and Development Department shall notify the Board of Governors in writing prior to acquiring title to the proposed property or prior to making additions to the existing property. No further action will be taken with respect to the site until such time that the Board of Governors has issued a report on the site and the requirements of Education Code section 81033 (c) and (d) have been satisfied.
IV. Use of Bond Funds

A. If bond funds are to be used, the College President must ensure that the property is reviewed by the Program Manager, the College Project Manager, and the Executive Director of Facilities Planning & Development.

B. The Facilities Planning and Development Department will provide bond counsel with the site location, the applicable college and the proposed use in order to verify whether the use of bond funds is legal.

C. A memorandum must be sent by the College President to the Chancellor confirming that the College’s shared governance processes have been consulted. The memorandum should confirm that the shared governance group supports the action and its timing relative to other projects, and that the support was based on a full understanding of the probable cost.

D. The College President is responsible for ensuring that the proposed site was anticipated as a use of the bond funds by the community.

V. Legal Processes

A. The Facilities Planning and Development Department is responsible for assigning appropriate legal counsel.

B. Real Property Counsel must review the transaction for any special safety and legal considerations if the planned use involves significant participation by minors.

C. The Board may discuss real property in closed session only to provide direction to the real property negotiator(s). The Facilities Planning and Development Department shall schedule an appropriate time through the Office of General Counsel.

D. Public action must be taken by the Board to make the final decision. Closure of the sale shall not be performed until all due diligence has been performed.
A. It is the responsibility of the person who obtained the Temporary Restraining Order (TRO) to provide the Sheriff’s Office at their location with a copy of the TRO and to notify the Sheriff’s Office at their location if he/she believes that the TRO has been violated. Once a Sheriff’s Office has been notified that a TRO may have been violated on campus, the sheriffs will respond in accordance with their established protocol for handling TROs.

B. No employee of the District shall be responsible for enforcing a TRO. Any person wishing to have a TRO enforced must do so by contacting the Sheriff’s Office if on a Los Angeles Community College District campus, or the appropriate law enforcement office with jurisdiction in the area in which the violation occurs. If a District or college administrator is approached by someone wanting to give them a copy of a TRO, the administrator should not accept the TRO and direct the individual to the Sheriff’s Office at their location.

C. The District is not responsible for ensuring that parties who are named in a restraining order are kept separated. It is the responsibility of each person named in the restraining order to abide by the terms of the restraining order. Individuals may not be excluded from the District or a college simply because he/she is named in a TRO. Furthermore, students may not be disciplined, including suspended or expelled, just because they have a restraining order against them which was initiated by either a District student or employee. A student may only be disciplined for violating the terms of the restraining order while present in a District location in accordance with the District’s Code of Conduct and Student Discipline Procedure.

D. Notwithstanding Section C, the District may try to work with the named parties in the TRO to help facilitate a separation in accordance with the terms of the TRO, such as allowing a student to enroll in another class section.
Original Issue Date: June 25, 2002
Date of Changes: November 14, 2014
Initiated by: Business Services

References:
The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by contacting the ADA Compliance Administrator, Mardy Kuntzelman, 770 Wilshire Boulevard, Los Angeles, CA 90017, (213) 891-2213 voice, (213)891-2408 TTY, (213) 891-2295 fax, kuntzeme@email.laccd.edu.
Pursuant to the Board’s Records Policy (Board Rule 7706 et seq.), the Chancellor authorizes the following District administrators to supervise the destruction of records process for their respective divisions in accordance with Board Rule 7709.10:

- Senior Vice Chancellor
- General Counsel
- Executive Director of Facilities, Planning and Development
- Senior Associate Vice Chancellor
- Director of Facilities, Planning and Development
- Chief Information Officer
- Controller
- Associate Vice Chancellor of Human Resources
- Personnel Director
- Associate Vice Chancellor of Instruction and Student Support Services
- Director of Business Services
- Director of Diversity Programs

Records identified for destruction shall be placed on the Business Services Routine Report portion of a Board Agenda in a format prescribed by the Director of Business Services.
I. Development of EIR Schedule

A. No later than two weeks after the execution of the contract for the CEQA Consultant, the CEQA Consultant should prepare a draft EIR processing schedule.

1. The draft schedule should detail projected dates for the entire EIR process, including but not limited to Notice of Preparation, completion of technical studies, screencheck draft review, public review period, community meetings, Final EIR preparation, and Board certification. The draft schedule should be coordinated with the Master Plan Consultant and the College Project Manager to ensure that the EIR is processed and certified in time to allow the Master Plan to be approved and construction to proceed on the first phases of implementing projects at the earliest feasible date.

2. The CEQA Consultant should distribute the draft schedule to the entire Project Team for review and comment.

3. As much as possible without creating undue delay, the schedule should allow for and include the following:

   a. **FOUR WEEKS BEFORE PUBLIC EIR MEETINGS** – The CEQA Consultant should send a draft list of groups to receive notices to Chancellor for distribution to the Board.

   b. **TWO WEEKS BEFORE PUBLIC EIR MEETINGS** – The CEQA Consultant should send an announcement of public meetings regarding EIR to the Chancellor for distribution to the Board.

   c. **ONE MONTH PRIOR TO BOARD VOTE ON EIR** – The CEQA Consultant should send the draft EIR to Chancellor for distribution to Board. The College President should make a request to the Executive Director of Facilities
Planning and Development to schedule the presentations for the Board meetings.

d. **ONE BOARD MEETING PRIOR TO BOARD VOTE ON EIR**  
   – The College President and CEQA Consultant should make a presentation regarding the master plan and draft EIR to the Board, as well as hold the public hearing before the Board regarding the EIR.

e. **CERTIFICATION** – The College President and CEQA Consultant should make a presentation to the Board to follow up on the public hearing/Board comments; the Board should take an action regarding the certification of the EIR.

4. **General parameters for the forwarding of materials**

   a. There is a package of information sent to the Board members the Friday before each Board meeting. In order to have material included in that package, the material should arrive in the Chancellor’s Office by the Thursday morning prior to the Board meeting.

   b. In the event that a regularly-scheduled package is not available within these time constraints, a special package may be sent on “off” Fridays if the College President or Vice President contacts the Executive Assistant to the Chancellor at least 48 hours in advance.

   c. Copies should be made back-to-back, with no plastic tabs.

B. No later than four weeks after the execution of the contract for the CEQA Consultant, the CEQA consultant should issue the final EIR processing schedule.

II. **Public Outreach**

   A. **Public Meetings**. In addition to all project scoping meetings, agency consultations, public notices and review opportunities required by CEQA, the Project Team shall hold at least two (2) public meetings at the college during the 45-day Draft EIR public review period. One meeting shall be held approximately 7-10 days into the review period, and the second meeting shall be held approximately 35-37 days into the review period. The purpose of the meetings will be to present the conclusions of the Draft EIR and receive comments from the college community and the public at large concerning the project impacts, mitigation measures and alternatives. Written comments and a summary of oral comments
received at the meetings should be included, with a response, in the Final EIR.

1. **Circulation of Draft Notices and Distribution Lists.** The CEQA Consultant shall circulate the proposed notice and distribution list in draft form to the Extended Project Team and each member of the District Board of Trustees at least seven days prior to the proposed public distribution, so that the Extended Team and Board may have an opportunity to identify additional groups and individuals that should receive notice.

2. **Notice of Public Meetings.** Notice of each public meeting and of the availability of the Draft EIR for public review should be widely circulated by mail, posting, publication, and other reasonable means, including but not necessarily limited to: (i) delivery to each member of the District Board of Trustees; (ii) mailing to residents and businesses located within 1000 feet of the college; (iii) posting flyers on the college campus; (iv) posting notices on the college and District websites; (v) publication in newspapers, including newspapers serving non-English speaking communities; and (vi) mailing to public agencies, elected officials, and community and civic organizations that may have an interest in the project.

3. **Presentation to the Board of Trustees.** In addition to the public meetings at the college as described above, the CEQA Consultant should expect to make a brief informational presentation on the Draft EIR to the District Board of Trustees at the Board’s first available regular Board meeting following public release of the Draft EIR. College staff and the District Chancellor will confirm the meeting date, and will determine the scope and format of the presentation, which may be combined with a presentation on the progress of the Facilities Master Plan. Additional presentations to College and District committees and groups may be required.

III. **The Project.** A separate EIR will be prepared for each of the nine colleges in the District. Each college will select a CEQA consultant from the list of approved firms maintained by the District Program Manager. The “project” to be analyzed in the EIR will be the college’s proposed Facilities Master Plan and development, rehabilitation and reconfiguration of college facilities as identified in the Facilities Master Plan.

IV. **The Project Team.** District personnel and consultants having a role in the EIR process will include:
Core Team:

A. **CEQA Consultant.** Prepares the EIR and related notices and documentation. May include technical specialists (traffic, biologic, etc.) in-house, as subconsultants, or under separate contract to District.

B. **CEQA Counsel.** Assigned and supervised by Facilities Planning and Development; reviews EIR and notices; prepares resolutions and findings as needed.

C. **Master Plan Consultant.** Prepares the Facilities Master Plan for the college.

D. **College President or designee.** Provides information and direction for the project team.

E. **College Project Manager.** Each college has a Project Manager firm managing Prop. A projects at the college. As part of these duties, the College Project Manager will supervise the CEQA Consultant.

Extended Team:

F. **District Program Manager.** Coordinates the building program at the District level. Responsible for contract processing and District-wide reporting.

G. **District Executive Director of Facilities or designee.** Provides supervision and direction for the building program and the District Program Manager.

V. **Lead Agency.** The “lead agency” for the project will be the Los Angeles Community College District. The District's Board of Trustees will decide on certification of the EIR and will adopt findings, mitigation measures and/or project alternatives as appropriate.

VI. **Scope of the EIR.** Each EIR will be a “program” EIR, but should contain sufficient “project-level” detail concerning each proposed Master Plan facility so as to provide environmental clearance without further CEQA documentation for each facility to the maximum extent feasible. (See Section 15168(c) of the State CEQA Guidelines, 14 Cal. Code Regs. §15168.)

VII. **Timing for the EIR Process.** Generally it is anticipated that the EIR process will take 5-9 months, from execution of the CEQA Consultant’s contract to EIR certification by the Board of Trustees.

VIII. **Selected Issues re: Content of the EIR.** In addition, to traffic analysis, air quality analysis, and other applicable contents, the EIR should address the following:
A. **Sustainability.** In analyzing impacts related to the consumption of energy and other natural resources, the EIR should discuss the Sustainability Guidelines adopted by the District Board of Trustees for the Prop. A program.

B. **Zoning Consistency.** Although state law permits District classroom facilities to be exempted from local zoning control, the EIR should address consistency between the proposed Master Plan facilities and existing zoning regulations of the applicable jurisdiction (City of L.A. or County of L.A.). District representatives will be meeting with City and County officials to present the facilities plan and identify and resolve any zoning issues.

C. **Student Growth Projections.** A key threshold issue for impact analyses throughout the EIR will be the forecast of future student enrollment. The CEQA Consultant should consult with College staff and the Master Plan Consultant to identify at the outset a reasonable time horizon and student growth forecast for the EIR analysis. Projecting too little growth may understate impacts and diminish the useful life of the EIR, while overestimating growth may lead to overstating impacts and excessive costs for mitigation. One possible approach would be to provide in the EIR and Mitigation Monitoring Program for phased mitigation, whereby one set of mitigation measures (e.g. traffic and parking improvements) would be required with the initial phase of facilities construction, and another set of measures could be deferred to a later phase.

**IX. Document Review by CEQA Counsel and the Core Project Team.** The CEQA Consultant is responsible for making sure that CEQA Counsel and the Core Project Team review all notices and documents before being issued. For the Draft EIR, the CEQA Consultant should allow in the schedule at least seven days for internal review of a “screencheck” draft by CEQA Counsel and the Core Project Team. After the document has been revised in response to internal comments on the screencheck draft, CEQA Counsel should review the revised draft to verify that any material issues have been addressed before the Draft EIR is printed and circulated for public review. The schedule should also allow at least three days for review of the responses to comments and Final EIR before it is circulated to commenting agencies and the Board of Trustees.

**X. Certification by the Board of Trustees.** Before the Final EIR is placed on the Board of Trustees’ agenda for certification, a meeting of the Extended Project Team should be held to discuss anticipated issues in controversy and coordinate the presentation to the Board.

**XI. Incorporation of State CEQA Guidelines.** These guidelines are intended to supplement, not supersede, the provisions of CEQA and the State CEQA Guidelines, which are hereby incorporated by reference. In the event of any conflict, the provisions of CEQA and the State CEQA Guidelines will control.
XII. **Responsibility**  The CEQA Consultant and the College Project Manager share joint responsibility for monitoring the progress of the EIR process and using reasonable efforts to meet the schedule.
1. **General Principles**

   a. Each college is required to comply with applicable zoning laws for the jurisdiction in which it is located.

   b. The colleges are committed to being good neighbors in their communities.

   c. The Board may declare zoning laws inapplicable to instructional buildings by a two-thirds (2/3) vote. Prior to the Board taking such an action, there is a legal requirement to meet and confer with the local jurisdiction.

   d. In the interests of meeting these general principles, each college’s master plan will be reviewed with the applicable commission, agency or department prior to the final Environmental Impact Report being submitted to the Board of Trustees for certification.

2. **Zoning Review Team** - The Zoning Review Team (“the Team”) for each college will be composed of:

   a. The College President or designee

   b. The Project Manager

   c. Zoning Counsel

   d. Program Director or designee

   e. Executive Director of Facilities Planning and Development or designee
3. **Zoning Review**

a. When the CEQA Consultant prepares the schedule for review and certification of the Environmental Impact Report, the schedule will also include appropriate zoning review meetings.

b. The Program Director or designee is responsible for obtaining all zoning information regarding each college.

c. The Project Manager shall schedule a meeting of the Team to review the proposed master plan in light of the local zoning provisions.

d. The Project Manager shall prepare a memorandum summarizing the zoning issues for the college, which shall be circulated to the Team for review before being finalized and sent to the Chancellor.

e. The College President shall be responsible for scheduling an initial meeting for the Team to meet with the local jurisdiction representatives to review the proposed master plan ("Initial Meeting").

f. After the Initial Meeting, the Zoning Counsel shall prepare a memorandum which summarizes the results of the Initial Meeting and proposes a plan to address any remaining issues ("the Plan"). The draft shall be circulated to the Team and approved by the College President. The Plan shall be sent to the Chancellor.

g. The Chancellor shall determine whether materials or briefings need to be provided to the Board of Trustees.

4. **Declarations regarding Zoning Laws**

a. Zoning laws shall be addressed when the final EIR is presented to the Board for certification.
This regulation applies to bond measure and mixed-funding projects managed through the Bond Program. Mixed-funding projects are defined as projects that are at least 50% funded by Proposition A, Proposition AA and/or Measure J proceeds.

ARCHITECT/ENGINEER FEE GUIDELINES

Architect/Engineer Fee Guidelines for Basic Services - New Construction/Renovation/Additions

- Basic Services Include:
  - Schematic Design (requires Board Approval) SD
  - Design Development DD
  - Construction Documents CD
  - Bidding Support BS
  - Construction Administration CA

The above services to be performed, as applicable, by the following disciplines:

- Civil
- Architectural
- Structural
- Mechanical - HVAC
- Plumbing
- Fire Protection
- Electrical
- Hardware
- Landscaping
- Sustainability Consultant
- FF& E
- Signage and Graphics
The deliverables consist of:

- Drawings
- Specifications
- Basis of Design Report
- Cost Estimating Report
- BIM modeling (where applicable per contract)

For further definition of scope and deliverables refer to Design Consultant Services Agreement.

**LACCD PROPOSITION A/AA AND/OR MEASURE J BOND PROGRAM - ARCHITECT/ENGINEER’S BASIC SERVICES FEE GUIDELINES**

### NEW CONSTRUCTION

<table>
<thead>
<tr>
<th>Fee</th>
<th>Max Percentage</th>
<th>Construction Cost (Dollars)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.50%</td>
<td>Under 1 million</td>
<td></td>
</tr>
<tr>
<td>8.25%</td>
<td>1 to 2.5 million</td>
<td></td>
</tr>
<tr>
<td>8.00%</td>
<td>2.5 to 5 million</td>
<td></td>
</tr>
<tr>
<td>7.75%</td>
<td>5 to 7.5 million</td>
<td></td>
</tr>
<tr>
<td>7.50%</td>
<td>7.5 to 10 million</td>
<td></td>
</tr>
<tr>
<td>7.25%</td>
<td>10 to 15 million</td>
<td></td>
</tr>
<tr>
<td>7.00%</td>
<td>15 to 45 million</td>
<td></td>
</tr>
<tr>
<td>6.75%</td>
<td>45 to 70 million</td>
<td></td>
</tr>
<tr>
<td>6.50%</td>
<td>70 to 100 million</td>
<td></td>
</tr>
<tr>
<td>6.25%</td>
<td>Over 100 million</td>
<td></td>
</tr>
</tbody>
</table>

### RENOVATION PROJECTS

**Add Percentage to Basic Services Above**

<table>
<thead>
<tr>
<th>Fee</th>
<th>Max Percentage</th>
<th>Construction Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.50%</td>
<td>Under 7.5 million</td>
<td></td>
</tr>
<tr>
<td>2.25%</td>
<td>7.5 to 60 million</td>
<td></td>
</tr>
<tr>
<td>2.00%</td>
<td>Over 60 million</td>
<td></td>
</tr>
</tbody>
</table>
Construction budget is published with any Request for Proposal for a design consultant. Construction budget is considered 70% of total project budget and does not include furniture, fixtures and equipment. Increase in construction budget through no fault of the design consultant will be added to the original construction budget and the A/E fee adjusted accordingly.

**SUB CONSULTANTS UNDER CONTRACT WITH ARCHITECT/ENGINEER**

Sub consultant's services that are additional to the disciplines included above are subject to individual authorization. Fee for these services will be proposed by service provider and negotiated. Architect/Engineer is entitled to a markup of 3% for administration and risk as a contract reimbursable.

Most commonly required sub consultants service areas are:

- Programming
- Security
- Acoustics
- Traffic
- Arborist
- Food Service
- Audio Visual
- Theatre Consultant
I. Policy

A. The Los Angeles Community College District provides computers, networks and computerized records ("computing facilities"), for use by students, faculty, staff and administrators. These resources are intended to facilitate education, research, academic development and service to the public. Each individual user of these facilities ("user") is expected to exercise responsibility, use computing resources ethically and respect the rights and privacy of others.

B. All employees and students using computing facilities are expected to operate within the bounds of federal and state law and of District policies and standards. All existing District rules, regulations and policies apply to the use of computing facilities, including those that apply generally to personal conduct.

C. The College President or Division Vice Chancellor shall designate an administrator to be responsible for the implementation of this policy.

D. Each college is responsible for communicating the provisions of this policy to its campus users of computing facilities. Each college may establish guidelines regarding who may use campus computing facilities, consistent with the provisions of this policy.

E. This policy is intended to supplement Administrative Regulation B-28, the District’s Network Security Policy, as appropriate.

II. Communications and Privacy

A. Due to the nature of the technology and the public character of the District’s business, there is no guarantee that a user’s files, account and/or electronic mail are private. Documents created and/or stored on
District computers and networks may be considered public records, subject to disclosure under the Public Records Act or other laws or as a result of litigation. While the District does not routinely monitor computer files, e-mail or Internet use, the District reserves the right to examine material stored on or transmitted through its computing facilities as it deems necessary.

B. Users are warned that they may encounter material which may be considered offensive or objectionable in nature or content. If a user alleges that a District rule or policy has been violated, he or she may initiate action through the applicable grievance or complaint procedure.

III. User Responsibilities

A. Individual users assume full responsibility and accountability for using computing facilities in accordance with District rules and policies, which includes but is not limited to, compliance with the Policy Violations listed at section IV of this policy. Users must respect the rights of others, respect the integrity of the computing facilities and observe all laws, regulations and contractual obligations.

B. As a condition of access to computing facilities, every computer user must observe the following guidelines:

1. Maintain an environment conducive to learning and to working by using computing facilities according to the highest standards of professional and personal courtesy;
2. Maintain a secure environment for the systems by immediately reporting any security loopholes or unauthorized use of the facilities;
3. Assume responsibility for the protection of files by backing up data and programs; and
4. Make economical and wise use of shared computer resources.

C. Passwords provide employees and students access to computing facilities. The security of passwords is essential to the privacy of students and employees in accordance with State and Federal laws. In order to maintain a secure environment, the following rules should be observed:

1. A unique user identification and password shall be issued to each individual who is provided with access to computing facilities.
2. Users should not write their password in any location where another person can find it.
3. Passwords shall be modified periodically as required by the system administrator.

4. In the event a user’s identification and password are used for unauthorized purposes by someone other than the user, the user should immediately report the activity to the administrator in charge of implementing this policy.

5. Employees and students shall participate in appropriate orientation and training prior to using computing facilities, when deemed necessary by the College President, Vice Chancellor or the administrator in charge of implementing this policy.

6. Each individual user is completely responsible for all activity on computing facilities performed under his/her identification and password. This is especially critical for those who have access to any of the update systems. Accordingly, computing facilities should not be left unattended.

D. Employees, which includes student workers, may be provided access to computing facilities as part of their assigned duties. Employee users must limit their use of computing facilities to activity within the scope of their employment and necessary to conduct District business.

1. Employee users are prohibited from using computing facilities for inappropriate purposes, which includes, but is not limited to, the following:

   a. Employee users are prohibited from personally benefiting or allowing others to benefit from any inappropriate access to confidential information.

   b. Employee users are prohibited from divulging the contents of any report or record to any person except in the execution of assigned duties and responsibilities.

   c. Employee users may not knowingly include or cause to be included in any record or report a false, inaccurate or misleading entry. Employee users may not expunge or cause to be expunged a data entry from any record or report, except in the execution of assigned duties. Correctly, employee users are not responsible for the accuracy of the data assigned to them to be entered.
d. No official record or report, or copy thereof, may be removed from the office where it is maintained except in the performance of assigned duties.

2. Computing facilities shall not be located in such locations that the display can be seen by unauthorized persons. These locations shall be reviewed periodically by the appropriate administrator.

3. Employee users should not give their personal password to any other person.

4. Employees who do not have a password but have a need for limited and specific use of computing facilities must be under direct supervision of a user who has a password.

5. Printouts of student records shall be provided in accordance with Federal, State and District privacy rules and regulations.
   a. No printout shall be given to a student who does not have proper identification.
   b. “Unofficial” shall be stamped on all computer screen printouts, including study list and permanent record printouts, issued by offices other than Admissions and Records.

6. Printouts of employee records may only be made by users who have been authorized to use the screens in question, and in accordance with Federal, State and District privacy rules and regulations.

7. In order to maintain the privacy of employees and students, the following rules apply with respect to the release of and/or access to student and/or employee records:
   a. The release of and/or access to confidential information shall be made in accordance with Federal, State and District privacy rules and regulations.
   b. Any release of and/or access to computerized records to third parties, in response to an employee’s or student’s written consent; a lawfully issued subpoena; or a court order, shall be made only by the office directly responsible for such records, under authority of the administrator-in-charge of that office.

8. Upon termination or transfer of an employee, the College President, Division Vice Chancellor or the
administrator assigned to implement this policy shall ensure that access to computing facilities by the employee is terminated or modified, as appropriate.

E. Students may be provided an account for computer access from the college's designated system administrator and their use shall be limited to college-related activities only.

IV. Policy Violations

Conduct which is considered to violate District policy with respect to computing facilities includes, but is not limited to, the following:

1. Sending harassing, intimidating and/or threatening messages through electronic mail or other means;
2. Downloading, storing or displaying obscene or pornographic material;
3. Using computing facilities in a manner that violates copyrights, patent protections or license agreements, including using pirated or unlicensed software;
4. Knowingly performing an act which will interfere with the normal operation of computing facilities, cause damage or place excessive load on the system;
5. Attempting to circumvent data protection schemes, uncover security loopholes or gain unauthorized access to any information or files;
6. Intentionally entering, recording or causing to be recorded any false, inaccurate or misleading information into the systems;
7. Sending mass advertisements or solicitations; or political mass mailings as defined by the Fair Political Practices Commission;
8. Using computing facilities for commercial or personal financial gain;
9. Taking computer hardware or software from District or college facilities for any purpose without prior written approval; and
10. Using computing facilities in a manner that violates existing state and federal laws or District rules and regulations.

V. Consequences of Misuse

A. Misuse of computing facilities may result in the loss of computing privileges. Additionally, misuse may require financial restitution to the District for funds expended and could result in disciplinary, civil or criminal action.

B. Users may be held accountable for their conduct under any applicable District policy, procedure or collective
bargaining agreement. Violations of these policies will be enforced in the same manner as other District policies. Disciplinary review includes the full range of sanctions, up to and including, but not limited to, employee dismissal, student expulsion and/or legal action. Misuse can also be prosecuted as a criminal offense under applicable statutes, such as Penal Code section 502 which identifies certain crimes associated with the use of computer systems.

VI. Guidelines for Electronic Civility

A. While the District encourages the free exchange and debate of ideas, it is expected that this exchange will reflect the high ethical standards of the academic community. When sending or responding to a sensitive or controversial topic, the user should keep in mind that e-mail is permanent and public. Once a message is sent, it may be saved, printed or forwarded without the knowledge or consent of the author. The user should take the time to consider the impact of all e-mail messages which he or she sends.

B. Electronic mail does not convey “body language,” facial expressions or tone so attempts at humor, irony or sarcasm may be easily misinterpreted. Therefore, careful writing is advised. Electronic messages should be brief, clear and professional.

VII. Applicable Laws and Regulations

A. The following list identifies some, but not all, of the additional District rules and regulations that apply to the use of computing facilities:

1. Board Rule 9803.26 - Theft or Abuse of Computer Resources
2. Board Rules 1202, 1203 - Nondiscrimination Policy and Complaint Procedures
3. Board Rules, Chapter XV - Sexual Harassment Policy
4. Board Rules, Chapter IX - Article VIII - Conduct on Campus
5. Board Rules, Chapter IX, Article XI - Student Discipline
6. Administrative Regulation E-55 - Student Grievance Procedure

B. This policy supersedes and replaces Chancellor’s Directive No. 67, Guidelines on Use of the LACCD Computer Network.
Scope
The scope of this document is to define Los Angeles Community College District (LACCD) policies regarding network security. This policy covers the employees, students, the vendors, and the consultants of the Los Angeles Community College District. It exists in order to protect the district network, both WAN’s and LAN’s and to thereby improve productivity and to increase workflow, communication, efficiency. This policy is intended to supplement the District’s Computer Use Policy, Administrative Regulation B-27 (formerly E-76) and is not meant to replace that document. The components of the network are considered to be:

- All cabling used for carrying voice and electronic information (data).
- All devices used for controlling the flow of voice and electronic information including (but not limited to) firewalls, routers, CSU/DSU’s, switches, hubs, concentrators, PBX’s, KSU’s, punch down blocks, and patch panels.
- All computer components including (but not limited to) monitors, cases, storage devices, modems, network cards, memory chips, keyboards, mice, scanners, cameras, and cables.
- All computer software.
- All input/output devices including printers and fax machines.

Personnel
The LACCD personnel that are responsible for the daily operations of the LACCD LAN and WAN and network operations include, but are not limited to, the following local campus and District Office Information Technology technicians and managers: Chief Information Officer, Software Systems Manager, Dean of Information Technology, College Information Systems Manager, Senior Computer and Network Support Specialist, Computer and Network Support Specialist, Assistant Computer and Network Support Specialist, Software Systems Engineer, and Data Communications Specialist.
The personnel generally responsible for WAN operations including monitoring, maintenance, installation & configuration, and access to WAN hardware and software, are the Data Communications Specialists. Cabling or wiring “to the plug” will, whenever possible, being accomplished by the appropriate crafts or Unit responsible for that activity according to District agreements.

The LACCD personnel as described above are collectively referred to as the Authorized Technical Staff (ATS) within this document.

Purpose

The purpose of the Network Security Policy (NSP) is to promote management practices that will ensure the security and reliability, confidentiality, integrity, and availability of organizational information resources. To achieve this goal, the District must reflect the highest standards of ethical conduct and technical competence. Therefore the NSP will establish policies which will move the District forward to secure the continuation of use of the LACCD WAN/LAN system. Unless computer Users implement proper security procedures, computer viruses such as Code Red and the “I Love You” virus and others, as well as denial-of-service attacks, Trojan horse programs, and other malicious activities can take advantage of computer vulnerabilities and result in substantial damage to the District networks. This policy will help to develop procedures and guidelines to protect our systems from becoming victims of attacks from outside and allowing poor internal security to create weaknesses from within to corrupt the system.

Generally, this document was compiled to promote good information security concepts and practices by the following:

- Creating controls and defining good technical practices to support a dependable Information Technology Network within the District.
- Working in conjunction with and reinforcing the District’s B-27 (formerly E-76) Computer Usage Policy.
- Maintaining the confidentiality of all proprietary or otherwise sensitive information encountered in the course of professional activities.
- Discharging professional responsibilities with diligence and honesty.
- Refraining from any activities that might constitute a conflict of interest or otherwise damage the reputation of the LACCD.
Network Management
Network Management is the responsibility of the local Information Technology staff or Authorized Technical Staff (ATS) assigned the responsibility for a specific network. All network maintenance, including configuration changes to desktop systems, is to be made solely by the ATS. Contractors are not allowed to make system modifications, even to the workstations issued to them by the District. Any of the following activities are considered a modification to the system (but not limited to):

- Patching a system’s network drop to a new location.
- Using a system’s devices to boot-up using an alternate operating system.
- Removing a system’s case or cover.
- Installing any software package, including downloaded from the Internet.

Hardware management is restricted in order to insure that warranties are not inadvertently voided and that security precautions are not circumvented. Software installation is restricted in order to insure that the District remain in compliance with software licensing laws. This requirement also insures that proper support for software can be provided by the ATS and that software incompatibilities are avoided. Major changes in network infrastructure must be communicated to the District Office Data Communications Specialist to insure that connectivity, compatibility and security are maintained within the District network LAN/WAN.

Network Information
Certain network information is available to the ATS only. Access to this information is restricted, and is protected by User ID and password. All requests for specific network information are to be made in writing to an ATS member who will then forward the request with a recommendation to the college administrator or Network Security Officer for evaluation. This information may include (but not limited to)

- Router and Firewall configurations.
- IP addresses.
- Network performance information.
- TP screen information.
- User ID and password for specific network devices.
In all cases the Chief Information Officer (CIO) and/or the college president, or designee, will be notified of requests for network information that may compromise the security of the network. All information about the LACCD network is to be treated with the utmost confidentiality.

**Network Separation**
The Administration LAN and the Academic LAN are kept separate by using separate switch or router ports, VLANs, separate TP address range, or a combination of these. As technology changes and security can be maintained without this separation the District Technology Committee will make recommendations to the CIO as to the applicability of these new applications.

**Virus Prevention Policy**
All computer resources are to be protected by anti-virus software. No one using the LACCD network shall disable, circumvent or defeat any District installed virus protection software. If the employee receives any type of warning from the anti-virus software running on the system, he or she is to immediately cease using the system and contact an ATS.

It is the responsibility of the LACCD network staff to keep all anti-virus software up to date. Employees who suspect that their anti-virus software has not been updated in the last 60 days should contact a member of the ATS department.

**Remote Network Access**
The LACCD allows for Internet-based VPN access to network resources. This is the only sanctioned method of remote network access. Connecting an unauthorized modem and a telephone line to any part of the network (including desktop workstations) is strictly prohibited and is considered a serious breach of network security.

Remote network access is provided on an as-needed basis. Any employee or vendor who requires remote access to network resources must have his or her direct supervisor submit a request form to the college administrator for approval. The employee/vendor will then be issued the following:

- A security token for access network resources.
- Required software for creating an encrypted VPN session over the Internet.
- Directions for installing the VPN software.
- Directions for accessing the network remotely.
The District does not accept responsibility for supporting the system which the employee or vendor plans to use for remote access. The employee or vendor agrees that by accepting the software, he or she is responsible for any and all upgrades required to support remote access. This includes (but is not limited to)

- A telephone line.
- A modem or network interface card.
- A faster processor.
- Additional disk drive space.
- An Internet account with an Internet Service Provider.
- A firewall or firewall software on the employee’s or vendors remote system.

In addition, support for remote access will be provided by the ATS only for the internal network up to and including the network perimeter. The employee or vendor is responsible for providing his or her own support for connectivity problems outside of this scope. The employee or vendor agrees to keep all information regarding remote network access confidential. The employee or vendor will not disclose password information or make copies of the VPN software; even for other employees or members of the vendor staff. Propagating remote access details is considered a security breech that cause substantial damage to the District WAN/LAN system.

**General Internet Access Policy**

LACCD network resources, including those used to gain access to Internet-based sites, are only to be used for the express purpose of performing administrative or academic work-related duties. This policy is to insure the effective use of networking resources and shall apply equally to all employees. Direct supervisors may approve the use of network resources beyond the scope of this limited access policy when said use meets the following conditions:

The intended use of network resource(s):

- is incidental.
- does not interfere with the employee’s regular duties.
- serves a legitimate company interest.
- is for educational purposes and within the scope of the employee’s job function.
- does not break any local, state, or federal laws.
- will not compromise network integrity.
When accessing Internet-based Web sites on or off campus, while at work, employees are to use a Web browser that meets the LACCD standard. This standard requires the use of the following configuration:

- No unauthorized plug-ins or applets.

These settings are to insure that the employee does not inadvertently load a malicious application while browsing Internet Web sites. Failure to comply with these security settings can result in the loss of Internet privileges. Web browser software should only be installed by an ATS. In order to maintain proper software licensing employees are prohibited from retrieving browser software or upgrades from any other source. Anyone who needs clarification on the approved browsers should contact the ATS at their location.

Privacy and Login
All District network resources and information, stored or printed whether fixed or portable, are owned solely by the LACCD. This includes (but not limited to) e-mail messages, encrypted files, stored files, and network transmissions. The LACCD reserves the right to monitor and/or log all network-based activity. The employee is responsible for surrendering all passwords, files, and/or other required resources, if requested to do so, in the presence to direct supervisor or member of the senior staff at their location.

Encryption
In all cases, employees or any LACCD LAN User may not use any unauthorized encryption mechanism to encrypt any files including, but not limited to, E-mail messages. Only LACCD approved encryption methods may be used. Any and all key information used to encrypt and decrypt files is to be kept by the ATS.

Additional Information
All queries regarding information within this document, as well as issues that have not been specifically covered should be directed to the employee’s immediate supervisor. The immediate supervisor is responsible for relaying all queries to the administrator who has responsibility for the local systems.
**GLOSSARY of TERMS**

**ATS** - Authorized Technical Staff, usually a local LACCD college technician but can be any LACCD technical staff person who is a member of Information Technology at a college or at the District Office.

**Campus** - any one of the 10 locations of the Los Angeles Community College District including, City College, the District Office, East L.A. College, Harbor College, Mission College, Pierce College, Southwest College, Trade Tech College, Valley College, West L.A. College, and various satellite locations.

**Communications** - 1. Information transfer, among Users or processes, according to agreed conventions. 2. The branch of technology concerned with the representation, transfer, interpretation, and processing of data among persons, places, and machines. Note: The meaning assigned to the data must be preserved during these operations.

**Communications network**: An organization of stations capable of intercommunications, but not necessarily on the same channel.

**Computer network**: 1. A network of data processing nodes that are interconnected for the purpose of data communication. 2. A communications network in which the end instruments are computers.

**Computer security (COMPUSEC)** - 1. Measures and controls that ensure confidentiality, integrity, and availability of information-system (IS) assets including hardware, software, firmware, and information being processed, stored, and communicated. Synonym automated information systems security. 2. The application of hardware, firmware and software security features to a computer system in order to protect against, or prevent, the unauthorized disclosure, manipulation, deletion of information or denial of service. 3. The protection resulting from all measures to deny unauthorized access and exploitation of friendly, or related, computer systems.

**Computer system** - A functional unit, consisting of one or more computers and associated software, that (a) uses common storage for all or part of a program and also for all or part of the data necessary for the execution of the program, (b) executes User-written or User-designated programs, and (c) performs User-designated data manipulation, including arithmetic and logic operations. Note: A computer system may be a stand-alone system or may consist of several interconnected systems.
**Concentrator** - An electrical hardware device that is the network interface point for many workstations. Rarely used terminology for a modern hub type device.

**CSU/DSU** - Hardware for connecting a LAN interface device to a WAN telephone line for digital service.

**Data** - Representation of facts, concepts, or instructions in a formalized manner suitable for communication, interpretation, or processing by humans or by automatic means. Any representations such as digital information, characters or analog quantities to which meaning is or might be assigned.

**Data communication**: The transfer of information between functional units by means of data transmission according to a protocol. *Note*: Data are transferred from one or more sources to one or more sinks over one or more data links.

**Data processing** - The systematic performance of operations upon data such as handling, merging, sorting, and computing. *Note*: The semantic content of the original data should not be changed. The semantic content of the processed data may be changed. *Synonym* information processing.

**District** - All legal entities in the Los Angeles Community College District.

**District Office** - The headquarters for the LACCD located at 770 Wilshire Blvd, Los Angeles.

**Firewall** - A device that keeps separate networks from each other. This device can inspect and filter unwanted packets from gaining entrance to a secure LAN by using specific addresses and ports.

**Hub** - This is a simple device for connecting multiple computers located in the same physical area to a network.

**Information**: 1. Facts, data, or instructions in any medium or form. [JP 1-02] 2. The meaning that a human assigns to data by means of the known conventions used in their representation.

**Interconnection** - 1. The linking together of interoperable systems. [JP 1-02] 2. The linkage used to join two or more communications units, such as systems, networks, links, nodes, equipment, circuits, and devices.

**KSU** - Key Service Unit, this is an electrical device that multiple telephone lines connect to be programmed to appear on multiple telephone sets.
Linkage - In computer security, the purposeful combining of data or information from one data processing system with data or information from another system to derive protected information.

Medium - 1. In telecommunications, the transmission path along which a signal propagates, such as a wire pair, coaxial cable, waveguide, optical fiber, or radio path. 2. The material on which data are or may be recorded, such as plain paper, paper tapes, punched cards, magnetic tapes, magnetic disks, or optical disks.

Network - 1. An interconnection of three or more communicating entities. 2. An interconnection of usually passive electronic components that performs a specific function (which is usually limited in scope), e.g., to simulate a transmission line or to perform a mathematical function such as integration or differentiation. Note: A network may be part of a larger circuit.

computer network: 1. A network of data processing nodes that are interconnected for the purpose of data communication. 2. A communications network in which the end instruments are computers.

Patch panel - an intermediate connecting device between in-house cabling from a workstation to a hub or concentrator.

PBX - Private Branch eXchange refers to voice communications where a specialized computer, the PBX, is the connecting point for all telephone circuits at a given location. The PBX is a smart device that is able to provide signaling and routing for many voice circuits. Also provides the signaling for special features on multi-line telephone sets.

Punch-down block - this refers to the actual termination point for voice circuits in a telephone closet. The way to make a connection is to use a punch tool that will take a telephone wire and punch it down to the block on one side for connecting telephones or circuits to a PBX or KSU device on the other side of the block.

Protocol - 1. A formal set of conventions governing the format and control of interaction among communicating functional units. Note: Protocols may govern portions of a network, types of service, or administrative procedures. For example, a data link protocol is the specification of methods whereby data communications over a data link are performed in terms of the particular transmission mode, control procedures, and recovery procedures. 2. In layered communications system architecture, a formal set of procedures that are adopted to facilitate functional interoperation within the layered hierarchy.
LACCD – Los Angeles Community College District

LAN – Local Area Network. Electronic network composed of computers and peripheral equipment at the local level. Each LACCD location has a LAN.

Router – a smart multi-port network device that routes LAN packet traffic through a network or multiple networks.

Security token – A battery operated computerized device that displays a random sequence of numbers every 30 seconds that works in conjunction with previously installed software on a system or server that generate the same random number as the token. When a User uses their password and the number displayed on the token at the precise time of login, the system being logged onto will recognize the User ID and password as valid and with the random token number, allow the User to gain access to a remote system, server or LAN.

Switch – a highly complex network device that transports packets between switch ports and various switch networks at high speed.

System – 1. Any organized assembly of resources and procedures united and regulated by interaction or interdependence to accomplish a set of specific functions. [JP 1-02] 2. A combination of two or more interrelated equipment (sets) arranged in a functional package to perform an operational function or to satisfy a requirement. [JP 1-02] 3. A collection of personnel, equipment, and methods organized to accomplish a set of specific functions.

Transmission – 1. The dispatching, for reception elsewhere, of a signal, message, or other form of information. 2. The propagation of a signal, message, or other form of information by any means, such as by telegraph, telephone, radio, television, or facsimile via any medium, such as wire, coaxial cable, microwave, optical fiber, or radio frequency. 3. In communications systems, a series of data units, such as blocks, messages, or frames. 4. The transfer of electrical power from one location to another via conductors.

User(s) – Any person, organization, process, device, program, protocol, or system which uses a service provided by others. In this instance the service, comprised of computer services, computer network or any computer system or network owned by LACCD, is that provided by the Los Angeles Community College district or any of its colleges, organizations or entities.
**VLAN** - Virtual Local Area Network, similar to a local area network with the exception that a switch and router or a single layer 3 switch separates multiple LAN networks logically within the hardware.

**VPN** - Virtual Private Network. A private network built on a public network. Terminal on the private network use encryption to send data to other private terminals.

**WAN** - Wide Area Network, Electronic network composed of remote LANs within a large geographic area. The LACCD WAN is composed of all the remote LANs at each campus and satellite locations.

Further definitions are contained in the American National Standard (http://www.atis.org/tg2k/t1g2k.html), created by the Standards Committee T1 Telecommunications.
The following procedures are established pursuant to Board Rule 71400.40. These procedures may be adjusted by the hearing officer or committee as deemed appropriate for the particular case.

1. **Designation of Hearing Committee or Hearing Officer**
   a. District staff will make a recommendation to the President of the Board regarding the appropriate hearing officer or Board committee, depending on the particular case.
   b. If the hearing is a meeting of a standing Board of Trustees’ committee, it is required to be conducted in a public session pursuant to the Ralph M. Brown Act.

2. **Presentation**
   a. Each side will be allocated equal time for presentation (“Presentation Time”). The Executive Director of Facilities Planning and Development or designee will be responsible for determining the appropriate time for any particular case, and will be responsible for providing appropriate notice.
   b. Each side may make an opening statement, which will be deducted from its Presentation Time.
   c. Since the proceedings are administrative, evidentiary objections will be limited to relevance. Objections to evidence such as hearsay and lack of foundation will be reserved for a closing statement, and will go to the weight of the evidence, rather than its admissibility.
   d. Once each side has made its full presentation, if it has Presentation Time remaining, up to five minutes may be used for a closing statement.
   e. The Hearing Committee members or Hearing Officer will be entitled to ask questions of witnesses, and after each side’s closing statements.
However, time spent asking and answering questions put forward by the Hearing Committee members or Hearing Officer will not be deducted from each side’s Presentation Time.

3. Testimony and exhibits
   a. A court reporter will record the proceedings. Transcripts may be made available to anyone upon request, at the expense of the requesting party.
   b. The court reporter will swear in all witnesses.
   c. If one side seeks to cross-examine a witness, the time spent on cross-examination will be deducted from its Presentation Time.
   d. Each side should be prepared with its exhibits pre-marked, and supply 12 copies. The District staff will use sequential letters, and the respondent will use sequential numbers. Exhibits will be included in the court reporter’s transcript as part of the official record.

4. Decision
   a. At the conclusion of the presentations, if the matter is being heard by a standing committee of the Board of Trustees, the Hearing Committee will deliberate in public session regarding its recommendation to the Board of Trustees. The Hearing Committee will then direct staff to prepare a draft of a written recommendation, and designate which member of the Hearing Committee will review the draft for finalization. If the matter is being heard by a Hearing Officer, the Hearing Officer will direct staff in the preparation of a recommended decision.
   b. The final recommendation will be presented to the full Board of Trustees for approval or disapproval promptly upon completion of the written recommendation.
Los Angeles Community College District
Proposition A/AA and Measure J Cost Principles

I. INTRODUCTION AND GENERAL PROVISIONS
Upon consultation with the Los Angeles Community College District (LACCD or District) and Bond Counsel, the District’s performance auditor drafted cost principles for LACCD consideration in its determination of allowable Proposition A/AA and Measure J Construction Bond Program (Bond Program) costs, under the California Constitution. These cost principles do not pertain to any other legal requirement or restriction on the use of Bond Program funds. These cost principles do not consider all potential project costs and will be considered in addition to other sources for the District’s consideration and decisions regarding the content of policies and procedures that the District might choose to adopt.

These cost principles are conservative in nature, provide information on cost reasonableness and do not supplant the requirements of the California Constitution. These cost principles will only be used in establishing a basis for future cost allowability pertaining to the cost principles identified. These cost principles apply the language of the California Constitution as well as recommended practices for determining allowable costs incurred.

No set of cost principles can define all of the specific activities, circumstances and situations that result in cost or cause a cost incurred to be determined as expressly unallowable, unreasonable or reasonable. Additionally, the interpretation of cost reasonableness can be subjective and differs from person to person, depending on the observer’s frame of reference and individual perceptions. Therefore, at best, the cost principles provided in this document can only provide guidance and cannot be considered a means for absolute determination of cost reasonableness. Anyone who applies these cost principles should consider how the actions impact the Bond Program and how these actions may be perceived. Those who monitor the actions of personnel working on the Bond Program are cautioned to recognize that interpretation and application of cost principles cannot be defined in absolute terms, and cannot be applied without actively seeking an understanding of the process and activity that resulted in the cost incurred. In all cases, consideration should be given to how a cost contributes to the completion of Listed Projects in an effective, efficient and expressly compliant manner.
II. DEFINITIONS

A. Bond Program Purpose: In order for costs to be considered to have a valid Bond Program purpose, the following criteria must be met:
1. Documentation must be provided that establishes a clear causal/beneficial relationship between the cost and the related cost objective. Generally the cost objective is a Bond Program project or projects.
2. The cost must not violate the provisions in the California Constitution, which states in part:
   a. Article XIII A, Section 1(b)(3) definition of costs which qualify as Bond Program expenditures: “Bonded indebtedness incurred by a school district, community college district, or county office of education for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities…”
   b. Article XIII A, Section 1(b)(3)(A) definition of costs which do not qualify as Bond fund expenditures: “A requirement that the proceeds from the sales of the bonds be used only for the purposes specified in Article XIII A, Section 1(b)(3), and not for any other purpose, including teacher and administrator salaries and other school operating expenses…”

B. Listed Projects: Listed projects are specified by Proposition A/AA and Measure J as required construction, reconstruction, rehabilitation, or school facilities replacement projects indicated in the LACCD Construction Bond Program Documents under the California Constitution (Listed Projects). Listed Projects pertain specifically to the Bond Program.

C. Expressly Unallowable: Costs which meet the California Constitution definition of costs that cannot be paid for using Bond Program funds (Bond Program Purpose 2.b. above). Although not required by California law, as a matter of policy, the Board may require that costs of this category that are incurred or committed after the adoption of this policy may have to be quantified and repaid using general funds.

D. Unreasonable Costs: Costs are considered unreasonable, as a matter of policy by the District, when in nature and amount these Bond Program charges exceed the amount that would be incurred by a prudent person in the conduct of school construction. Cost unreasonableness depends on a variety of circumstances, including:
1. Whether the cost is not ordinary and/or necessary for the conduct of school construction.
2. Good business practices, arms length bargaining, and District Policies have not been applied.
3. District or contractor actions are contrary to fulfilment of the public responsibilities of the District.
4. Proven deviation from established contractor practices.

Costs may be considered unreasonable for the purposes of the cost principles indicated in this document and not be specified as unallowable costs under the California Constitution and the Education Code. The California Constitution addresses certain aspects of the identification and allocation of certain costs to Listed Projects in determining cost allowability. Specifically, the California Constitution requires costs to be incurred for construction, reconstruction, rehabilitation, or school facilities replacement. The cost principles add the concept of cost reasonableness to the determination of whether a cost may or may not be a cost to be paid for out of Bond Program funds.
E. Reasonable Costs: Examples and definitions of reasonable costs are provided throughout this document. The burden of cost reasonableness proof is the responsibility of the District and/or the contractor. Costs which are inconsequential in amount and not material to the Bond Program will be considered reasonable in amount.

F. Reimbursable Costs: Costs incurred on cost reimbursable type contracts (including time and material contracts and guaranteed maximum price contracts).

III. Cost Principles

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Cost Principles</th>
</tr>
</thead>
</table>
| Allocation of Program Management and other District Wide Costs | **Expressly Unallowable:** Any costs for which documentation does not exist to validate that a Bond Program purpose exists are considered unallowable.  
**Unreasonable Use of Bond Funds:** Significantly inequitable cost allocations that result in excess cost allocation to Bond Program funded projects (as opposed to other non-Bond Program funded projects) is unreasonable. For example, program management costs associated with a project that is partially funded with Bond funds and partially with state funding should have a reasonably proportionate share of costs charged to each source of funding. |
| Bad Debts                                               | **Expressly Unallowable:** Any costs for which documentation does not exist to validate that a Bond Program purpose exists are considered unallowable.  
**Unreasonable Use of Bond Funds:** Contractor and consultant pass-through of bad debt costs, including actual or estimated losses arising from uncollectible receivables, are considered an unreasonable use of Bond funds. |
| Bonuses and Incentive Compensation                       | **Expressly Unallowable:** Any costs for which documentation does not exist to validate that a Bond Program purpose exists are considered unallowable.  
**Unreasonable Use of Bond Funds:** Contractor and consultant pass-through of bonuses and incentive compensation that are not supported by an established plan or which appear to be a distribution of profits to owners are unreasonable.  
**Reasonable Use of Bond Funds:** Established plan incentives or acceleration costs in support of a Bond Program purpose, such as timely occupancy of a building for classes or overtime, are reasonable. |
| Conference Costs                                         | **Expressly Unallowable:** Conference costs for which documentation is not provided to establish that a valid Bond Program purpose exists. For example, speaking on a panel when the purpose is to share information with other organizations, but for which no specific benefit to the Bond Program can be demonstrated, would be considered an expressly unallowable cost.  
**Unreasonable Use of Bond Funds:** Conference costs for which a Bond Program purpose can be established, but do not fit the definition of training are not considered a reasonable Bond Program cost. For example, even as to conferences that qualify |
as training, sending a large number of staff members to a conference that does have value to the Bond Program, but for which fewer staff could attend and then share the information with the remaining BuildLACCD staff may be considered an unreasonable cost. The exception definitions above do not apply to training related activities. Please see the separate section on training activities for exception definitions on training costs.

<table>
<thead>
<tr>
<th>Contingencies</th>
<th>Expressly Unallowable: Any costs for which documentation does not exist to validate that a Bond Program purpose exists are considered unallowable.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Unreasonable Use of Bond Funds: Contractor and consultant pass-through of contingency costs are considered an unreasonable use of Bond funds because these costs are estimated future costs and Bond fund expenditures should be based on actual costs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contributions or Donations</th>
<th>Expressly Unallowable: Any costs for which documentation does not exist to validate that a Bond Program purpose exists are considered unallowable.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Unreasonable Use of Bond Funds: Contractor and consultant pass-through of contributions and donations are considered an unreasonable use of Bond funds. Efforts by BuildLACCD staff to solicit contributions are an unreasonable use of staff resources.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credits</th>
<th>“Credits” means credits against billings in the program, and does not relate or refer to tax credits.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Expressly Unallowable: Any costs for which documentation does not exist to validate that a Bond Program purpose exists are considered unallowable.</td>
</tr>
<tr>
<td></td>
<td>Unreasonable Use of Bond Funds: Credits related to Bond fund expenditures shall be credited to the Bond Program. Failure to credit the Bond program results in an unreasonable cost.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Curriculum Development</th>
<th>Expressly Unallowable: Development of curricula for District college course or for use related to general District education programs. For example, development of curriculum on sustainability for use in college courses would be expressly unallowable as a use of Bond funds.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Unreasonable Use of Bond Funds: Curriculum development costs which do not support allowable training cost (as defined above) are not considered reasonable.</td>
</tr>
<tr>
<td></td>
<td>Reasonable Use of Bond Funds: For example, “bidders’ boot camp” training material development is considered a reasonable cost to the extent it provides guidance required to comply and assist with qualified bidder participation in Bond Program procurement requirements.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Entertainment Costs</th>
<th>Expressly Unallowable: Any costs for which documentation does not exist to validate that a Bond Program purpose exists are considered unallowable.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Unreasonable Use of Bond Funds: Entertainment costs (as defined below) are considered an unreasonable use of Bond funds.</td>
</tr>
<tr>
<td></td>
<td>Entertainment costs are defined as costs of amusement,</td>
</tr>
</tbody>
</table>
diversion, social activities, and any directly associated costs such as tickets to shows or sporting events, holiday parties, and other similar events are considered entertainment.

| Fines and Penalties | **Expressly Unallowable:** Any costs for which documentation does not exist to validate that a Bond Program purpose exists are considered unallowable.  
|                     | **Unreasonable Use of Bond Funds:** Contractor and consultant pass-through of fines and/or penalties incurred by the contractor or consultant are considered an unreasonable use of Bond funds. Fines and penalties incurred by the LACCD may or may not be an appropriate use of Bond funds. |

| Food Service Costs | Bond funds may not be used for food of any type except for groundbreaking ceremonies, “topping off” ceremonies, ribbon-cutting ceremonies and events for safety promotion. Food expenses for these events should be limited to a reasonable amount and require the advance, written approval of the Chancellor, Deputy Chancellor or Executive Director of Facilities Planning and Development when they will be in excess of $10,000 for any one day on any one campus. This financial limit shall not apply to the expenses associated with physical set-up for one of the enumerated events that is unrelated to food service, such as the rental of a tent and chairs. |

| Grant Writing | **Expressly Unallowable:** Grant writing for the purpose of obtaining funds to provide for College operating costs or for other unallowable activities as defined in the California Constitution.  
|               | **Reasonable Use of Bond Funds:** Costs related to management of grant funds, regardless of source, that are associated with Bond-funded projects are considered a reasonable use of bond funds. |

| Internship Program Costs | **Expressly Unallowable:** Internship costs for which documentation is not provided to establish that a valid Bond Program purpose exists. For example, internship program costs incurred to place students in jobs that are not related to the Bond Program are considered unallowable costs.  
|                         | **Unreasonable Use of Bond Funds:** Internship costs for which a Bond Program purpose can be established, but the value to the Bond Program is questionable in nature or the amount is unreasonable. Costs related to time spent recruiting interns is considered an unreasonable cost because it is considered unnecessary.  
|                         | **Reasonable Use of Bond Funds** 
|                         | Costs related to managing interns, including training interns prior to placement are considered reasonable if reasonable in amount. Costs related to placement of interns in specific Bond-funded positions is considered reasonable if reasonable in amount. Costs related to advertising internship opportunities in publications or web sites, including the time spent preparing the
<table>
<thead>
<tr>
<th>Category</th>
<th>Expression Unallowable</th>
<th>Unreasonable Use of Bond Funds</th>
<th>Reasonable Use of Bond Funds</th>
</tr>
</thead>
</table>
| LEED Costs          | **Expressly Unallowable:** Leadership in Energy and Environmental Design (LEED) related costs for which documentation is not provided to establish that a valid Bond Program purpose exists. LEED certification of BuildLACCD staff for the purpose of personal certification and not caused by the Bond Program or necessary for use on the Bond Program would fall into this category. | **Unreasonable Use of Bond Funds:** LEED costs for which a Bond Program purpose can be established, but the value to the Bond Program is questionable in nature or the amount cannot be proven by the contractor to be reasonable. Costs that are not ordinary and/or necessary to the accomplishment of Bond Program objectives are to be presumptively considered unreasonable. | **Reasonable Use of Bond Funds**  
Training that is required to address unique Bond Program technical objectives, to perform complex activities to achieve required Bond Program outcomes and/or to fulfil specific instructions required for work performance may be considered allowable in nature. The reasonableness of the cost amount will depend, in part, on whether the cause of the training requirement came from Bond Program objectives and the nature of supplier contract pricing with the District. Costs to obtain LEED certification of buildings are considered reasonable if reasonable in amount. |
| Lobbying Costs      | **Expressly Unallowable:** Bond-funded staff time and resources, such as photocopiers and email, may not be used to support or oppose any campaign for an individual, ballot measure or legislative initiative or to advocate for or oppose any regulation or administrative rule of any government agency. Bond-funded staff time may be used to evaluate the potential impact of pending legislation on the bond-funded projects, for the sole purpose of advising District management of these considerations. Bond-funded staff time and resources may not be used to communicate or meet with State legislators or local politicians, except as necessary to negotiate land use, transportation, or environmental mitigation issues related to the Bond Construction Program, or to advise them of overall program status, but not to discuss proposed or pending legislation. | **Unreasonable Use of Bond Funds:** N/A, always unallowable.                                                                                                      |                                                                                                                                                                                  |
| Outreach Costs      | **Expressly Unallowable:** Outreach costs for which documentation is not provided to establish that a valid Bond Program purpose exists. | **Unreasonable Use of Bond Funds:** Outreach costs for which a Bond Program purpose can be established but the value to the Bond Program is questionable in nature or the amount cannot be proven by the contractor to be reasonable. Costs that are not ordinary and/or necessary to the accomplishment of Bond Program objectives are to be presumptively considered unreasonable. |                                                                                                                                                                                  |
Bond Program is questionable in nature or the amount cannot be proven by the contractor to be reasonable. Conference “take aways” are considered to be unreasonable, regardless of amount. Costs that are not ordinary and/or necessary to the accomplishment of Bond Program listed projects are to be presumptively considered unreasonable. Water bottles and other similar take away items are not considered reasonable. For example, the dissemination of “stress relief” hammers at conferences would be considered an unreasonable cost. At this point in the Bond Program, sufficient awareness should be present necessitating significant burden of proof that these costs are necessary.

**Reasonable Use of Bond Funds**

Business cards caused by and purchased for the LACCD Bond Program are allowable in nature.

**Pension Costs**

**Expressly Unallowable:** Any costs for which documentation does not exist to validate that a Bond Program purpose exists are considered unallowable.

**Unreasonable Use of Bond Funds:** Contractor and consultant pass-through of direct pension costs in excess of the current period funding obligation are unreasonable. Pension costs that are assumed as part of a contractor or consultant’s general fees or charges are not considered unreasonable.

**Public Relations**

**Expressly Unallowable:** Public relations costs for which documentation is not provided to establish that a valid Bond Program purpose exists.

**Unreasonable Use of Bond Funds:** Public relations costs that do not constitute public information are considered unreasonable costs.

**Reasonable Use of Bond Funds:** Public information costs include costs incurred to:

1. Respond to inquiries on Bond Program-related policies and activities
2. Communicate with the public, press and other interested parties in relation to the Bond Program listed projects or the administration of those projects
3. Conduct general liaison with news media
4. Sponsor tours of facilities related to the Bond Program
5. Sponsor special events related to building groundbreaking or opening

**Recycling Costs**

**Expressly Unallowable:** Recycling costs for which documentation is not provided to establish that a valid Bond Program purpose exists. Recycling competitions, recycling outreach and college recycling operations (not related to construction) fall into this category.

**Unreasonable Use of Bond Funds:** Recycling costs for which a Bond Program purpose can be established, but the value to the Bond Program is questionable in nature or the amount cannot be
proven are considered unreasonable. Costs that are not ordinary and/or necessary to the accomplishment of Bond Program objectives are to be presumptively considered unreasonable.

**Reasonable Use of Bond Funds:** For example, recycling of construction materials on Bond Program projects is a reasonable cost, as is the cost of training users on how to use recycling equipment purchased with Bond Program funds.

| Relocation Costs | **Expressly Unallowable:** Any costs for which documentation does not exist to validate that a Bond Program purpose exists are considered unallowable.  
**Unreasonable Use of Bond Funds:** Contractor and consultant pass-through of losses on home sales, costs incident to acquiring a home in a new location, and costs related to employees that resign within 12 months of relocation are considered unreasonable costs. |
| Severance Pay | **Expressly Unallowable:** Any costs for which documentation does not exist to validate that a Bond Program purpose exists are considered unallowable.  
**Unreasonable Use of Bond Funds:** Contractor and consultant severance payments that were not required by (a) law; (b) employer-employee agreement; or (c) established policy will be considered unreasonable. |
| Tenant Improvement Costs | **Expressly Unallowable:** Tenant improvement costs for which a clear Bond Program purpose cannot be identified are an unallowable use of Bond funds.  
**Unreasonable Use of Bond Funds:** Bond funds shall not be spent on building improvements solely to benefit a current or prospective tenant, but reasonable building improvements may be made with bond funds when the College has committed to use the proposed building improvements without change for at least five years after the expiration of the final lease term. No furnishings or equipment shall be purchased with bond funds or installed using bond funds for the exclusive use of a tenant; however, where the leased facility will be used jointly by the College and the tenant during the period such furnishings or equipment is being used, bond proceeds may be expended for furnishings and equipment expressly tied to the College’s use. In this connection, the acquisition and installation of major food services equipment in a College food court where both the equipment and the food court will be owned by the District shall be considered expressly tied to the College’s use, but shall first require confirmation from the District’s CFO/Treasurer designating an appropriate source of funds. For purposes of this Cost Principle, the term “tenant” shall mean any public, private or private nonprofit agency, partnership, corporation or other legal entity, other than the District or a College. |
| Termination Costs | **Expressly Unallowable:** Any costs for which documentation does not exist to validate that a Bond Program purpose exists are considered unallowable.  
**Unreasonable Use of Bond Funds:** Contractor and consultant |
pass-through of termination costs that include unreasonable cost allocations are considered unreasonable costs.

| Training Costs | **Expressly Unallowable**: Training costs for which documentation is not provided to establish that a valid Bond Program purpose exists.  
**Unreasonable Use of Bond Funds**: Training costs for which a Bond Program purpose can be established but the value to the Bond program is questionable in nature or the amount cannot be proven by the contractor to be reasonable.  
**Reasonable Use of Bond Funds**: Training that is required to address unique Bond Program technical objectives, to perform complex activities to achieve required Bond Program outcomes, and/or to fulfill specific instructions required for work performance may be considered allowable in nature. The reasonableness of the cost amount will depend, in part, on whether the cause of the training requirement came from Bond Program objectives and the nature of supplier contract with the District.  
“Bidders Boot Camp” and other costs of helping contractors respond to Bond program Bid Requests, Requests For Proposal (RFP) and requests for Quotations (RFQ) are considered reasonable if reasonable in amount. |
| Travel Costs | **Expressly Unallowable**: Any costs for which documentation does not exist to validate that a Bond Program purpose exists are considered unallowable.  
**Unreasonable Use of Bond Funds**: Travel costs which exceed the maximums specified in the Federal Travel Regulation (FTR) and the Joint Travel Regulation (JTR) are considered unreasonable costs. |
I. APPLICABILITY OF REGULATION

The Los Angeles Community College District is dedicated to ensuring that all programs, services, benefits, activities and facilities operated or funded by the District and its nine colleges are fully accessible to and useable by people with disabilities.

This regulation is intended to apply to members of the public, including students, who seek an accommodation or barrier removal for a District service or activity not covered by other District procedures.

Applicants for employment for classified (non-academic) positions may request an accommodation through the Personnel Commission.

Applicants for employment for academic positions may request an accommodation by contacting the Human Resources Department where the recruitment was generated.

Current employees may request an accommodation for their work-related matters through the process in Administrative Regulation B-32.

Students may request an accommodation for academic programs through the process in Administrative Regulation E-100.

The ADA Compliance Administrator oversees the implementation and local enforcement of the District’s obligations under the ADA and other federal and state disability civil rights laws and accessibility standards. Notice of
this procedure shall be published and maintained regularly by the ADA Compliance Administrator.

II. SERVICE REQUEST

Members of the public who need a modification or accommodation to a program, service, or activity of the District should make that request at the location where the accommodation is needed (i.e., the specific department of the college or the Educational Service Center (ESC)). An accommodation or barrier removal request can begin in a number of ways including by letter, an e-mail note, phone call or by using a request form.

If a request is urgent and the requester needs an immediate response, he or she should indicate the urgency in the request. Staff will make its best efforts to respond within one (1) business day upon receipt.

If the request is not urgent, the College or ESC will contact the requester to acknowledge receipt by US Mail or e-mail within five business days after receipt.

The written Service Request for Accommodation or Barrier Removal form should be used to help clarify the request.

After reviewing the request, if the College or ESC needs time to provide the service or barrier removal requested, the requester will be notified of the proposed action and the proposed time frame.

III. FIRST STEP APPEAL FOR SERVICE REQUEST

If the requester believes that the college or ESC has not responded satisfactorily to the request, the requester may file an appeal with the ESC or College’s designated ADA Coordinator. The District’s ADA Compliance Administrator is responsible for maintaining the list of designated ADA Coordinators, and ensuring its publication on the applicable websites.

The official Service Request Appeal form must be used. If assistance in the filing of a complaint is needed, the requester should contact the ADA Compliance Office at the ESC.

Within 15 calendar days after receipt of the First Step Appeal, the ADA Coordinator or designee will meet with the requester to discuss the appeal and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or designee will respond in writing, and where appropriate,
in a format accessible to the requester. The response will explain the position of the District and offer options for substantive resolution of the matter.

IV. FINAL APPEAL FOR SERVICE REQUEST

If the First Step Appeal efforts to remedy accessibility or services issues are not successful, final appeals should be addressed to the ADA Compliance Administrator.

The official Service Request Appeal form must also be used to submit a final appeal of service request directed to the ADA Compliance Administrator, who can provide assistance in completing the written form if needed.

Within 15 calendar days after receipt of the appeal, the ADA Compliance Administrator or designee will meet with the requester to discuss the appeal and possible resolutions. Within 15 calendar days after the meeting, the ADA Compliance Administrator or designee will respond in writing, and, where appropriate, in a format accessible to the requester, with a final resolution of the appeal.

All written appeals received by the ADA Coordinators, ADA Compliance Administrator and their designees, and responses from these offices will be retained by the District for at least three years.

If the requester is unable to resolve the issue through the ADA Service Request Appeal process, discrimination complaints should be addressed to the District’s Office of Diversity Programs.

Original Issue Date: February 10, 2014
Initiated by: ADA Compliance Administrator
Dates of Changes:
I. INTRODUCTION

The purpose of this Administrative Regulation is to establish procedures by which the Los Angeles Community College District will provide reasonable accommodation to all employees with disabilities within the meaning of Americans with Disabilities Act (“ADA”), the California Fair Employment and Housing Act (“FEHA”) and/or Sections 503/504 of the 1973 Rehabilitation Act. These procedures supplement relevant personnel policies and collective bargaining agreements, and should be read in conjunction with those provisions. The procedures apply for employees covered by the ADA, FEHA and/or Section 504 of the 1973 Rehabilitation Act.

Separate from the ADA process, there is a process for any employee who is injured at work and becomes disabled either permanently or temporarily. This is managed by the Workers’ Compensation Unit. Information about this process and the forms required can be found on the District’s Intranet.

II. PROCEDURES

A. General Principles

1) When an employee becomes unable to perform the essential job functions of the currently-held position as a result of a covered disability, whether permanent or temporary, the District will engage in efforts at reasonable accommodation that will allow the employee to perform the essential job functions of her/his position. The College or Educational Service Center (ESC) will explore reasonable accommodation options when an employee requests accommodation, or there is evidence that an employee may need accommodation due to a covered disability. Under the ADA and FEHA an employer must provide a reasonable accommodation to
the known physical or mental limitations of a qualified employee with a disability unless the accommodation would impose an undue hardship on the organization.
2) Accommodation options will be considered in discussions with the employee.
3) The process prescribed herein applies to all current District employees (probationary, permanent status, at will or by employment contract).
4) An employer does not have to make an accommodation for an individual who is not otherwise qualified for a position.
5) Generally, it is the obligation of an individual with a disability to request a reasonable accommodation.
6) The District is not required to lower quality or performance standards, provide personal use items (such as glasses, personal mobility devices or personal hearing devices), create a new position or displace (lay-off or bump) other employees. No accommodation is required if the essential functions of the job cannot be performed, if the employee poses a direct threat to himself/herself, co-workers or the public, or if the accommodation would create an undue hardship for the District. The employee is still expected to perform the job at the established standard work performance levels for which he/she was hired and the employee will be evaluated accordingly.

B. Definitions
1) The “ADA Coordinator” shall be the person designated by the applicable location’s President or Deputy Chancellor.
2) “Good Faith Interactive Process” shall mean the process for engaging in an appropriate exchange with an employee for consideration of potential accommodations, as required by state and federal law.
3) “Manager” shall mean the supervising President, supervising Vice President, or at the Educational Services Center, the Chancellor or Deputy Chancellor, or their designee(s).

III. GOOD FAITH INTERACTIVE PROCESS
A. The Good Faith Interactive Process, Defined. The Good Faith Interactive Process is the way in which employees and management arrive at a reasonable accommodation, where possible.
B. **Starting the Process.** When the disability or the need for accommodation is obvious (e.g., wheelchair use, blindness), the employee’s Manager should inquire whether the employee has a need for assistance. If the disability or the need for accommodation is not obvious, it is the responsibility of the employee to inform the Manager that an accommodation is needed in order to perform the essential job functions, or to receive equal benefits and privileges of employment. The employee does not have to formally notify the Manager in writing. A request for assistance or indication by the employee that some corrective measure may need to be taken can be made verbally, as well as in writing.

C. **Right of Privacy in Medical Condition.** An employee should not be asked whether he/she has a disability or any other question about his/her medical condition. However, in keeping with the spirit of the interactive process, an employee who is struggling to adequately perform should be asked if there is any type of assistance that might enable the employee to better perform his/her essential job functions along with other material describing employee support resources.

D. **Initiating a Request.** The employee shall use the Employee Accommodation Request Form to help clarify his or her specific abilities and limitations as they relate to the essential job functions, and to share the employee’s preferences with regard to accommodations.
   1) If the Manager is able to easily provide the accommodation, he/she should discuss the accommodation with the employee and document the informal meeting.
   2) In all other cases when a disability precludes an employee from performing one or more essential job functions, the Manager, ADA Coordinator and employee should begin the good faith interactive process.
   3) If the need for more information about the employee’s work restrictions or limitations is needed, the Manager and/or the ADA Coordinator may ask the employee if he/she can provide more information on the Employee Accommodation Request form than was previously submitted.
   4) If after getting additional information from the employee, the need for an accommodation or the actual work restrictions are unclear, the Manager and/or the ADA Coordinator may give the employee a Licensed Health Care Provider Questionnaire Form to be completed by the employee’s health care provider.
   5) The ADA Coordinator will schedule a good faith interactive meeting with the employee. The ADA Coordinator, the Manager and the
employee’s immediate supervisor should be in attendance at the meeting, and given a copy of the notice. The employee is allowed to bring a representative to the meeting, which may be his/her union representative or another person of his or her choice. If the employee plans to have legal representation at the meeting, he/she must advise the Manager and/or the ADA Coordinator prior to the meeting or the meeting will be cancelled until District legal counsel can be present.

E. **Implementation**

1) If the Manager, in consultation with the ADA Coordinator, determines that an employee-requested accommodation is reasonable, the accommodation should be implemented as soon as possible. The District does not have to provide the accommodation preferred by the employee or his/her health care provider.

2) Consistent with College and District practices, the Manager may agree to an accommodation for essential functions, and to accommodation for, or elimination of, non-essential functions. This agreement should be documented.

F. **Ongoing Process.** The good faith interactive process and determination of reasonable accommodation(s) is an ongoing process. An appropriate accommodation at one point in time may need to be reassessed if:

1) The original accommodation was a temporary or short-term disability accommodation, that is, it was intended for a specifically defined purpose and time period which has elapsed;

2) The position duties change;

3) The environment changes;

4) The employee indicates that a new accommodation may be necessary; or

5) Other factors suggest that a new accommodation is needed and it is time to re-initiate the good faith interactive process.

G. **Determination that the Proposed Accommodation(s) is Unreasonable**

1) If it is decided that a proposed accommodation is unreasonable or presents an undue hardship, the Manager and/or the ADA Coordinator should re-initiate the Good Faith Interactive Process with the employee to try to arrive at a mutually agreeable alternative to the originally proposed accommodation.

2) If an employee is unable to perform the essential functions of his/her job even when provided reasonable accommodations, the employee may be placed on involuntary illness leave in keeping with appropriate District procedures.
IV. DISPUTE RESOLUTION PROCESS

A. Right of Appeal. If the employee is dissatisfied with the outcome of the good faith interactive process, the employee may file an appeal with the District’s ADA Compliance Administrator. The employee must use the ADA Accommodation Appeal Form.

B. ADA Accommodation Appeal Process

1) Within 15 calendar days after receipt of the appeal, or as soon thereafter as practical, the ADA Compliance Administrator or designee will meet with the employee to discuss the appeal and possible resolutions.

2) Within 15 calendar days after the meeting, the ADA Compliance Administrator or designee will respond in writing, and, where appropriate, in a format accessible to the employee, with a final resolution of the appeal.

3) All written appeals received by the ADA Compliance Administrator and responses from that office will be retained by the District for at least three years.

4) If the employee is unable to resolve the issue through the ADA Accommodation Appeal process, discrimination complaints should be addressed to the District’s Office of Diversity Programs.

Original Issue Date: February 10, 2014
Initiated by: ADA Compliance Administrator
Dates of Changes:
References:
California Education Code sections 87789; 88190-88195, 88198-88199
Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d)
ADA Amendments Act of 2008 (42 U.S.C. § 12101 et seq.)
California Fair Employment and Housing Act (Gov. Code § 12940 et seq.)
California Constitution, Art. 1, § 1
California Family Rights Act (CFRA) (Gov. Code § 12495)
CalPERS Disability Retirement (Gov. Code § 21153)
Family Medical Leave Act (29 U.S.C. § 2601 et seq.) and corresponding California law
Board Rules, Chapter XV, Rules 15001 and 15003
I. PURPOSE

The purpose of this regulation is to establish requirements for website accessibility and to ensure compliance with state and federal laws regarding equal access to websites and content for individuals with disabilities.

The Americans with Disabilities Act ("ADA") and the 1998 amendment to the Rehabilitation Act of 1973 ("Section 508") require that government agencies eliminate barriers in information technology, and encourage development of technologies that will help achieve these goals. Under Section 508 agencies must give individuals with disabilities access to information that is comparable to the access available to others.

II. SCOPE

This regulation applies to all websites maintained by LACCD and its nine colleges, East Los Angeles College, Los Angeles City College, Los Angeles Harbor College, Los Angeles Mission College, Los Angeles Southwest College, Los Angeles Trade-Technical College, Los Angeles Valley College, Los Angeles Pierce College and West Los Angeles College (hereinafter collectively referred to as "District").

III. STANDARDS

A. General Principles. The District is committed to providing the public, including individuals who use assistive technology, access to web-based information and services by using Section 508 design principles. To the extent that there are inconsistencies between Title II and Section 508 regarding website compliance, the District will comply with the more stringent standards.
B. Designation of Responsibility
   1) Content providers are responsible for posting and maintaining timely and accurate information within their assigned areas of the LACC websites. Each content provider is responsible for abiding by the established website design, image and hyperlink standards to ensure a consistent look and feel across all pages and ease of use for site visitors.
   2) If the District contracts to develop, maintain, or host websites, the applicable District employee who manages the contract will ensure that contractor meets accessibility standards and that accessibility standards are addressed within the contract.
   3) Given the rapid pace of technological change, this regulation does not stipulate a specific set of design principles but strives to ensure that the most current criteria are used by adopting the “Web Standards and Guidelines – LACCD” (hereafter referred to as the “Standards”). The Information Technology Department is responsible for periodically reviewing and updating the Standards. The Standards are available at www.laccd.edu.

C. Effective Dates
   1) All new District websites created after the effective date of this regulation will comply with this regulation.
   2) Existing District websites will be brought into compliance with the standards as part of any substantive site additions, updates or redesign. Substantive changes include significant changes to navigation structure, redesign of site ‘look and feel’ and addition of new content areas, programs or services.

D. Access. Websites will include a means of contacting a webmaster or other site administrator for people who need assistance with the accessibility of the posted material.

IV. LIMITS OF THIS REGULATION

Individuals with (or without) disabilities access websites with widely varying sets of capabilities, software, and hardware. While this regulation does provide the ability for individuals with disabilities to access web-based information, this regulation does not include requirements for the production of every known accessibility need, due to known limitations on existing technology. There may be other circumstances, independent of technology that may limit accessibility of District websites.
While every reasonable effort will be made, it is understood that creating accessible formats for large, complex documents (such as reports containing complex tables and graphs), some historical documentation and graphical renderings and photographs maintained by the District may be technologically unfeasible. In this case, the District will provide alternative methods of ensuring accessibility of this material.

V. RESOURCES

• California Website Accessibility Standards: http://www.cde.ca.gov/re/di/ws/webaccessstds.asp
• Section 508: http://section508.gov/
• LACCD Disability Access: http://www.laccd.edu/ADA/Pages/default.aspx

Original Issue Date: February 10, 2014
Initiated by: ADA Compliance Administrator
Dates of Changes:
LOSA NGELES COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE REGULATION B-34  
TOPIC: ADA Self-Evaluation and Transition Plan 2015

Contents

I. Introduction and Overview ................................................................................................................. 2  
   A. Discrimination and Accessibility ........................................................................................................ 2  
   B. Undue Burden ................................................................................................................................... 3  
   C. Relationship to other laws ................................................................................................................ 4  
II. Compliance Process ............................................................................................................................ 4  
III. Transition Plan - Facilities ........................................................................................................................ 5  
   A. General Overview .............................................................................................................................. 5  
   B. Facilities Transition Plans .................................................................................................................. 6  
      1. Priorities ........................................................................................................................................ 6  
         a. First ............................................................................................................................................... 6  
         b. Second ........................................................................................................................................... 6  
         c. Third .............................................................................................................................................. 7  
         d. Fourth ............................................................................................................................................ 7  
      2. List of non-compliant instances ................................................................................................... 7  
      3. Implementation Methods for Barrier Removal for the District .................................................... 7  
         a. Building Program ........................................................................................................................... 8  
         b. Staff Training ................................................................................................................................. 8  
      4. Implementation Schedule ................................................................................................................. 8  
      5. Safe Harbor ........................................................................................................................................ 8  
      6. Unique Characteristics Exception ...................................................................................................... 8  
IV. Self-Evaluation of the District-Wide Policies and Procedures ............................................................ 9  
   A. Review of Rules and Regulations ....................................................................................................... 9  
   B. Programs ............................................................................................................................................ 9  
   C. Requests for Accommodations .......................................................................................................... 10  
   D. ADA Notice ...................................................................................................................................... 11  
   E. ADA Coordinator ............................................................................................................................... 11
I. Introduction and Overview

The Americans with Disabilities Act (ADA) is a civil rights law that mandates equal opportunity for individuals with disabilities. The ADA prohibits discrimination in access to jobs, public accommodations, government services, public transportation, and telecommunications. The Los Angeles Community College District has undertaken a comprehensive evaluation of its policies, programs, and facilities to determine the extent to which individuals with disabilities may be restricted in their access to District services and activities.

A. Discrimination and Accessibility

There are two types of accessibility: physical accessibility and program accessibility. Absence of discrimination requires that both types of accessibility be provided.

The ADA establishes requirements to ensure that buildings and facilities are accessible to and usable by people with disabilities. Design guidelines to achieve accessibility have been developed and are maintained by the U.S.
Access Board under the jurisdiction of the ADA. The ADA Accessibility Guidelines (ADAAG) cover a wide variety of facilities (including buildings, outdoor recreation areas, and curb ramps) and establish minimum accessibility requirements for new construction and alterations to these facilities. The District may achieve physical accessibility by ensuring that a facility is barrier-free and meets ADAAG technical requirements and State of California standards, including those found in Title 24. Barriers include any obstacles that prevent or restrict the entrance to or use of a facility.

Programmatic accessibility includes physical accessibility, but also entails all policies, practices, and procedures that permit people with disabilities to participate in programs and to access important information. Program accessibility requires that individuals with disabilities be provided an equally effective opportunity to participate in or benefit from a public entity’s programs and services.

The District may achieve program accessibility by a number of methods, both physical and non-physical:

- Structural methods such as altering an existing facility;
- Acquisition or redesign of equipment;
- Assignment of aides; and/or
- Providing services at alternate accessible sites.

When choosing a method of providing program access, the District will give priority to the one that results in the most integrated setting appropriate to encourage interaction among all users, including individuals with disabilities. In compliance with the requirements of the ADA, the District provides equality of opportunity but does not guarantee equality of results.

B. Undue Burden

The District does not have a duty to provide an accommodation where it creates an “undue burden,” which means significant difficulty or expense incurred in the provision of an accommodation. Undue burden includes, but is not limited to, financial difficulty. Undue burden refers to any modification that would be unduly costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature of operation of the business of the
Whether a particular accommodation will impose an undue burden is determined on a case-by-case basis. If a particular accommodation is determined to cause an undue burden to the District, the District shall attempt to identify another modification that would not pose such a burden. If cost causes the undue burden, the District must consider whether funding for the accommodation is available from an outside source. If no such funding is available, the District must give the person with a disability the opportunity to provide the modification or to pay for that portion of the modification that constitutes an undue burden.

The following factors shall be considered in determining whether a program modification would create an undue burden: the nature and cost of the modification, the financial resources of the District available to make the modification, the impact the expense of the accommodation will have on the affected District operation, and the permanence of the alterations affecting the site.

A determination to deny a request for an accommodation or modification can only be made by the ADA Coordinator and must be accompanied by a statement citing the reasons for reaching that conclusion. Appeals are available through the District’s established procedures for the public, students and employees. Discrimination complaints will be reviewed and responded to by the District’s Office for Diversity, Equity and Inclusion.

C. Relationship to other laws.

The District will apply the strictest standard including federal laws, state or local standards that controls and provides equal protection for the rights of individuals with disabilities or individuals associated with them.

II. Compliance Process

The Federal Regulations include administrative requirements for all government entities employing more than fifty people. These administrative requirements are:

- Completion of a self-evaluation;
- Development of an ADA complaint procedure;

C. Relationship to other laws.

The District will apply the strictest standard including federal laws, state or local standards that controls and provides equal protection for the rights of individuals with disabilities or individuals associated with them.

II. Compliance Process

The Federal Regulations include administrative requirements for all government entities employing more than fifty people. These administrative requirements are:

- Completion of a self-evaluation;
- Development of an ADA complaint procedure;
• Designation of a person who is responsible for overseeing Title II compliance; and
• Development of a transition plan if the self-evaluation identifies any structural modifications necessary for compliance. The transition plan must be retained for three years.

This Administrative Regulation is intended to incorporate these new rules into a comprehensive ADA Self-Evaluation and Transition Plan ("This Plan" or ("This Regulation").

In 2006, the California State Legislature passed the Prudence K. Poppink Act that made significant changes to the state’s disability laws and expanded the definition of disability. It amended existing provisions of law and reemphasized previous legal and policy positions. Any conflicts regarding which is the appropriate standard to apply should be determined by consulting the District’s ADA Coordinator and/or District Legal Counsel.

**III. Transition Plan - Facilities**

A. General Overview

The Los Angeles Community College District (LACCD) has nine colleges, an Educational Services Center, and several large satellite facilities. In recent elections, voters passed three bonds; Propositions A and AA, and Measure J. These bonds provided funds to address infrastructure issues across a system containing facilities with major issues, including access for persons with disabilities.

In 2008, the District’s nine colleges developed ADA Transition Plans for their respective facilities. Those plans will guide the planning and implementation of necessary both program and facility modifications over the next several years.

In 2010, an access survey was conducted for the Educational Services Center, which resulted in a database that defined where the existing facility failed to meet applicable state and federal access standards. Since their identification, the majority of barriers have been removed as part of bond-funded renovation of the building. The renovation of the building proceeded
on a floor by floor basis. As part of the design process, the design-build team incorporated the necessary accessibility requirements.

In 2012, an additional transition plan was put in place to address access issues, which were not in the scope of the aforementioned bond activities, to address path-of-travel issues from arrival points to building entrances.

The database for the college facilities that was created in 2010 (“Database”) was closely examined. Items that were not part of the scope of the renovation project were further examined. Existing structural challenges and maintenance-related items have been identified.

Items not having a material impact on access are being deferred for funding reasons. These issues will be addressed when funds become available or when renovation on the impacted areas occurs.

All of the plans and/or databases referenced above are available upon request from the ADA Compliance Administrator.

B. Facilities Transition Plans

1. Priorities

The data collected regarding the non-compliant items is organized in four different priorities. Based on the Federal Regulations, which urges public accommodations to comply with the barrier removal requirements in accordance with the following order of priorities:

   a. First, a public accommodation should take measures to provide access to a place of public accommodation from public sidewalks, parking, or public transportation. For example, these measures include installing an entrance ramp, widening entrances, and providing accessible parking spaces.

   b. Second, a public accommodation should take measures to provide access to those areas of a place of public accommodation where goods and services are made available to the public. These measures include, for example, adjusting the layout of display racks, rearranging tables, providing Brailled and raised character signage, widening doors, providing visual alarms, and installing ramps.
c. Third, a public accommodation should take measures to provide access to restroom facilities. These measures include, for example, removal of obstructing furniture or vending machines, widening of doors, installation of ramps, providing accessible signage, widening of toilet stalls, and installation of grab bars.

d. Fourth, a public accommodation should take any other measures necessary to provide access to the goods, services, facilities, privileges, advantages, or accommodations

2. List of non-compliant instances.

The building data base contains a detailed list of all instances of non-compliance. This list is further identified in the following sub categories:

D  Deficiencies identified to be demolished

X  Deficiencies that have been corrected since the deficiencies were identified

P  Deficiencies that will be corrected as part of another ongoing or planned project

F  Deficiencies that are furniture or equipment related and not eligible for bond funds

U  Deficiencies that are user and or maintenance related and will be corrected by the Facilities.

NP Deficiencies that are in non-public staff areas where work in being performed

DS  Non-material deficiencies that their correction is deferred to future when funds become available

B  Deficiencies that are eligible to be corrected with bond funds

3. Implementation Methods for Barrier Removal for the District
a. **Building Program** The District has had a significant capital construction program underway since 2001. New buildings, building renovations and other physical improvements have incorporated and included removal of physical barriers in compliance with law.

b. **Staff Training** Employees will be trained on the requirements of the access regulations. The removal of barriers by Facilities/maintenance and users will be an ongoing process. The applicable manager in charge of the physical facilities at each location shall maintain in operable working condition those features of facility and equipment that are required to be readily accessible and usable by persons with disabilities. - *Ongoing*

4. **Implementation Schedule**

The schedule for implementation is noted on the Database.

5. **Safe Harbor**

Elements that have not been altered in existing facilities on or after March 15, 2012, and that comply with the corresponding technical and scoping specifications for those elements in either the 1991 Standards or in the Uniform Federal Accessibility Standards (UFAS), Appendix A to 41 CFR part 101-19.6 (July 1, 2002 ed.), 49 FR 31528, app. A (Aug. 7, 1984) are not required to be modified in order to comply with the requirements set forth in the 2010 Standards. This means that if a facility was built after 1992 when the 1991 ADA Standards were in effect and before the 2010 Standards took effect on March 15, 2012, they do not have to make changes to that facility until a modification/remodel is undertaken. (“Safe Harbor”)

The Safe Harbor does not apply to those elements in existing facilities that are subject to supplemental requirements (*i.e.*, elements for which there are neither technical nor scoping specifications in the 1991 Standards). Elements in the 2010 Standards not eligible for the element-by-element safe harbor will be identified in the Database. An action plan will be developed to bring those identified facilities elements into compliance within a five-year period of time.

6. **Unique Characteristics Exception**
a. The full compliance with the requirements of the ADA is not required where it can be demonstrated that it is structurally impracticable to meet the requirements. Full compliance will be considered structurally impracticable only in those rare circumstances when the unique characteristics of terrain prevent the incorporation of accessibility features.

b. If full compliance would be structurally impracticable, compliance is required to the extent that it is not structurally impracticable. In that case, any portion of the facility that can be made accessible shall be made accessible to the extent that it is not structurally impracticable.

c. If providing accessibility in conformance with this section to individuals with certain disabilities (e.g., those who use wheelchairs) would be structurally impracticable, accessibility shall nonetheless be ensured to persons with other types of disabilities.

IV. Self-Evaluation of the District-Wide Policies and Procedures

A. Review of Rules and Regulations

The Los Angeles Community College District supports the ADA requirements and guidelines. A review of Board Rules will be conducted and recommended changes will be incorporated into the Rules. Responsible Party: ADA Compliance Administrator – Time Frame for Completion December 2016

B. Programs

Every effort shall be made to hold District-sponsored programs in locations that are accessible according to California State Regulations Title 24 and the Americans with Disabilities Act Guidelines.

- The District will maintain in working order equipment and features of facilities that are required to provide ready access to individuals with disabilities.

- The District will ensure that individuals with disabilities are not excluded from regular programs. Individuals with disabilities will be integrated into
regular programs to the maximum extent appropriate.

- The District will ensure that where specific requirements are necessary for the safe operations of programs, those requirements are based on real risk, not on speculation, stereotypes, or generalizations about individuals with disabilities.

- The District will modify policies, practices, and procedures to avoid discrimination unless the modification would fundamentally alter the nature of the program or create a hazardous situation.

- It is not required that each existing facility be accessible. This standard, known as “program accessibility,” must be provided by methods including alteration of existing facilities, acquisition or construction of additional facilities, relocation of a service or program to an accessible facility, or provision of services at alternate sites.

C. Requests for Accommodations

1. Specific requests for accommodations may be made directly to the department involved or through the ADA Compliance Administrator. A Reasonable Accommodation Request Form is also available on the Internet site (see “ADA” under “Find It Fast” on the Los Angeles Community College District’s Internet site – currently at http://www.laccd.edu/ADA/Pages/ADA-Accommodation-Forms.asp

2. The determination whether to provide an accommodation is made on a case-by-case basis. This is an individual process through which the department and the individual with a disability discuss and arrange for the necessary (and reasonable) accommodations. In assessing the accommodation, the District will give priority consideration to program accommodations that will be consistent with provision of services, programs, and activities in the most integrated setting appropriate to qualified individuals with disabilities.

3. Accommodations may include, but are not limited to, making reasonable modifications in policies, practices, and procedures; furnishings, auxiliary aids, and services; and making services, programs, or activities accessible, usable, and integrated wherever appropriate. Specific lists of types of accommodation are not included in this policy as they vary depending on program and individual needs and also by types of accommodation available.
4. In-person requests for services or information at a counter will be handled on an individual basis, and the individual and the department will determine an appropriate accommodation for the individual.

5. Administrative Regulations which provide a mechanism for requesting accommodations and for making appeals for the public, employees and students have been adopted. (Administrative Regulations B-31, B-32 and E-100)

D. ADA Notice

The District will post in a conspicuous location on its website and provide a link to that notice on each College website to notify applicants, participants, beneficiaries, and other interested persons of their rights and the District’s obligations under Federal Regulations. **Responsible Party: ADA Compliance Administrator/Coordinator. Time frame for completion: Completed** [http://www.laccd.edu/ADA/Pages/default.asp](http://www.laccd.edu/ADA/Pages/default.asp)

E. ADA Coordinator

The ADA Compliance Administrator is the designated, responsible employee to coordinate the District’s efforts to comply with and carry out the District’s ADA responsibilities, 28 C.F.R. § 35.107(a). Additionally, each College has a designated ADA Coordinator. [http://www.laccd.edu/ADA/Pages/Accommodation-Requests.asp](http://www.laccd.edu/ADA/Pages/Accommodation-Requests.asp)

F. Employment Practices

The District will amend its employment policies, as necessary, to comply with the regulations of the U.S. Equal Employment Opportunity Commission implementing Title I of the Americans with Disabilities Act of 1990, codified at 29 C.F.R. Part 1630. At minimum, those policies will provide that:

- The District will not discriminate on the basis of disability in its hiring or employment practices. **Responsible Parties: Personnel Commission & Human Resources – December 2015.** [http://www.laccd.edu/Employment/Pages/default.asp](http://www.laccd.edu/Employment/Pages/default.asp)

- The District will not ask a job applicant about the existence, nature, or severity of a disability. Applicants may be asked about their ability to
perform specific job functions. Medical examinations or inquiries may be made, but only after a conditional offer of employment is made and only if required of all applicants for the position. Responsible Parties: Personnel Commission & Human Resources

- The District will make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue burden on the operation of the District’s business. If an applicant or an employee requests a reasonable accommodation and the individual's disability and need for the accommodation are not readily apparent or otherwise known, the District may ask the individual for information necessary to determine if the individual has a disability-related need for the accommodation. Responsible Party: ADA Compliance Administrator/Coordinator Time frame for completion: Policies are in place.

http://www.laccd.edu/Employment/Pages/Academic-Jobs.asp
http://www.laccd.edu/Departments/PersonnelCommission/jobappp-center/Pages/Application-Process.asp

- The District will maintain any employee’s medical records separate from personnel files and keep them confidential. Responsible Party: Human Resources – Policies are in place.

http://www.laccd.edu/ADA/Pages/Employee-Accommodation-Request.asp

- The District will make an individualized assessment of whether a qualified individual with a disability meets selection criteria for employment decisions. To the extent the District’s selection criteria have the effect of disqualifying an individual because of disability, those criteria will be job-related and consistent with business necessity. Responsible Parties: Personnel Commission & Human Resources

G. Equipment
• Specialized equipment may be available to assist persons with disabilities to participate in programs. A list of resources is available on the District’s ADA website. **Responsible Party: ADA Compliance Administrator/Coordinator  Time frame for completion: July 2015.**

• The District will request that the phone company provide an amplification device, a shelf, and a text telephone (TDD/TTY) or an outlet for a text telephone at each site where a TDD/TTY is required. **Responsible Party: ADA Compliance Administrator/Coordinator  Time frame for completion: Completed.**

H. Purchasing

1. The District will evaluate its process for all future computer hardware and software purchases with potential public access for their compatibility with accessibility-related adaptive equipment and software. Adaptive aids are devices, controls, appliances, or items that make it possible for persons with disabilities to improve their abilities to function independently and participate in programs, services, and activities offered by the District. Accessibility will be included in the criteria for selecting items. **Responsible Party: ADA Compliance Administrator - Time frame for completion: December 2015.**

The District will evaluate its process for furniture and building materials purchases for compatibility with a wide range of disabilities and sensitivities in areas that will be open to the public. Items could include those that are easily adjustable or can be modified to accommodate a variety of physical and ergonomic needs such as furniture, site furnishings, lighting, and office systems, and items such as certain types of paint that may be harmful to people with environmental sensitivities. **Responsible Party: ADA Compliance Administrator - Time frame for completion: Ongoing**

I. Evacuation

a. The District has established emergency evacuation procedures to safely evacuate persons with disabilities who may need special assistance in an emergency. These procedures will be evaluated by the Associate Vice President for Business Services at the Educational Services Center by June 2015.
b. Existing procedures dealing with emergencies shall be reviewed to ensure that persons with disabilities can be alerted and that they can alert emergency service providers. All evacuation policies and procedures will be made available in alternative formats upon request.

c. A plan will be developed to identify people with disabilities who may require special assistance in the event of an emergency.

_**Responsible Party:** Associate Vice President for Business Services at the Educational Services Center - Time frame for completion: Policies are in place._

J. Public Meetings Procedures

1. Public meetings will be scheduled in accessible locations whenever possible. An accessible location includes, but is not limited to, the following: accessible restrooms, wheelchair access, accessible parking, an accessible route, temperature control, and the ability to provide access to fresh air for people with chemical sensitivities. _**Time frame for completion:** This procedure is currently in place._

   [http://www.laccd.edu/ADA/Pages/Accommodation-Requests.asp](http://www.laccd.edu/ADA/Pages/Accommodation-Requests.asp)

2. When a fully accessible site is not available, reasonable accommodations will be made so that an individual with a disability can participate. _**Time frame for completion:** This procedure is currently in place._

   [http://www.laccd.edu/ADA/Pages/Accommodation-Requests.asp](http://www.laccd.edu/ADA/Pages/Accommodation-Requests.asp)

3. Information will be available to District staff on the types of accommodation requests that may be made by persons with different types of disabilities. This will include information about auxiliary aids such as different types of assistive listening systems, sign language interpreters, readers, descriptive services, and other assistive technologies such as "real-time captioning." _**Responsible Party:** ADA Compliance Administrator - Time frame for completion: July 2015._

4. A notice has been incorporated into the forms for meeting agendas indicating the availability of accessibility accommodations, as follows:

   "If requested, the agenda shall be made available in appropriate
alternate formats to persons with a disability, as required by Section 202 of the American with disabilities Act of 1991 (42 U.S.C Section 12132), and the rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, for whom, and when a request for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting. To make such a request, please contact the “appropriate office” at “phone number” one week prior to the meeting.”

5. Agendas will be provided in alternative formats, when requested. **Time frame for completion:** This procedure is currently in place. [http://www.laccd.edu/ADA/Pages/Accommodation-Requests.asp](http://www.laccd.edu/ADA/Pages/Accommodation-Requests.asp)

6. Individuals with communication difficulties will be provided flexibility in the time limit on speaking. **Time frame for completion:** This procedure is currently in place.

7. The availability of American Sign Language (ASL) interpreters and assistive listening devices will be included with the notice shown above. [http://www.laccd.edu/ADA/Pages/Accommodation-Requests.asp](http://www.laccd.edu/ADA/Pages/Accommodation-Requests.asp)

8. The District will maintain a resource list of on-call American Sign Language interpreters who may be brought to meetings to assist individuals with hearing impairments. **Responsible Party:** Personnel Commission. **Timeframe for completion:** Completed.

9. The District will maintain a list of already-accessible meeting spaces to facilitate the scheduling of meetings and/or the relocation of meetings upon request. **Responsible Party:** ADA Compliance Administrator - **Time frame for completion:** July 2015.

K. Communications Procedure

1. A communication tool kit will be developed to help educate employees and staff on District policies for providing communications to people with various disabilities in a uniform and consistent manner. This tool kit will be located on the District’s Intranet. (Appendix I) **Responsible Party:** ADA
Compliance Administrator - Time frame for completion: July 2015.

2. Public information has been made available on how to request sign language interpreters, equipment that enhances hearing, or other appropriate accommodations. 
http://www.laccd.edu/ADA/Pages/Accommodation-Requests.asp

3. Requests for reasonable accommodations will be addressed in accordance with the Administrative Regulations for requesting accommodations.

4. Departments will provide appropriate auxiliary aids and services— in keeping with the Administrative Regulations for requesting accommodations.

5. The District will provide public information in alternate formats, including electronic if possible or scanned onto a computer disk when requested or where electronic format is not feasible. 
Responsible Party: Administrator for the office sponsoring the program/service – ongoing

6. The District will provide closed captioning on any instructional television utilized; videos it produces; and for any Board Meetings that are televised or recorded and then made available on its website. Time frame for completion: Ongoing.

L. Printed Information

1. Training will be provided information on how to produce printed material in alternative formats for people with various disabilities to ensure that requests are handled in a uniform and consistent manner. Responsible Party: ADA Compliance Administrator - Time frame for completion: Ongoing.

2. Requests for specialized formats of lengthy and/or bulky documents will be handled on an individual basis. Responsible Party: Individual ESC Department that created the document – ongoing.
3. Any charge for a publication will be uniform for all formats of that publication.

4. The District will make program information more widely available to all District constituents by:
   - Publicizing and making available program brochures in alternative formats when requested.
   - Ensuring uniformity of charges for a publication for all formats of that publication.

   **Responsible Party: ADA Compliance Administrator - Time frame for completion: Ongoing.**

5. On printed material distributed to the public regarding programs, there will be reference to:
   - The District’s Nondiscrimination Policy, and
   - The phone number of the program access specialist and/or the District’s ADA Compliance Administrator and/or other contact information on who can provide assistance in meeting special requests.

   **Responsible Party: Office for Diversity, Equity and Inclusion and ADA Compliance Administrator - Time frame for completion: Ongoing.**

6. Information on the District’s efforts to comply with the ADA will be available on request and periodically updated on the District’s website.

   **Responsible Party: ADA Compliance Administrator - Time frame for completion: Ongoing**

M. Outreach of Information

a. The ESC will use various media for outreach of its information on accessibility. **Responsible Party: ADA Compliance Administrator - Time frame for completion: Ongoing.**

b. A committee of interested students with disabilities and community members will be maintained as an advisory committee to assist in this outreach effort and monitor its effectiveness. **Responsible Party: ADA Compliance Administrator - Time frame for completion: Committee has been established - ongoing.**

(Appendix M).
N. Signs

1. Directional and informational signs will be designed as needed to include accessibility standards. **Responsible Party: ADA Compliance Administrator** - **Time frame for completion: Ongoing as needed.**

2. When signs are replaced, they will provide appropriate information regarding accessibility. Priority will be given for signs related to public access. **Time frame for completion: Ongoing as needed.**

3. The International Symbol of Accessibility (ISA) will be included wherever required on directional and informational signs (and on the District’s web pages) and the District will consider its use whenever possible. **Time frame for completion: Ongoing as needed.**

4. Rules or procedures that relate to safety or instruction at a particular site will be provided in an accessible format when requested. **Responsible Party: Environmental and Occupational Health & Safety Specialist** - **Time frame for completion: Ongoing as needed.**

O. Website Accessibility Procedures

_District Public Website - Web-Based Services and Programs_

The ESC will distribute to all persons (employees and contractors) who design, develop, maintain, or otherwise have responsibility for content and format of its website(s) used by the District (Internet Personnel) the technical assistance document, “Accessibility of State and Local Government Websites to People with Disabilities.” [ada.gov/websites2](http://ada.gov/websites2)

Additionally, the District has adopted a Website Accessibility regulation (Administrative Regulation B-33). [http://www.laccd.edu/ADA/Pages/Web-Standards-and-Guidelines.asp](http://www.laccd.edu/ADA/Pages/Web-Standards-and-Guidelines.asp)

The District is in the process of developing a new Student Information System (SIS) to meet compliance requirements of Section 508 and the ADAAA. It is the District’s goal that its SIS be accessible to all students and interested persons. The system will be developed and implemented over the next five years. An advisory committee will be formed consisting of the project manager, Disabled Student Programs & Services representatives from each of the nine campuses, and representative students with...
disabilities. Responsible Party: SIS Project Director – Time frame for completion: July 2016

P. Staff Training Procedures

The ADA Compliance Administrator or his/her designee will monitor and oversee the ADA training requirements. Time frame for completion: Ongoing.

1. All employees shall be trained in ADA policies applicable to their departments and positions and receive information on how to access accommodation information. Time frame for completion: Ongoing.

2. One manager at each college campus will be trained to serve as the ADA Coordinator. The Coordinator will be required to complete a training program and attend periodic retraining regarding accessibility issues. Time frame for completion: Ongoing.

3. Appropriate staff will receive specialized training on how to make programs accessible to persons with disabilities, including training in the use of specialized equipment, such as wheelchair lifts and assistive listening devices. Time frame for completion: Ongoing.

4. Maintenance staff will be trained in respect to compliance with various codes and standards to achieve accessibility. Responsible Party: ADA Compliance Administrator and/or College ADA Coordinators – Ongoing.

5. Appropriate District staff members will be provided with training in general building evacuation procedures for assisting people with hearing, visual, mobility, and learning disabilities in an emergency. Responsible Party: Environmental and Occupational Health & Safety Specialist – Procedure in place – Ongoing.

6. Training in website design and updates for employees will include training on website accessibility. Responsible Party: ADA Compliance Administrator and/or College ADA Coordinators – Time frame for completion: Ongoing.

Q. Funding Procedures
Where an accommodation is requested, the identification of funding sources will be the responsibility of the location’s ADA Coordinator.

*Time frame for completion: Ongoing*

R.

Service Animals Procedure

1. **Principles.** The ADA defines “service animals” as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person’s disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. Miniature horses may be considered in accordance with the provisions below.

2. Other animals as may be required by Federal or State law will be considered through an interactive process, which may include proof of vaccinations as required by law.

3. **Registration/Interactive Process**
   
   a. Students who wish to use service or other animals shall be required to register with the College’s department for serving students with disabilities.
   
   b. Employees who wish to bring a service animal to work shall be required to utilize the interactive process.

4. The District will modify if requested as an accommodation its policies, practices and procedures to permit the use of a service animal by an individual with a disability.
5. The ADA Coordinator may ask an individual with a disability to remove a service animal from the premises if:

   - The animal is out of control and the animal’s handler does not take effective action to control it; or
   - The animal is not housebroken.

6. If there is a reason to exclude the service animal as allowed by Federal or State law, the individual with a disability shall be given the opportunity to participate in the service, program, or activity without having the service animal on the premises.

7. The service animal shall be under the control of its handler and shall have a harness, leash or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

8. The District is not responsible for the care or supervision of a service animal.

9. The ADA Coordinator shall not ask about the nature or extent of a person's disability, but may make two inquiries to determine whether an animal qualifies as a service animal. Supervisors may ask if the animal is required because of a disability and what work or task the animal has been trained to perform. Supervisors will not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Supervisors may not make these inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

10. The District will allow individuals with disabilities to be accompanied by their service animals in all areas of a public entity's facilities where
members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

11. The District will not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If the District normally charges individuals for the damage they cause, an individual with a disability may be charged for damage caused by his or her service animal.

S. Mobility Devices

1. Employees will not ask an individual using a wheelchair or other power-driven mobility device questions about the nature and extent of the individual's disability.

2. Employees may ask a person using another power-driven mobility device to provide a credible assurance that the mobility device is required because of the person's disability. A public entity that permits the use of another power-driven mobility device by an individual with a mobility disability shall accept the presentation of a valid, State-issued, disability parking placard or card, or other State-issued proof of disability as a credible assurance that the use of the other power-driven mobility device is for the individual's mobility disability. In lieu of a valid, State-issued disability parking placard or card, or State-issued proof of disability, a public entity shall accept as a credible assurance a verbal representation, not contradicted by observable fact, that the other power-driven mobility device is being used for a mobility disability. A "valid" disability placard or card is one that is presented by the individual to whom it was issued and is otherwise in compliance with the State of issuance’s requirements for disability placards or cards.

3. Other Mobility Devices

The District will make reasonable modifications in its policies, practices, or procedures to permit as an accommodation the use of other power-driven mobility devices by individuals with mobility disabilities, unless the class of other power-driven mobility devices
cannot be operated in accordance with legitimate safety requirements.

4. Assessment Factors

In determining whether a particular other power-driven mobility device can be allowed in a specific facility as a reasonable modification, the District will consider—

a. The type, size, weight, dimensions, and speed of the device;

b. The facility's volume of pedestrian traffic (which may vary at different times of the day, week, month, or year);

c. The facility's design and operational characteristics (e.g., whether its service, program, or activity is conducted indoors, its square footage, the density and placement of stationary devices, and the availability of storage for the device, if requested by the user);

d. Whether legitimate safety requirements can be established to permit the safe operation of the other power-driven mobility device in the specific facility; and

e. Whether the use of the other power-driven mobility device creates a substantial risk of serious harm to the immediate environment or natural or cultural resources, or poses a conflict with Federal land management laws and regulations.

Original Issue Date: June 10, 2015
Initiated by: Chancellor
Dates of Changes:
References:

The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by contacting the ADA Compliance Administrator, Mardy Kuntzelman, 770 Wilshire Boulevard, Los Angeles, CA 90017, (213) 891-2213 voice, (213)891-2408 TTY, (213) 891-2295 fax, kuntzeme@email.laccd.edu.
1. A major committee is one that has significant impact or responsibility and does not function as part of routine life. Such a committee might be inter-divisional or inter-college. The term "committee" as used in this context is defined as meaning "commission," "council," "consortium," or any such named unit serving the defined function.

2. The establishment and/or appointment of members to major District committees requires the approval of the Chancellor and appropriate Senior Staff member.

3. To recommend the establishment of a committee or make member nominations, complete the Chancellor’s Communication Center form entitled “Committee Nominations.” The form requires the following information about the committee:
   
a. Purpose/Function

b. Estimated life

c. Recommended composition, suggested members, and their biographies.

d. Method of selection of members and the term of their appointment.

e. Name of proposed chairperson or coordinator.

f. Anticipated costs, if any.

4. The person making the recommendation should sign the completed form and forward it to the appropriate Senior Staff member for authorization. If authorized, the form will be forwarded to the Chancellor for final approval.
1. It is the policy of the Los Angeles College District that citizens of the District “have the right to be informed concerning the philosophy, functions, activities, organizational programs and events of the District.” (Board Rules Chapter V, Article I, 5100)

2. It shall be the practice of the Los Angeles Community College District, as a tax-supported public educational system, to explore and utilize all informational and promotional avenues available free of charge, including newspaper editorial space, radio and television public service announcement, and free space on bill boards, buses, etc.

3. Paid advertising in any medium shall be considered only when all other avenues for obtaining the necessary publicity have been explored and deemed to be insufficient by the College President for any single college’s activities, or by the Chancellor or Deputy Chancellor for multi-campus or Districtwide activities.
   a. Such paid advertising shall be restricted to informing the public of specific programs, courses, services, special events and/or activities.
   b. All paid institutional-type advertising (name identification only) shall be prohibited.

4. In instances where it is deemed necessary to purchase paid advertising, the media selection, copy, graphics, and purchase requisition shall first be approved by the College President or Vice President of Administrative Services at the college level. Multi-campus and Districtwide advertising shall be approved by the Chancellor or Deputy Chancellor or their designees at the District level.

5. Exceptions to this regulation shall be:
   a. Paid advertising for recruitment of personnel.
   b. Paid advertising for legal notices.

6. Advertising purchased with other than District Funds must carry a statement identifying the source of the funds.
LOS ANGELES COMMUNITY COLLEGES
ADMINISTRATIVE REGULATION C-3
TOPIC: Formulation of and Revisions to Administrative Regulations

1. Administrative Regulations are those regulations approved and issued by the Chancellor which provide policy or procedures to supplement Board Rules. These regulations may be initiated or revised by any office, department or division, but the office, department or divisions must follow the procedure enumerated below before the proposed/revised regulations can be officially adopted. In contrast to prior practices, all Administrative Regulations are to be issued from a central source, the Office of General Counsel, and not by individual office or divisions.

2. Proposals for either adopting new regulations or for revising existing regulations must be reviewed and approved by the appropriate Educational Services Center Senior Staff-level manager. Where a proposed change is recommended by a management council, the proposed change shall be submitted to the applicable Educational Services Center Senior Staff manager.

3. The office, department or division that proposes the new/revised regulation is responsible for preparing the proposed/revised regulation for review by the appropriate District locations or constituents, if appropriate. The Educational Services Center Senior Staff shall be provided an electronic copy in order to ensure an opportunity for review, comment and coordination.

4. Once a regulation has been appropriately reviewed and/or consulted, the regulation shall be presented to the Chancellor's Executive Staff for final review. If Executive Staff proposes additional changes to the proposed/revised regulation, the regulation will be forwarded back to the originating office, department or division for appropriate action.

5. After a proposed/revised regulation has been reviewed by the Chancellor's Executive Staff, the originating office, department or division is responsible for forwarding an electronic copy of the proposed/revised regulation to the Office of General Counsel for finalization and distribution. The electronic copy shall be in ADA-accessible formatting and shall include redlining using non-automated strikeovers, underlining and/or other appropriate marking that show(s) the revisions.
6. The Office of General Counsel will be responsible for implementing the following finalization and distribution process:

a. The proposed regulation shall be reviewed and edited for the purpose of making corrections to the regulation's language and/or format, such as minor rewording to eliminate cumbersome phrases, excessive wordage and/or "sexist" language. In addition, grammatical corrections will be made to the proposed/revised regulation, as needed. Any rewording which might affect the meaning of the regulation will not be made without consulting with the originating office or division.

b. The regulation shall be placed in the appropriate format, including renumbering main paragraphs, subparagraphs, etc., as well as assigning appropriate numbering or indexing to the regulation.

c. The proposed regulation with final redlining shall be submitted to the Chancellor for approval, with a copy to the originating office, department or division.

d. After finalization, distributing the approved regulation in accordance with the established distribution list. Notification and distribution of proposed/revised regulations may be made solely through electronic means.

e. The regulation shall be published on the District’s website.

7. Any exceptions to the above procedure must be approved by the Chancellor.

Original Issue Date: May 12, 1978
Date of Changes: October, 1997, October, 2008, November 14, 2014
Initiated by: Office of the Chancellor

References:
The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by contacting the ADA Compliance Administrator, Mardy Kuntzelman, 770 Wilshire Boulevard, Los Angeles, CA 90017, (213) 891-2213 voice, (213)891-2408 TTY, (213) 891-2295 fax, kuntzeme@email.laccd.edu.
The Board Rules which implement the District’s Conflict of Interest Code requires the adoption of disclosure categories for its Conflict of Interest Code. Any changes adopted by the District must be submitted to the County Board of Supervisors, 383 Hall of Administration, Los Angeles, California 90012.

**Category 1**

Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

**Category 2**

Persons in this category shall disclose all investments and business positions.

**Category 3**

Persons in this category shall disclose all income and business positions.

**Category 4**

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated
with the job assignment of designated positions assigned to this disclose category.

**Category 5**

Persons in this category shall disclose all business positions with, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell services and supplies of a type utilized by the District and the Foundation and associated with the job assignment of designated positions assigned to this disclosure category, with the exception of positions with a Foundation formed under the Nonprofit Benefit Public Corporation Law. (Corporations Code Section 5000, et seq.)

**Category 6**

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act’s exceptions to the definition of consultant. The level of disclosure shall be as determined by the Chancellor.

**Category 7**

Persons in this category shall disclose all income from any Los Angeles Community College District employee, any representative or association of such employee, and business positions or income from any entity owned or controlled by such employee or his/her spouse or other financial dependent.
The Board Rules which implement the District’s Conflict of Interest Code requires the adoption of a list of designated positions which are subject to the District’s Conflict of Interest Code. The designated positions and the disclosure categories are hereby listed. Any changes adopted by the District must be submitted to the County Board of Supervisors, 383 Hall of Administration, Los Angeles, California 90012.

### DESIGNATED POSITIONS

#### BOARD OF TRUSTEES:

- Board Members: 1, 2, 3
- Student Board Member: 4

#### CHANCELLOR’S OFFICE:

- Chancellor: 1, 2, 3
- Deputy Chancellor: 1, 2, 3
- General Counsel: 1, 2, 3
- Chief Financial Officer/Treasurer: 2, 3
- Administrator for College and District Public Relations: 4
- Executive Assistant to the Chancellor: 2, 3
- Associate General Counsel: 1, 2, 3
- Assistant General Counsel: 4
- Director of District Foundation: 1, 5
- Director of Internal Audit: 2, 3
<table>
<thead>
<tr>
<th>DESIGNATED POSITIONS</th>
<th>DISCLOSURE CATEGORIES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FACILITIES PLANNING AND DEVELOPMENT:</strong></td>
<td></td>
</tr>
<tr>
<td>Executive Director of Facilities Planning and Development</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td>Director of Facilities, Planning and Development</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td>Facilities Project Managers</td>
<td>1, 4</td>
</tr>
<tr>
<td>Construction Project Inspector</td>
<td>4</td>
</tr>
<tr>
<td>Director of College Facilities</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td>Manager, Facilities Planning</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td><strong>BUDGET AND MANAGEMENT ANALYSIS:</strong></td>
<td></td>
</tr>
<tr>
<td>Director of Budget and Management Analysis</td>
<td>2, 3</td>
</tr>
<tr>
<td><strong>ACCOUNTING AND DISBURSEMENTS:</strong></td>
<td></td>
</tr>
<tr>
<td>Director of Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Assistant Director</td>
<td>4</td>
</tr>
<tr>
<td>Accounts Payable Manager</td>
<td>4</td>
</tr>
<tr>
<td>Accounting Manager</td>
<td>4</td>
</tr>
<tr>
<td>Financial Aid Manager, CFAU</td>
<td>4, 7</td>
</tr>
<tr>
<td><strong>BUSINESS SERVICES:</strong></td>
<td></td>
</tr>
<tr>
<td>Director of Business Services</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td>Contracts Manager</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td>Contracts Analyst</td>
<td>4</td>
</tr>
<tr>
<td>Risk Manager</td>
<td>4</td>
</tr>
<tr>
<td>Employee Benefits Specialist</td>
<td>4, 7</td>
</tr>
<tr>
<td>Occupational and Safety Health Specialist</td>
<td>4</td>
</tr>
<tr>
<td>Purchasing Agent</td>
<td>4</td>
</tr>
<tr>
<td>College Procurement Specialist</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td><strong>EDUCATIONAL SUPPORT SERVICES:</strong></td>
<td></td>
</tr>
<tr>
<td>Vice Chancellor</td>
<td>4</td>
</tr>
<tr>
<td>Dean</td>
<td>4</td>
</tr>
<tr>
<td>Associate Dean</td>
<td>4</td>
</tr>
<tr>
<td><strong>ECONOMIC AND WORKFORCE DEVELOPMENT:</strong></td>
<td></td>
</tr>
<tr>
<td>Vice Chancellor</td>
<td>4</td>
</tr>
<tr>
<td>Dean</td>
<td>4</td>
</tr>
<tr>
<td>Associate Dean</td>
<td>4</td>
</tr>
<tr>
<td>DESIGNATED POSITIONS</td>
<td>DISCLOSURE CATEGORIES</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td><strong>INSTITUTIONAL EFFECTIVENESS:</strong></td>
<td></td>
</tr>
<tr>
<td>Vice Chancellor</td>
<td>4</td>
</tr>
<tr>
<td>Dean</td>
<td>4</td>
</tr>
<tr>
<td>Associate Dean</td>
<td>4</td>
</tr>
<tr>
<td><strong>HUMAN RESOURCES DIVISION:</strong></td>
<td></td>
</tr>
<tr>
<td>Senior Associate Vice Chancellor</td>
<td>2, 3</td>
</tr>
<tr>
<td>Associate Vice Chancellor</td>
<td>4, 7</td>
</tr>
<tr>
<td>Personnel Manager</td>
<td>4, 7</td>
</tr>
<tr>
<td>Assistant Director of Employer-Employee Relations</td>
<td>4, 7</td>
</tr>
<tr>
<td>Director of Employer-Employee Relations</td>
<td>4, 7</td>
</tr>
<tr>
<td><strong>INFORMATION TECHNOLOGY:</strong></td>
<td></td>
</tr>
<tr>
<td>Chief Information Officer</td>
<td>4</td>
</tr>
<tr>
<td>Systems &amp; Programming Manager</td>
<td>4</td>
</tr>
<tr>
<td>Computer and Network Operations Manager</td>
<td>4</td>
</tr>
<tr>
<td>Assistant Computer and Network Operations Manager</td>
<td>4</td>
</tr>
<tr>
<td>Data Services Manager</td>
<td>4</td>
</tr>
<tr>
<td>Software Systems Engineering Manager</td>
<td>4</td>
</tr>
<tr>
<td>Enterprise Resources Planning (ERP) Project Coordinator</td>
<td>2, 3</td>
</tr>
<tr>
<td>SAP Project Coordinator</td>
<td>2, 3</td>
</tr>
<tr>
<td>ERP Technical Architect</td>
<td>4</td>
</tr>
<tr>
<td>SAP/ERP Manager</td>
<td>4</td>
</tr>
<tr>
<td><strong>OFFICE OF DIVERSITY PROGRAMS:</strong></td>
<td></td>
</tr>
<tr>
<td>Director of Diversity Programs</td>
<td>4</td>
</tr>
<tr>
<td><strong>PERSONNEL COMMISSION:</strong></td>
<td></td>
</tr>
<tr>
<td>Commission Members</td>
<td>4, 7</td>
</tr>
<tr>
<td>Personnel Director</td>
<td>4, 7</td>
</tr>
<tr>
<td><strong>JOINT LABOR-MANAGEMENT BENEFITS COMMITTEE:</strong></td>
<td></td>
</tr>
<tr>
<td>Committee Members</td>
<td>4, 7</td>
</tr>
</tbody>
</table>
### DESIGNATED POSITIONS  

<table>
<thead>
<tr>
<th>POSITION</th>
<th>DISCLOSURE CATEGORIES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COLLEGE POSITIONS:</strong></td>
<td></td>
</tr>
<tr>
<td>Presidents</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td>Vice Presidents, Administration/Admin. Services</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td>Vice Presidents, Academic Affairs</td>
<td>1, 4</td>
</tr>
<tr>
<td>Vice Presidents, (Academic Affairs) Workforce Education, Economic</td>
<td>1, 4</td>
</tr>
<tr>
<td>Development and Community Education</td>
<td></td>
</tr>
<tr>
<td>Vice Presidents, Student Services</td>
<td>4</td>
</tr>
<tr>
<td>Associate Vice Presidents, Administrative Services</td>
<td>4</td>
</tr>
<tr>
<td>Deans, Academic Affairs/Center for Economic Development/</td>
<td></td>
</tr>
<tr>
<td>Service Careers/Tech Career/Arts and Sciences</td>
<td>4</td>
</tr>
<tr>
<td>Deans, Resource Development and Community Relations</td>
<td>4</td>
</tr>
<tr>
<td>Associate Deans of Trade, Technical and Occupational Departments</td>
<td>4</td>
</tr>
<tr>
<td>Deans/Associate Deans, CalWorks</td>
<td>4</td>
</tr>
<tr>
<td>Financial Aid Manager, CFAU</td>
<td>4, 7</td>
</tr>
<tr>
<td>Director of College Facilities</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td>College Financial Administrators</td>
<td>4</td>
</tr>
<tr>
<td>Bookstore Managers</td>
<td>4</td>
</tr>
<tr>
<td>Director of Foundation</td>
<td>1, 5</td>
</tr>
<tr>
<td>CalWorks Directors</td>
<td>4</td>
</tr>
<tr>
<td>College Procurement Specialist</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td><strong>DISTRICT AND COLLEGE POSITIONS:</strong></td>
<td></td>
</tr>
<tr>
<td>Consultants</td>
<td>6</td>
</tr>
</tbody>
</table>

- Consultants are included in the list of designated employees and disclose pursuant to the broadest category in the code subject to the following limitation:

The Chancellor may determine in writing that a particular consultant, although a “designated position,” is being hired to perform a range of duties that is limited in scope and is therefore not required to comply fully with the disclosure requirements described in this Conflict of Interest Code. Such determination shall include a description of the consultant’s duties and, based on that description, a statement of the extent of disclosure requirements. The Chancellor’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.
Section 18701(a)(2) of Title 2 of the California Code of Regulations states that the term "consultant" means "an individual who, pursuant to a contract with a state or local government agency:

(A) Makes a governmental decision whether to:
   (i) Approve a rate, rule, or regulation;
   (ii) Adopt or enforce a law;
   (iii) Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
   (iv) Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval;
   (v) Grant agency approval to a contract that requires agency approval and to which the agency is a party, or to the specifications for such a contract;
   (vi) Grant agency approval to a plan, design, report, study, or similar item;
   (vii) Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or

(B) Serves in a staff capacity with the agency and in that capacity participates in making a governmental decision as defined in [Title 2, Code of Regulations, section] 18702.2 or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code under Government Code section 87302."
I. Membership - Appointment, Qualifications and Term

A. Membership in the District Citizens’ Oversight Committee

There will be ten members of the District Citizens’ Oversight Committee (“DCOC”), as follows:

1. Three regional members selected from the College Citizens’ Committees and recommended by the Chancellor; and,

2. Seven additional members appointed by the Board as follows:

   a. One person who is active in a business organization representing the business community in Los Angeles;

   b. One person who is active in an organization representing the labor community in Los Angeles;

   c. One person who is active in a senior citizens’ organization;

   d. One person who is active in a bona fide taxpayers’ organization;

   e. One person who is a student who is enrolled in one of the District’s colleges and active in a college group, such as the college associated students’ organization, nominated by the Student Affairs Committee;

   f. One person who is an active member of a college advisory committee or foundation; and

   g. One at-large member.

3. The Board will appoint the members described in I(A)(2) above to the DCOC through the following process:

   a. Appropriate local groups will be solicited for applications.
b. The Chancellor or his or her designee will review the applications received.

c. The Chancellor will make recommendations to the Board in accordance with a process determined by the Board.

4. For the regular members listed in Section I(A)(2), the Board may appoint an alternate who possesses the eligibility criteria for that position.

5. Any member who fails to attend three meetings in succession, or who fails to attend four meetings within a calendar year, will be deemed to have abandoned the position.

B. College Citizens’ Committees

1. Each College will have a College Citizens’ Committee.

2. Each College’s Citizens’ Committee will consist of at least seven but no more than fifteen members nominated by constituent organization(s), appointed by the College President.

3. It is recommended that at least one member of the committee will be active in a business organization representing the business community in the college’s service area; at least one member will be active in a senior citizens’ organization; at least one member will be active in a bona fide taxpayers’ organization; at least one member will be a student who is enrolled at the college and active in a college group, such as the college associated students’ organization; and at least one member will be an active member of a college advisory committee or the college’s foundation.

4. When there is a winding-down of bond-funded activity, the College President may recommend that the applicable College Citizens’ Committee be merged into the District Citizens’ Oversight Committee. In that event, the members of that College Citizens’ Committee shall be deemed advisory, non-voting members of the District Citizens’ Oversight Committee until the exhaustion of bond funds related to the applicable college.
C. **General Qualifications**

1. *Employees and Employee Representatives* - No employee of the District may be appointed as a member of either the CCCs or the DCOC. The College President may also appoint non-voting employee representatives to the College Citizens’ Committee. Any employee representative to the committee may participate in the committee’s deliberations but may not cast a vote as a committee member or otherwise participate in any similar form of formal decision-making.

2. *Interested vendors* - No vendor, contractor, or consultant of the District shall be appointed to either the DCOC or the CCCs.

3. *Dual membership* - A member of a CCC who is not the designated regional representative for the DCOC may be a member of the DCOC or another CCC. A member of the DCOC appointed pursuant to I(A)(2), above, may be a member of a CCC.

4. *Elected Officials* - Elected officials are not eligible to be members of a CCC or a DCOC.

D. **Term**

1. Members of the DCOC and the CCCs shall serve for a term of two years and for no more than two consecutive terms. Upon a finding by the appointing authority that a member has attended at least two-thirds (2/3) of the meetings during his or her two terms and has served in an exemplary manner, a member may be reappointed to a third term.

2. The community college student member may, at the discretion of the Board or College President, as applicable, serve up to six months after his or her graduation.

E. **Removal from membership** - In addition to being deemed to have abandoned a position pursuant to Section I (A) (5), members of the DCOC serve at the pleasure of the Board, and members of the CCCs serve at the pleasure of the College President, as applicable, and may be removed at
any time within the sole discretion of the Board or College President that appointed the member. A regional representative may be removed from the DCOC by the Board but continue as a member of a CCC; a regional representative who is removed from the CCC will no longer be eligible to serve on the DCOC.

F. **Process for replacement** - If mid-term vacancies occur, the process for replacement shall ideally follow the same process as for regular appointments. The Chancellor may adjust the processes as may be reasonably necessary for the particular circumstances.

II. **Authority**

A. **Authority and relationship of committees**

1. **DCOC**

   a. **Role** - The role of the District Citizens’ Oversight Committee is to inform the public concerning the District’s expenditure of revenues received from the sale of bonds authorized by the voters on April 10, 2001. In particular, the Committee will provide oversight ensuring that

   (1) bond revenues are expended only for the construction, reconstruction, rehabilitation, or replacement of college facilities, including the furnishing and equipping of college facilities, or the acquisition or lease of real property for college facilities; and

   (2) no bond revenues are expended for any teacher or administrative salaries or other college operating expenses.

   b. **To carry out its role, the District Citizens’ Oversight Committee may:**

   (1) receive and review copies of the annual independent performance audit conducted to ensure that the bond revenue has been
expended only on the specific projects listed in the bond proposition;

(2) receive and review copies of the annual independent financial audit of the bond revenue;

(3) inspect college facilities and grounds to ensure that the bond revenue is expended in compliance with the requirements of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution;

(4) receive and review copies of deferred maintenance proposals or plans developed by the District; and

(5) review efforts by the District to maximize bond revenues by implementing various cost saving measures.

2. CCC - The role of each College Citizens’ Committee is to advise the District Citizens’ Oversight Committee regarding the District’s expenditure of bond revenues on the specific projects listed in the bond proposition that are planned for the college at which the committee is organized.

B. Legal capacity of committees

1. The DCOC is the citizens’ advisory committee established pursuant to Education Code section 15278.

2. The CCCs are advisory to the DCOC.

3. Neither the DCOC nor the CCCs have an independent legal capacity from the Los Angeles Community College District.

C. Information provided to committee members

1. Information provided by staff to one member of a CCC shall be provided to all members of the CCC, in accordance with the directions of the College President.
2. Information provided by staff to one member of the DCOC shall be provided to all members of the DCOC, in accordance with the directions of the Chancellor or his or her designee.

D. **Authority of individual committee members**

1. The Chair of a CCC or the DCOC shall have the authority to direct staff as necessary to comply with public meeting laws.

2. Except as expressly provided in these bylaws or by a majority vote of the applicable committee, individual committee members shall not have the authority to direct staff unless the applicable committee has voted express authority to do so.

3. Each individual committee member retains the right to address the Board of Trustees, either on behalf of his or her respective committee, or as an individual.

4. In addition to the annual audits required by law, any DCOC member may propose a motion to propose a special investigation or audit of any particular contract, component or activity involving the use of Proposition A, Proposition AA or Measure J funds. If the proposed motion is adopted by a majority of the DCOC, the Chancellor or his or her designee shall promptly convey that direction to the designated performance auditor or financial auditor. The auditor shall provide a proposed budget, which would require advance approval from the Board of Trustees for use of District general funds.

E. **Selection of Chair**

1. The chair for the DCOC shall be designated by the Chancellor, and the chair for each CCC shall be designated by the respective College President.

2. Thereafter, the chair for the DCOC and each CCC will be appointed annually by the first meeting held on or after July 1, or as vacancies may occur. The chair shall serve at the pleasure of the Chancellor or College President that appointed him or her.
III. Procedures

A. District Staffing to Committee

1. Reasonable staffing shall be provided to the DCOC and the CCCs without charge to bond funds.

2. The management-level staff person for the DCOC will report to the Chancellor or the Chancellor’s designee. The management-level staff person for each CCC will report to the respective College President.

3. Staffing levels are within the discretion of the Chancellor for DCOC, and within discretion of the respective College President for CCCs, but the DCOC and the CCCs may make recommendations regarding their respective staffing needs.

4. The Chancellor or College President should seek input from individual committee members regarding the evaluation of staff members.

B. Legal Counsel - The Chair of the DCOC and the chair of each CCC may seek legal counsel as necessary from the Office of General Counsel, which will provide advice directly or through the use of additional counsel as may be necessary. Since the DCOC and the CCCs do not have a separate legal capacity from the District, the committees may not obtain other legal counsel without permission from the Chancellor. To the extent additional counsel is used, the Chancellor or his or her designee shall supervise counsel.

C. Defense and indemnity - The District has a duty to defend and indemnify volunteers acting within the course and scope of their volunteer duties. In the event of litigation naming the DCOC, any or all CCCs, or the individual members, the Board of Trustees shall provide counsel for the DCOC or CCCs, and shall promptly determine whether to provide counsel for individual members.

IV. Bylaws
A. **Bylaws for each group** - These bylaws are established for the DCOC by the Chancellor, and may be modified by the Chancellor. Each CCC may adopt its own bylaws, not inconsistent with these bylaws, and subject to the approval of the Chancellor.

B. **Amendments** - Amendments to these bylaws must be approved by the Chancellor.

V. **Conduct of meetings**

A. **Quorum**

1. A quorum of the DCOC shall consist of any six members of the DCOC.

2. A quorum of each CCC shall consist of a majority of members of the CCC.

B. **Public meetings**

1. The DCOC and CCCs are subject to the Ralph M. Brown Act. In light of this requirement, each group will adopt schedules of meetings for at least six-month periods.

2. Notices and agendas regarding the DCOC and CCCs shall be posted in the same location as the location where notices and agendas regarding the Board of Trustees meetings.

3. Each member of each committee will be given a current copy of the Ralph M. Brown Act by the Office of General Counsel. The Office of General Counsel shall have the responsibility to provide a briefing regarding the Brown Act at a regular meeting of each committee annually.

C. **Public Records** - Minutes of the proceedings of the citizens' oversight committee and all documents received and reports issued shall be a matter of public record and be made available on an Internet website maintained by the District.
D. Except as otherwise provided by these bylaws or applicable law, meetings shall be conducted in accordance with Robert’s Rules of Order, Newly Revised.

E. When calling for a vote, the Chair may take the entire vote of the group verbally by asking first for those in favor, then for those opposed, then for abstentions. In the absence of a member articulating his or her opposition or abstention, the vote of the individual members present will be deemed to have been cast in favor of the motion.

Original Issue Date: May 1, 2001
Initiated by: Chancellor
References:

The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by contacting the ADA Compliance Administrator, Mardy Kuntzelman, 770 Wilshire Boulevard, Los Angeles, CA 90017, (213) 891-2213 voice, (213)891-2408 TTY, (213) 891-2295 fax, kuntzeme@email.laccd.edu.
1. Each College Citizens’ Committee (CCC) may adopt its own bylaws consistent with the District Citizens’ Oversight Committee Bylaws and in accordance with this procedure.

2. The bylaws adopted by each College Citizens’ Committee shall be submitted to the Chancellor’s Office for approval within ten days of adoption.

3. Submissions shall include a transmittal memorandum signed by the respective College President indicating the date the CCC adopted the proposed bylaws.

4. The Chancellor may forward the proposed bylaws to the Office of General Counsel for review and recommendations.

5. The Chancellor will send the bylaws back to the respective College President with a memorandum indicating whether the bylaws were approved, disapproved, or need to be modified.
I. Definitions

A. “Advance Approval” shall mean authorization from the Supervising Office before Costs or Hourly Fees are incurred in excess of $250.

B. “Advisory Services” shall mean professional advice involving a transaction or other matter not filed as a charge or complaint with a court or administrative agency.

C. “Amended Hourly Fees” shall mean the original Hourly Fees plus additional Fees which may be charged based on Advance Approval.

D. “Approved Vendors” shall mean legal support service providers for whom there has been Advance Approval by the General Counsel or his/her Designee.

E. “BSD” shall mean the Business Services Division.

F. “Case” shall mean a matter filed as a charge or complaint with a court or administrative agency, including claims filed with the District pursuant to the Government Tort Claims Act, and may include multiple, related charges or complaints if so designated by the Supervising Office. “Case” does not include Worker’s Compensation or Unemployment Insurance matters.

G. “Costs” shall mean reimbursable expenses in accordance with the Counsel’s contract with the District.

H. “Counsel” shall mean the law firm, attorneys and their staff under contract with the District.

I. “District” shall mean the Los Angeles Community College District, acting by and through its Board of Trustees.

J. “Estimated Fees” shall mean the total of the Hourly Fees plus the Unit-Based Fees.

K. “Fees” shall mean professional-level or para-professional services to be performed by Counsel, but “Fees” shall not include Costs or clerical work.
L. “Hourly Fees” shall mean the Fees for professional services not included in Unit-Based Fees.

M. “OGC” shall mean the Office of General Counsel.

N. “Supervising Office” shall mean the manager of the office or unit supervising outside counsel, as determined by the Chancellor in this regulation, or the manager’s designee.

O. “Unit-Based Fees” shall mean those Fees based on each task as a whole unit. The Fees for such a task shall include research, drafting, review and editing by supervising attorneys, travel and waiting time, and the report (if applicable) to the Supervising Office on the task. Fees do not include Costs. The following tasks are included:

1. Taking depositions, including preparation time and reporting to the Supervising Office;
2. Defending depositions, including preparation time and reporting to the Supervising Office;
3. Propounding form interrogatories, including preparation, review of responses, and reporting to the Supervising Office;
4. Responding to form interrogatories, including preparation, review of responses, and reporting to the Supervising Office;
5. Propounding special interrogatories, including preparation, review of responses and reporting to the Supervising Office;
6. Responding to special interrogatories, including preparation, review of responses, and reporting to the Supervising Office;
7. Propounding requests for admissions, including preparation, review of responses and reporting to the Supervising Office;
8. Responding to requests for admissions, including preparation, review of responses and reporting to the Supervising Office;
9. Propounding inspection demands, including preparation, review of responses and reporting to the Supervising Office;
10. Responding to inspection demands, including preparation, review of responses and reporting to the Supervising Office;
11. Propounding requests for employee/consumer/student records, including preparation, review of responses and reporting to the Supervising Office;
12. Review of employee/consumer/student records requested by the adverse party, including reporting to the Supervising Office;
13. Status and pretrial conferences, including preparation of questionnaires and reporting to the Supervising Office;
14. Attendance at mediations, settlement conferences, or other alternative dispute resolution proceeding;
15. Pre-trial motions, per motion;
16. Pre-arbitration or pre-trial briefs;
17. Post-arbitration or post-trial briefs, per day of hearing;
18. Hearings, arbitrations, or trials, per day;
19. Meet-and-confer sessions required by state or federal rules of court or law, ;
20. Preparation of and response to initial meet-and-confer letters regarding discovery, but not continuing correspondence.
II. Assignment of Counsel for Cases

A. The OGC is the specified location for the acceptance of service of claims, charges and lawsuits against the District. Claims, charges and lawsuits will be submitted to Board Correspondence and promptly referred to the Supervising Office, which will be responsible for ensuring that timely responses are filed on behalf of the District.

B. The OGC is the Supervising Office for Cases and Advisory Matters except as directed by the Chancellor below and from time to time as he or she deems appropriate.
   
   1. Effective August 1, 2012, the Office of the Deputy Chancellor became the Supervising Office for the Van de Kamp Innovation Center counsel.
   
   2. Effective December 1, 2012, the Office of the Chancellor shall be the Supervising Office for matters involving the Office of the Inspector General and the District Citizens’ Oversight Committee.
   
   3. Effective December 1, 2012, the Facilities Planning and Development Department will be the Supervising Office for construction defects Cases; for real property acquisitions; and for real property dispositions involving sale, construction of or alteration to facilities, or leases longer than three years, but not for the responsibilities in Section II (C) through (G).
   
   4. Effective January 1, 2013, the Facilities Planning and Development Department will be the Supervising Office for all purposes for construction defects Cases; for real property acquisitions; and for real property dispositions involving sale, construction of or alteration to facilities or leases longer than three years.

C. The Supervising Office shall be responsible for administering the Case, and if the Case requires the appearance of a licensed attorney, for obtaining appropriate Counsel (or obtaining the assignment of in-house counsel).

D. The Supervising Office shall obtain Estimated Fees from three Counsels for each Case, then select the Counsel to best address the needs of the District. The Supervising Office shall estimate the total number of Unit-Based Billing tasks required for each Case, shall complete the "Estimated Number" column on the "Unit Based Fees" table (below), and shall provide a copy of the partially completed "Unit Based Fee" table to Counsel with the bid request. Counsel shall calculate its Estimated Fees for Unit-Based Billing by using the number of tasks estimated by the Supervising Office.

E. The Supervising Office shall notify all Counsel from whom Estimated Fees were solicited regarding the decision.

F. In Cases involving the enforcement of stop notices, the Supervising Office will not solicit proposals from Counsel, but shall directly assign Counsel to each Case. The Supervising Office will assign Counsel to best address the needs of the District.

G. The Supervising Office shall have the responsibility to notify the District of the assignment of all Cases to Counsel at the first meeting of the Board of Trustees following the selection. To the extent this notification or other communications involve a discussion of legal strategies or other confidential matters regarding the District’s interests, the Supervising Office shall take appropriate measures to ensure that appropriate privileges are maintained for communications with the Board of Trustees.
III. Maximum Fees

A. Limited jurisdiction civil cases shall be paid at a flat rate of $7,500.00, exclusive of costs, through trial or arbitration.
B. The Estimated Fees shall be the maximum Fees to be paid on any Case.
C. In the event that unforeseeable circumstances arise, the Supervising Office shall have the authority to approve Amended Hourly Fees. The Amended Hourly Fees shall be added to the Estimated Fees.
D. In the event that additional Unit Based tasks need to be performed, the Supervising Office shall have the authority to approve additional Unit Based task and Unit Based Fees. The Unit Based Fees will be determined by multiplying the number of additional Unit Based task by the Counsel’s Unit Price. The additional Unit Based Fees shall be added to the Estimated Fees.
E. The Supervising Office shall have the responsibility to report the approval of all Amended Hourly Fees and additional Unit Based Fees to the District promptly.

IV. Assignment of Counsel for Advisory Services

A. The Supervising Office shall be responsible for the assignment of Counsel for Advisory Services in accordance with Section II (B).
B. Where possible, Advisory Services should be based on Hourly Fees. When Hourly Fees are established for Advisory Services, the Hourly Fees shall be the maximum payable for a particular matter unless Amended Hourly Fees are obtained through Advance Approval of the Supervising Office.

V. Invoices

A. Both the Hourly Fees and the Fees charged for Unit-Based tasks shall be billed on an hourly basis. Costs shall be identified separately.
B. Separate invoices will be submitted to the Supervising Office for each Case or separate Advisory Services.
C. Invoices for Cases or Advisory Services shall include a separate summary invoice for purposes of processing the invoice through Accounts Payable or, through the Program Manager for bond program matters, without jeopardizing attorney-client privilege.
D. Costs for services from others shall only be from Approved Vendors.
E. Invoices for shall be submitted, reviewed and processed by the Supervising Office.
F. Each Counsel shall be paid for up to two (2) hours as compensation for time spent preparing and submitting its bid on the Case. Invoices for bid preparation time shall be submitted to the Supervising Office.

VI. Files Available for Insurance Review

A. In order to provide the insurance carrier ready access to files related to ongoing litigation, the BSD shall be the custodian of confidential insurance files for matters under the supervision of the OGC or the BSD. Upon receipt of a new lawsuit, the OGC shall provide a copy of the Summons and Complaint to the BSD. In addition to other files maintained regarding the new lawsuit, the BSD shall also create and maintain an insurance file on each case. The BSD shall notify the carrier about each
new case.

B. The OGC shall assign the new case to outside counsel and notify BSD of the assignment. After the case has advanced beyond the pleading stage, and discovery has commenced, the OGC shall obtain an initial report on the case from outside counsel and shall thereafter obtain written updates on the case. Copies of the initial report and all updates shall be forwarded to the BSD for placement in the insurance files. These reports shall be considered privileged and confidential.

C. Communications between the District and outside counsel regarding coverage issues will not be forwarded to the BSD, nor will other attorney-client communications related to the case, such as emails or memos from the OGC to the Board of Trustees.

D. The OGC will provide quarterly updates on fees and costs expended in each case. These cost updates shall also be placed in the insurance file and provided to a third party administrator, if necessary.

E. The BSD shall make the insurance file available to the carrier upon the carrier’s request.
LITIGATION PLAN FOR  
LOS ANGELES COMMUNITY COLLEGE DISTRICT

Case Name: ___________________________________________  

Firm: ________________________________________________  

Attorney(s) to be assigned: ___________________________________________  

I. HOURLY FEES BUDGET  

Investigation ____________________  

Motions ____________________  

(identify by type and amount of time)  

Summary judgment ____________________  

__________________  

__________________  

__________________  

Other ____________________  

Miscellaneous  

Identify other recommended work not listed above and the time to perform  

__________________  

__________________  

__________________  

Total ____________________ X ____________________ = ____________________  

(Hours) (Hourly rate)  

II. QUALIFICATIONS OF COUNSEL  

Identify the experience of the attorney(s) to be assigned to this matter, including years in practice and representative cases, as well as any comments regarding case management and handling.

III. LEGAL ANALYSIS AND DEFENSE STRATEGY
## IV. UNIT-BASED FEES

<table>
<thead>
<tr>
<th>Task</th>
<th>Unit Price</th>
<th>Estimated Number</th>
<th>Total for Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taking depositions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Defending depositions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Propounding form rogs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responding to form rogs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Propounding special rogs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responding to special rogs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Propounding RFA’s</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responding to RFA’s</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Propounding inspection demands</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responding to inspection demands</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Propounding requests for employee/consumer/student records</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review of employee/consumer/student records requested by the adverse party</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Status and pretrial conferences</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mediations and ADR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-trial motions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-hearing briefs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post-hearing briefs, per day of hearing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hearings, trials and arbitrations, per day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meet-and-confer sessions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initial meet-and-confer letters regarding discovery</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL ESTIMATED UNIT-BASED FEES**

**HOURLY FEES BUDGET (from above)**

**TOTAL ESTIMATED UNIT-BASED AND HOURLY FEES**

**DISCOUNT**

**CONTINGENCY RESERVE**

**TOTAL ESTIMATED FEES**
LOS ANGELES COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATION C-10
TOPIC: Custodian of District Records

1. The Chancellor makes the following designations with respect to District records:

   a. The Vice Chancellor of Human Resources is designated as the Custodian of Employee Records for the purposes of responding to subpoenas and/or other requests for employee records.

   b. The Vice Chancellor of Educational Programs and Institutional Effectiveness is designated as the Custodian of Student Records for purposes of responding to subpoenas and/or other requests for student records.

   c. The Chief Financial Officer/Treasurer is designated as the Custodian of Financial Records for purposes of responding to subpoenas and/or requests for these records.

   d. The Chief Facilities Executive is designated as the Custodian of Building and Facilities Records for purposes of responding to subpoenas and/or requests for these records.

   e. The Personnel Director is designated as the Custodian of Records of Personnel Commission Records for purposes of responding to subpoenas and/or requests for these records.

   f. The Vice President of Administrative Services assigned to the Business Services Division is designated as the Custodian of Business Records for the purposes of responding to subpoenas and/or other requests for records managed by the Business Services division.

2. All other designations will be made by the Chancellor as needed to respond to subpoenas and/or requests for District records.

Original Issue Date: July 20, 2004
Initiated by: Office of General Counsel
Dates of Changes: 2/10/14
References:
Board Rules, Chapter IV, Rule 4005
1. All claims, lawsuits or actions filed with administrative agencies against the District for damages sustained by a student, employee or the public shall be reported to the Board of Trustees and administered by the District’s Office of General Counsel (“OGC”), the Business Services Division Risk Management Department (“RMD”), the Office of Employer-Employee Relations (“EER”), or the Facilities Planning and Development Division (“FPD”). This procedure shall not apply to grievances or complaints filed pursuant to the collective bargaining agreements, student grievance processes, initial allegations of discrimination, or unemployment insurance claims.

2. Pursuant to Board Rule 4005, the OGC is the designated place for acceptance of service of process by third parties. The OGC may then refer matters to other departments for handling. The RMD is the designated place for acceptance, supervision and handling of Worker’s Compensation claims.

3. The OGC will determine the appropriate office for supervision. The RMD will generally be referred personal injury matters by third parties. The OGC will generally retain matters which may be disposed of on the basis of the pleadings, matters involving significant exposure and matters which involve policy matters. The EER will generally be assigned charges before the Public Employment Relations Board. The FPD will handle matters related to construction and real property development.

4. The OGC will send a copy of all claims, lawsuits or actions filed with administrative agencies to the RMD.

5. RMD will report all claims to the District’s third party administrator (TPA), except for matters supervised by the FPD. The FPD will be responsible for notifying the appropriate risk manager and carrier(s) for its assigned matters.

6. The TPA will review all claims supervised by the RMD and submit recommendations to the RMD to accept or reject the claim.
7. The TPA will determine if immediate notification is necessary to the District’s insurance carrier.

8. The TPA will report claims and status reports to the insurance carrier. The supervising office will have the responsibility to provide periodic status reports to the TPA for this purpose.

9. If the claim is to be assigned to an outside attorney, the OGC or the FPD will handle the bid process and will notify the Board of Trustees and the RMD. The RMD will notify the TPA of the attorney awarded the assignment.

10. For matters supervised by the RMD, the TPA will establish communication with the attorney and forward to the attorney a copy of the claim file.

11. The TPA will be provided a copy of the attorney’s approved budget by the assigning office.

12. The attorney will provide regular status reports of the claim to the supervising office.

13. OGC will oversee the litigation of the claims managed by OGC, including reporting to administrative clients, reports to the Board of Trustees and the direction of counsel. For matters supervised by the RMD, the TPA will provide approval to the attorneys on all expenses, such as doctor’s appointments, investigations. For matters supervised by the RMD, the TPA will review the attorney’s bills and process payment accordingly. The OGC will provide reports to the TPA regarding fees and costs paid, settlements, judgments and reserves.

Original Issue Date: February 2, 2007
Initiated by: Office of General Counsel
Dates of Changes: March 16, 2015
References: Board Rule Chapter IV.

The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by contacting the ADA Compliance Administrator, Mardy Kuntzelman, 770 Wilshire Boulevard, Los Angeles, CA 90017, (213) 891-2213 voice, (213)891-2408 TTY, (213) 891-2295 fax, kuntzeme@email.laccd.edu.
LOS ANGELES COMMUNITY COLLEGES
ADMINISTRATIVE REGULATION C-12
TOPIC: Chancellor Review of Board Rules, Administrative Regulations and procedural guides

1. **Process**

1. The Chancellor’s Designee will be responsible for conducting the triennial policy review.

2. The specified designee will conduct a review for appropriate changes, including policy considerations, titles, operational changes, and legal and regulatory changes. Corresponding or related administrative regulations should also be included in the review. Confirmation of Review will be verified on the form below.

3. The specified designee will consult proposed changes with appropriate management groups and appropriate shared governance groups as provided in Chancellor’s Directive C-70 and other defined consultation processes, then present the proposed changes to the applicable committee of the Board of Trustees.

4. Once the proposed changes have been adopted or rejected by the appropriate authority (i.e., the Board of Trustees for proposed revisions to Board Rules, or the Chancellor for proposed revisions to Administrative Regulations), the next scheduled review period for that rule or regulation shall be calendared three years from the current year.

5. If the specified designee recommends that no changes be made to a particular rule or regulation, the next scheduled review period for that rule or regulation shall be calendared three years from the current year.
6. If the review process for a particular rule or regulation is not completed within its scheduled year, the process shall be rolled over to the subsequent year(s) until the process is completed.

7. The General Counsel will be responsible for reviewing this regulation annually to confirm the correct titles and designees. The General Counsel will provide a schedule of review to the Chancellor’s Designees.

Original Issue Date: February 27, 2007
Initiated by: Office of General Counsel
References: Board Rule 2418.12.

The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by contacting the ADA Compliance Administrator, Mardy Kuntzelman, 770 Wilshire Boulevard, Los Angeles, CA 90017, (213) 891-2213 voice, (213)891-2408 TTY, (213) 891-2295 fax, kuntzeme@email.laccd.edu.
CONFIRMATION OF PERIODIC REVIEW

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

#1 – Responsible Administrator

Name __________________________________
Title _____________________________________

#2 – Subject matter

Board Rules Reviewed:

Administrative Regulations Reviewed:

#3 - Outcome

☐ No changes are recommended at this time.
☐ Changes are recommended and
  o Expected to be submitted to the Chancellor for authorization by (date)____________________
  o Expected to be noticed for Board consideration by (date) _____________________

Comments:

#4 - Signature

______________________________________
SIGNED
______________________________________
1. **Process**

1. The Chancellor’s Designee will be responsible for conducting the triennial policy review.

2. The specified designee will conduct a review for appropriate changes, including policy considerations, titles, operational changes, and legal and regulatory changes. Corresponding or related administrative regulations should also be included in the review. Confirmation of Review will be verified on the form below.

3. The specified designee will consult proposed changes with appropriate management groups and appropriate shared governance groups as provided in Chancellor’s Directive C-70 and other defined consultation processes, then present the proposed changes to the applicable committee of the Board of Trustees.

4. Once the proposed changes have been adopted or rejected by the appropriate authority (i.e., the Board of Trustees for proposed revisions to Board Rules, or the Chancellor for proposed revisions to Administrative Regulations), the next scheduled review period for that rule or regulation shall be calendared three years from the current year.

5. If the specified designee recommends that no changes be made to a particular rule or regulation, the next scheduled review period for that rule or regulation shall be calendared three years from the current year.
6. If the review process for a particular rule or regulation is not completed within its scheduled year, the process shall be rolled over to the subsequent year(s) until the process is completed.

7. The General Counsel will be responsible for reviewing this regulation annually to confirm the correct titles and designees. The General Counsel will provide a schedule of review to the Chancellor’s Designees.

Original Issue Date: February 27, 2007  
Initiated by: Office of General Counsel  
References: Board Rule 2418.12.

The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by contacting the ADA Compliance Administrator, Mardy Kuntzelman, 770 Wilshire Boulevard, Los Angeles, CA 90017, (213) 891-2213 voice, (213)891-2408 TTY, (213) 891-2295 fax, kuntzeme@email.laccd.edu.
CONFIRMATION OF PERIODIC REVIEW

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

#1 – Responsible Administrator
Name _______________________________________
Title _______________________________________

#2 – Subject matter
Board Rules Reviewed:

Administrative Regulations Reviewed:

#3 - Outcome
☐ No changes are recommended at this time.
☐ Changes are recommended and
  o Expected to be submitted to the Chancellor for authorization by (date)____________________
  o Expected to be noticed for Board consideration by (date) _____________________

Comments:

#4 - Signature

____________________
SIGNED
____________________
I. Program Admission

Nursing Program applicants must successfully complete all admission requirements established by the college to which they are applying, in addition to the following:

A. Selection Criteria

1. Colleges may admit generic students by requiring a satisfactory score on the Standardized Assessment Test, and by using one of the following two processes, both of which take into account the student’s overall probability for success in the Program. Generic students are defined as students new to a nursing Program. For generic students, colleges may either:

a. Use the selection formula in the California Community College Chancellor’s Office Associate Degree Nursing (“ADN”) Model Prerequisite Validation Study (attached as Appendix B), which evaluates the following factors:

- College grade point average (GPA)
- College English GPA
- Core Biology GPA
- Core Biology repetitions (core biology course repetitions on the basis of a “significant lapse of time,” as defined by Board Rule 6700 et seq., where the student received a satisfactory grade the first time he/she took the course, shall not be included. For example, if a student received a “C” grade the first time he/she took Biology 6, then repeated Biology 6 and received an “A,” the “A” grade will not be counted.)

- OR -

b. Use the “2.5/2.5” selection criteria, which requires all of the following:

- An overall GPA of 2.5 for all Human Anatomy, Human Physiology and Microbiology prerequisite courses, with no grade less than a “C”, and no more than one repetition of any one of these courses;
- College level transferable English (English 101), minimum of three (3) semester units with a grade no less than a “C”; and
- A cumulative GPA of 2.5 for all college coursework taken.
2. Colleges may admit career ladder option students and 30-Unit Option students to the Nursing Program as follows:

a. **Licensed Vocational Nursing (“LVN”) to Registered Nursing (“RN”) Career Ladder Option**

   The career ladder option is available to LVN candidates who have:
   
   - A current California Vocational Nursing license;
   - Completed all of the Program prerequisites;
   - Met the selection criteria of the Nursing Program, and
   - Completed a transitional course as determined by the Nursing Program.

b. **30-Unit Option**

   The 30-Unit Option, as mandated by the California Board of Registered Nursing (“BRN”), enables LVN’s to apply for licensure as an RN. This option is open to eligible applicants who have:

   - A current California Vocational Nursing license;
   - Completed courses with no less than a grade of “C” in Physiology (4 semester units);
   - Completed Microbiology (4-5 semester) units with no less than a “C”; and
   - Completed a transitional course as determined by the Nursing Program.

Completion of the 30-Unit Option qualifies students to sit for the Board of Registered Nursing (“BRN”) licensure exam, however, it does not meet the requirements for the Associate of Science degree in Nursing and students will not receive a degree.

B. **Academic Requirements (Prerequisite Courses)**

   The following prerequisites must be satisfied prior to admission to the Nursing Program. All courses must be completed with no less than a grade of “C” or better. Prerequisite courses taken at institutions on the quarter system will be evaluated by the Counseling Department for equivalency using existing articulation where appropriate.

<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Requirements</th>
<th>LACCD Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry*</td>
<td>5 Semester units with a lab</td>
<td>Chemistry 51</td>
</tr>
<tr>
<td>Anatomy - AND - Physiology</td>
<td>4 semester units with a lab</td>
<td>Anatomy 1</td>
</tr>
<tr>
<td></td>
<td>4 semester units with a lab</td>
<td>Physiology 1</td>
</tr>
<tr>
<td>Microbiology</td>
<td>4 or 5 semester units with a lab</td>
<td>Microbiology 1 - OR - Microbiology 20</td>
</tr>
<tr>
<td>Math</td>
<td>5 semester units</td>
<td>Math 115 or higher - OR - Equivalent assessment score</td>
</tr>
<tr>
<td>Course</td>
<td>Units</td>
<td>Course Code</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>---------</td>
<td>-------------</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
<td>Psychology 1</td>
</tr>
<tr>
<td>Life-Span Psychology</td>
<td>3</td>
<td>Psychology 41</td>
</tr>
<tr>
<td>College Reading and Composition</td>
<td>3</td>
<td>English 101</td>
</tr>
</tbody>
</table>

*Students who can demonstrate successful completion of one year of high school Chemistry (with a lab) with no less than a grade of “C” are exempt from this prerequisite.

C. Health Requirements

At the time of admission and throughout the course of the Program, students must be free from communicable diseases, infections, and other conditions that present a threat to or negatively impact the well-being of faculty, students, clinical facility personnel or patients, or would prevent the successful performance of the role, responsibilities and tasks required in the education and training Program of the college.

1. Health assessment

Each Nursing student shall have completed and filed a Nursing Health Assessment form (Appendix A) prior to entrance to the Program. The Health Assessment must be repeated biennially or earlier if required by an affiliating clinical agency.

Students must bear the cost of their examination and tests for:

a. The Nursing Program Health Assessment,
b. Laboratory tests, and
c. Immunizations/titers.

2. Background check

Nursing students must provide, at their own cost, a background check that meets the requirements of the Nursing Program’s participating clinical facilities. The check must be repeated biennially or earlier if required by an affiliating clinical agency.

II. Nursing Program Progression

A. First Semester

1. Any student who withdraws from or receives a substandard grade (“D”, “F”, or “NP/NCR”) in any LACCD nursing course during the first semester of the Nursing Program will be dismissed from the Program, and disqualified from re-entry into all LACCD Nursing Programs.
2. Withdrawals made on the following bases shall not count against the student:
   a. Extenuating circumstances including but not limited to, verified cases of accidents, illnesses or other circumstances beyond the control of the student.
   b. Withdrawals that have been removed on the basis of a student withdrawing from the course due to discriminatory treatment, or due to retaliation for alleging discriminatory treatment. The determination of whether discriminatory treatment (or retaliation for alleging discriminatory treatment) has occurred must be pursuant to the process in Chapter XV of the Board Rules.

B. Second, Third, and Fourth Semesters

1. A student in the second, third or fourth semester of the Nursing Program who withdraws from or receives one substandard grade (“D”, “F”, or “NP/NCR”) in any nursing course will not be permitted to progress in the Program, unless the student successfully completes within one year an “Individual Remediation Plan” provided by the Nursing Program. Once the student has completed the “Individual Remediation Plan,” he/she will be permitted to repeat the course, once space is available.

2. A student in the second, third or fourth semester of the Nursing Program who receives a second substandard grade (“D”, “F”, or “NP/NCR”) or withdrawal will be dismissed from the Program and disqualified from re-entry into all LACCD Nursing Programs.

3. Withdrawals made on the following basis shall not count against the student:
   a. Extenuating circumstances, including but not limited to, verified cases of accidents, illnesses or other circumstances beyond the control of the student.
   b. Withdrawals that have been removed on the basis of a student withdrawing from the course due to discriminatory treatment, or due to retaliation for alleging discriminatory treatment. The determination of whether discriminatory treatment (or retaliation for alleging discriminatory treatment) has occurred must be pursuant to the process in Chapter XV of the Board Rules.

C. Leaves of Absence

1. A student in good standing may request a leave of absence for up to two semesters.

2. Criteria for leave of absence may include, but are not limited to, verified cases of accident, illness or other circumstances beyond the control of the student.
3. Requests for leaves of absence shall be reviewed by a committee of the Nursing Program.

III. Dismissal

A. Students may be dismissed from the Nursing Program for failing to meet academic requirements, health requirements, and Program progression standards.

B. Students may appeal their dismissal as follows:

1. The student shall file a written petition to appeal his/her dismissal within fifteen (15) calendar days after they received the notification of dismissal. The petition shall clearly state the grounds on which continued enrollment should be granted, and shall provide supporting evidence.

2. Petitions will be reviewed by an Appeals Committee consisting of, at a minimum, the Director of the Nursing Program, a minimum of three (3) faculty members, and a student services administrator. The student shall be provided the opportunity to address the Committee.

3. The decision of the Appeals Committee shall be communicated to the student, in writing, no later than ten (10) business days after the Committee meets.

4. Students may file a formal student grievance, pursuant to Administrative Regulation E-55, regarding dismissal from a Nursing Program.

IV. Violations of Code of Conduct

Students may be disciplined for violations of the Code of Conduct (LACCD Board Rules, Chapter IX, Article VIII), including but not limited to “unsafe conduct,” which as defined in Board Rule 9806(a), includes “unsafe conduct in connection with a Health Services Program.” Per LACCD Board Rules, Chapter IX, Article XI, disciplinary measures may include but are not limited to suspensions and/or expulsions from nursing Programs and/or the District altogether. Students may not pursue student grievances for disciplinary actions taken pursuant to the process in LACCD Board Rules, Chapter IX and Article XI.
## APPENDIX A
### NURSING PROGRAM HEALTH ASSESSMENT

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M. Initial</th>
<th>Student ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (Street, City, Zip)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Phone #</th>
<th>Cell Phone #</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Underline any disease you have had:
- Anemia
- Asthma
- Diabetes
- Jaundice

<table>
<thead>
<tr>
<th>Current Illness:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seizure Disorder</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chronic Illness:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sickle Cell Disease</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Medications taken:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

A complete physical examination including lab work is required every two (2) years unless otherwise specified by affiliating clinical agency.

<table>
<thead>
<tr>
<th>Physical Exam Date</th>
<th>Height</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vital Signs</th>
<th>Pulse</th>
<th>RR</th>
<th>Temp</th>
</tr>
</thead>
<tbody>
<tr>
<td>B/P</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

General Appearance:

<table>
<thead>
<tr>
<th>Skin:</th>
<th>Nodes:</th>
<th>Neck Thyroid:</th>
<th>Ears: R L</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Eyes: PERRLA</th>
<th>ENT:</th>
<th>Chest:</th>
<th>Cardiovascular</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Abdomen:</th>
<th>Musculoskeletal:</th>
<th>Neuro:</th>
<th>Endocrine:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GU:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Additional Data – Summary - Recommendations:

Examined by: *(Please stamp if available)*

<table>
<thead>
<tr>
<th>Print Name:</th>
<th>Credentials: MD NP DO PA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Telephone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>License Number:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PATIENT NAME:</th>
<th>PHYSICAL EXAM DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MEDICAL PROVIDER NAME:</th>
<th>MEDICAL PROVIDER PHONE NO:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MEDICAL OFFICE ADDRESS:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
**Student Name:** ______________________________  **Assessment Date:** __________________________

*Copies of all lab reports and imaging studies must be included with this form*

<table>
<thead>
<tr>
<th>Labs for Physical</th>
<th>Date</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serology (RPR)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CBC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Urinalysis</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Immunity Status*</th>
<th>Date</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rubeola (measles)</td>
<td></td>
<td>Titer/Vaccine</td>
</tr>
<tr>
<td>Mumps</td>
<td></td>
<td>Titer/Vaccine</td>
</tr>
<tr>
<td>Rubella</td>
<td></td>
<td>Titer/Vaccine</td>
</tr>
<tr>
<td>Varicella</td>
<td></td>
<td>Titer/Vaccine</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td></td>
<td>Titer/Vaccine</td>
</tr>
<tr>
<td>Polio</td>
<td></td>
<td>Titer/Vaccine</td>
</tr>
</tbody>
</table>

*If titers are equivocal or negative, a vaccine will be required; and titer repeated per medical protocol.*

<table>
<thead>
<tr>
<th>Immunizations</th>
<th>Date</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Influenza/Flu Vaccination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tetanus, Diptheria, &amp; Pertussis (Tdap)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TB Clearance**

If PPD Negative, then a 2-Step PPD is Required

<table>
<thead>
<tr>
<th>Date of 1st PPD</th>
<th>Results:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of 2nd PPD</td>
<td>Results:</td>
</tr>
</tbody>
</table>

If PPD Positive, then the following items are Required

<table>
<thead>
<tr>
<th>Date of positive PPD:</th>
<th>Results:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Chest X-ray:</td>
<td>Results:</td>
</tr>
<tr>
<td>(include X-Ray report)</td>
<td></td>
</tr>
</tbody>
</table>

Revised: February 2013
The following is adapted from the California Community College Chancellor’s Office *Advisory on Use of “Model Prerequisites” for Enrollment in Associate Degree Nursing Programs (ADN)* (Memo 03-23, July 16, 2003).

**Guidelines to Evaluate Effectiveness of Selection Model**

A college can evaluate the effectiveness of the selection model. First the college must calculate the four parts of the ADN selection formula. These parts are:

- College GPA
- College English GPA
- Core Biology GPA (Anatomy, Physiology, and Microbiology)
- Core Biology Repetitions

Calculate each part as follows:

**College GPA** - use the GPA as it appears on the student's transcript, excluding non-credit and not-for-credit courses.

**College English GPA** - use all credit English course grades, regardless of the level of English course.

**Core Biology GPA** - include all microbiology, anatomy and physiology classes the student has taken at the college (or at other colleges since the formula works with transcript data for students who may have taken these classes elsewhere). Compute the GPA in the usual way. Divide grade points by units (30/13 = 2.31).

**Core Biology Repetitions** - count the number of times the student has taken a Core Biology course and divide by the number of courses taken. For example -- a student has taken the same microbiology course three times with grades of W, F and C. For the computation of GPA, take only the last course and note that the student repeated the class twice. Do this for all microbiology classes. So the college might have the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Units</th>
<th>Repetitions</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microbiology 50</td>
<td>C</td>
<td>5</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>Anatomy 1</td>
<td>B</td>
<td>4</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>Physiology 1</td>
<td>C</td>
<td>4</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>13</td>
<td>3</td>
<td>30</td>
</tr>
</tbody>
</table>

Compute Repetitions. Divide repetitions by the number of courses. In this case there were three repetitions of three microbiology courses so the repetitions are 3/3 = 1.

Compute college and English GPA in a similar way. Let’s say that when the college does this for a given student the college GPA is 2.5 and the English GPA is 2.2.
Insert these three numbers in the formula below.

\[ \exp(-1.3907+.3465(\text{ColGPA})+.3139(\text{EngGPA})+.267(\text{BioGPA})-1.0279(\text{BioReps})) \]

\[
\frac{1}{1 + \exp(-1.3907+.3465(\text{ColGPA})+.3139(\text{EngGPA})+.267(\text{BioGPA})-1.0279(\text{BioReps}))}
\]

As shown below, here are the inserted values.

\[
\exp(-1.3907 + .3465(2.5)+.3139(2.2)+.267(2.31) - 1.0279(1))
\]

\[
\frac{1}{1 + \exp(-1.3907 + .3465(2.5)+.3139(2.2)+.267(2.31) - 1.0279(1))}
\]

When the calculation is performed, the result is .60662. Round to 60% and this is the predicted probability of the student completing the college’s nursing program - that is if the college’s nursing program is like the average nursing program in the consortium of twenty nursing programs examined in the ADN prerequisite study. However, taking nothing for granted, the validity and reliability (consistency) of this formula should be checked for the college’s program.

**Analyzing the college’s results**

Validate the formula by applying it to some former students. Use a sample of at least 60 students who ENTERED the college’s program at least two years ago, and calculate their formula components and probability of success and then place the students into three groups. These groups are the students who have a predicted probability of success below 60%, those who have a predicted probability of 60% to 80% and those with a predicted probability of 80% to 100%. The college may have 20 or so students in each group.

Example

<table>
<thead>
<tr>
<th>Group</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;60%</td>
<td>18</td>
</tr>
<tr>
<td>60%-80%</td>
<td>24</td>
</tr>
<tr>
<td>80% and above</td>
<td>18</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

Since these are past students who have already completed or dropped out of the college’s program, the college needs to associate each program outcome with the predicted completion outcome. Below is an example of students whose predicted probability of success is below 60%.

<table>
<thead>
<tr>
<th>Student</th>
<th>Predicted probability of success</th>
<th>Program Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>59%</td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>48%</td>
<td>No</td>
</tr>
<tr>
<td>3</td>
<td>45%</td>
<td>Yes</td>
</tr>
<tr>
<td>4</td>
<td>55%</td>
<td>Yes</td>
</tr>
<tr>
<td>5</td>
<td>40%</td>
<td>No</td>
</tr>
<tr>
<td>6</td>
<td>49%</td>
<td>No</td>
</tr>
</tbody>
</table>
Predicted probabilities of success range from 38% to 59%, so the average is approximately 50%. Next, look at how many students complete the program. Note that five out of the ten are program completers. There appears to be some alignment. 50% average predicted probability of success and 50% actually complete the program. This kind of intuitive correspondence between predicted success and actual success is a good indicator that this formula works for the college’s program.

The college needs to apply the same procedures to students in the higher ranges as well. Do greater percentages of students in the higher cohorts actually complete the college’s programs? If they do, then this is additional evidence that the formula works for the college’s program.

The formula will not work invariably well for all students. As with any model predicting some future outcome, there is some degree of error. Students will always be a surprise. Some students with very high predicted probabilities will drop out while others with low predicted probabilities will stay in, however, in general, prior research has shown students at the lower predicted probabilities tend to be retained less well than students at the higher ranges.

**How to set the cut score**

There are many considerations for setting cut scores. Below are several examples.

1. Set a cut score that will maximize correct identifications of students who will succeed and fail (using the group of former students for whom the college have computed predicted probabilities of success and compare these probabilities with their actual success rates).

2. Set the cut score that seems appropriate (e.g., a student should have at least a 70% chance of success).

3. Determine the cut score so as to deny entrance to only those students who are highly unlikely to succeed. First the college must define “highly unlikely to succeed.” For instance, if the nursing faculty, in conjunction with other interested parties at the college, believe that students with less than a 50% chance of success are highly unlikely to succeed. The college may use this as the college’s cut score.

**Disproportionate Impact**

One of the goals of any selection criteria is to minimize disproportionate impact on identified populations that is not due to varying levels of educational preparation and performance found among applicants to a program.

A common way of computing disproportionate impact is the “80% rule.” The rule says that the percentage of all subpopulations selected must be within 80% of the selection rate for the group with the highest selection rate. For example: If the college set a cut score that selects 90% of White students in the college’s applicant pool, the percentages of all subgroups selected must be higher than 72% (or .80 multiplied by .90). So, if the college has 10 Latino/a students applying for the college’s program and the selection formula identifies fewer than 7 (approximately 70%)
students with a higher likelihood for success, then under the 80% rule, this could be an indicator of disproportionate impact.

If disproportionate impact is detected, the college can change the cut score at which the college selects students into the college’s program. Remember the college can set the cut score anywhere the college wants. The college might set it low so that the college only excludes people highly unlikely to succeed, e.g. 50%; or the college might set the cut score higher because of the intuitive appeal of 70% predicted probability of success; or the college might set it quite high at 85% because the college has an impacted program; yet have low rates of retention and successful program completion.

At each cut-score point the percentage of each subpopulation being selected will change. The college needs to check the major score points to see their effect on disproportionate impact. The college may very well need to choose a score point that does not violate the 80% rule. The 80% rule may be violated more easily at higher cut scores so be sure to check these. For example, the college may check the disproportionate impact of cut scores that excludes the bottom 10% of applicants, the bottom 25% of applicants and the bottom half of applicants. One of these should conform to the 80% rule.

Other Issues

Assume the college chooses a very low cut score - one that excludes only 10% of the college’s entering applicant pool. Further, assume that the college only has spots for one in four students. There are still too many students for the seats in the program. The remaining slots in the program will need to be allotted to students who meet all prerequisites based on some non-evaluative selection method such as a lottery or a first-come-first-served basis.

It is important to keep in mind that prerequisites must be applied uniformly to all students. For example, it would be inappropriate to allocate 80% of program seats to students who meet the cut score while allocating the remaining 20% of seats through a lottery to everyone who does not achieve the required score. If the proposed prerequisite has been properly validated and does not produce adverse impact, it must be applied to all students and if it has not been validated and tested for adverse impact, it can’t be used for any students.

Another problem that may arise is that the college sets a cut score so high that the college doesn’t have enough students to fill the college’s seats. The college may need to lower the cut score. If this happens the college may want to use the formula only as an advisory to students who are coming in under-prepared. It is always important to attempt to provide the necessary support services, such as tutoring, counseling and other accepted methods when students fall into academic difficulty.
## LOS ANGELES COMMUNITY COLLEGES
### OFFICE OF THE CHANCELLOR
### ADMINISTRATIVE REGULATIONS

**REFERENCE:**
Education Code sections 67362, 78223

**TOPIC:** Participation in Intercollegiate Sports

**ISSUE DATE:**
May 12, 1978

**INITIATED BY:**
Educational Services

**CHANGES:**
Entire regulation

**DATES OF CHANGES:**
March 14, 2011

---

1. **ACADEMIC ELIGIBILITY**

Students on intercollegiate athletic teams must meet the athletic eligibility requirements of the California Community College Athletic Association ("CCCAA," formerly the Commission on Athletics or "COA") Constitution and Bylaws.

2. **PARTICIPATION AT MORE THAN ONE COLLEGE**

   a. A student athlete in the Los Angeles Community College District cannot participate in the same sport in the same semester at more than one college in the District.

      Participation begins with the first day of legal practice.

   b. Any exceptions to the above must be approved by the Presidents of the colleges involved.

3. **STUDENT CODE OF CONDUCT**

All students must adhere to the LACCD Student Code of Conduct (LACCD Board Rules, Chapter IX, Article VIII). For example, falsification of student documents, including but not limited to admissions applications and CCCAA forms, for purposes of obtaining in-state tuition rates, is subject to disciplinary action.

4. **FORMS**

   a. **Requirements.** Students on intercollegiate athletic teams, prior to the start of the official sport season, must complete, sign, and submit the following forms:

      (1) Assumption of Risk, Waiver of Liability, Indemnification and Hold Harmless Agreement for Athletic Participation,
      (2) Medical Screening, Injury Reporting Procedure, Medical Insurance Information, and Consent for Care Authorization Form,
b. **Retention of Forms.** Copies of the above forms will be retained by the college. The confidentiality of such forms will be maintained pursuant to college standards regarding the privacy of student records.

5. **PHYSICAL EXAMINATIONS**

a. The college will provide physical examinations on prescribed dates for each sport season. Students who do not undergo the physical examination and medical screening provided by the college will be required to obtain a physical examination by a licensed physician at their own expense, and submit the Preparticipation Form signed by said physician.

b. **Term of Effectiveness.** A student's physical evaluation will remain in effect for one year (from August 1 to July 31). Student seeking to participate on intercollegiate athletic teams in subsequent years will be required to submit a new Preparticipation Physical Evaluation Form.

6. **DECLARATION OF CRIMINAL CONVICTIONS**

a. **Disqualifying Crimes.** Effective as of January 1, 2007, student athletes will be required to submit a declaration of criminal convictions for intercollegiate athletic participation. Per Education Code section 67362, a student athlete will be prohibited from participating as a member of a any intercollegiate team, or as a participant in any intercollegiate event, if after his/her enrollment as a college student, he/she is prosecuted as an adult and convicted of the one of the following crimes (identified by California Penal Code section): 187 (murder), 209 (kidnapping), 210 (acting as a go between in a kidnapping), 211 (robbery), 220 (assault with intent to commit mayhem, rape, sodomy or oral copulation), 243.8 (battery against a sports official), 245 (assault with a deadly weapon), 261 (rape), 262 (rape by spouse), 264.1 (aiding and abetting rape), 286 (sodomy), 288 (lewd and lascivious act on a child under 14 years old), 288a (oral copulation with minor, or against the victim's will), 288.5 (sexual contact with a child under 14 years old), 289 (sexual penetration against a victim's will), 459 (burglary), 664(a) (attempted murder).
b. **Reliance on Declaration.** The college can rely on the student's declaration, but may also seek independent confirmation of the information provided on the declaration. Students who submit knowingly false information on the declaration may be subject to student discipline, including, but not limited to, suspension and expulsion.

c. **Conviction During Enrollment.** If a current student athlete is convicted of one of the foregoing crimes during his/her enrollment, he/she may be eligible to participate in intercollegiate athletics only after he/she successfully completes his/her assigned prison period and parole period, if any.

d. **Conviction Prior to Enrollment.** If a student athlete has a past conviction that occurred prior to his/her enrollment, he/she may still participate in intercollegiate athletics.

7. **STUDENT ATHLETE INJURY PROTOCOL**

a. **Reporting.** Student athletes must immediately report any injury, no matter how slight, incurred during practice or games, to the college athletic training staff. Student athletes must also cooperate with the college athletic training staff to complete any applicable claim forms.

b. **Referrals.** For proper claims processing through the college, only the college athletic training staff can refer an injured student athlete to a hospital, physician, or emergency clinic. Students who seek treatment without prior authorization or referral by the college athletic training staff will be responsible for all bills incurred.

c. **Clearance for Participation Following Injury.** Student athletes who have been injured must first be cleared for participation by the licensed physician who treated the injury and the college athletic training staff before being allowed to resume athletic activities.

d. **“Redshirting.”** Student athletes seeking reinstatement of a year of athletic eligibility for intercollegiate competition for reasons of medical hardship must comply with any and all applicable CCCAA Bylaws.

8. **PRACTICE AND NONTRADITIONAL SPORT SEASON ISSUES**

a. **Allowable Practice Dates for Fall Sports.** The first date of allowable practice for the Fall sports is August 15. (Bylaw 3.5.2.) The exception is football, whose practice period is defined in Bylaw 3.12, which permits 22 consecutive practice opportunities before the date that the team can play its first game. Any meeting, activity, or instruction of more than one member of an athletics team held at the direction of, or supervised by, any
employee or representative of the college is considered a "practice." (Bylaw 3.5.3.) "Practice" also includes field or floor practice, chalk talks, lectures, demonstrations, and showing of game or training films, etc.

b. **No Unofficial Practices Allowed.** The District does not have insurance coverage for student injuries incurred outside of an officially sponsored activity, such as a PE course. Therefore, outside of officially established PE courses or practice periods authorized under the CCCAA Bylaws, District employees cannot arrange for Fall sports teams to engage in practice or off-season conditioning activities during the Summer sessions.

c. **Nontraditional Sport Seasons.** Each college president may request the CCCAA for permission for teams who are not officially in-season to participate in "nontraditional contests" (i.e., competition with other colleges) during the CCCAA recognized nontraditional sport seasons. (Bylaw 3.17.) For example, men's basketball teams may engage in nontraditional contests for two 10-day periods in July.

9. **PE COURSES DESIGNATED AS OFF-SEASON CONDITIONING OR SKILL DEVELOPMENT**

a. **Requirements.** The colleges are permitted to establish PE courses designed as off-season conditioning or skill development for intercollegiate athletes which are conducted outside the normal season of competition. A PE class during the summer session must: (1) be listed in the college catalog and schedule and open to all students (though prerequisites for an advanced class may be established), (2) be limited to the number of hours that are scheduled per week, (3) not allow intercollegiate competition or "field trips," and (4) limit the use of football shoulder and pads to the Fall sport season. (Bylaw 3.6.)

b. **Injury Protocol for PE Courses Designated as Off-Season Conditioning or Skill Development.** Any incidents that occur during such PE courses will be treated as on-campus accidents; students must seek treatment or evaluation from the campus Student Health Center, and if necessary, the nearest emergency room. Claim forms must be accompanied by a Sheriff’s incident report.

c. **Officially Enrolled Students Only.** Only students who are officially enrolled in such PE courses may participate. Non-students wishing to participate in such courses, or to otherwise scrimmage or practice with the intercollegiate athletic team must be officially enrolled in the respective course. Students officially enrolled in PE courses designated as off-season conditioning or skill development are not required to submit a waiver form or proof of medical clearance. However, students who wish to participate on official intercollegiate athletic teams will, prior to the commencement
of the official sport season, be required to complete and sign all applicable waiver, authorization, and physical evaluation forms necessary for participation.

10. TRANSPORTATION TO AND FROM ATHLETIC EVENTS

a. **Prohibition on Students Driving District Vehicles.** Students are prohibited from driving vehicles owned or rented by the District. Only authorized District employees who have an LACCD Driver Data Form on file with Business Services may drive vehicles owned or rented by the District.

b. **Students Who Provide Their Own Transportation.** Student athletes providing their own transportation to and from athletic events must sign and submit the LACCD Field Trip and Excursion Form.
1. Credit for basic recruit academy training instructional programs in Administration of Justice or other criminal justice occupations shall, for the purposes of meeting certificate of achievement and associate degree major requirements, 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. Course credit may be granted, if the faculty in the discipline determine that the content of the academy training is equivalent to courses offered in the discipline.

   c. 1 unit of credit may be granted for each 50 hours of training, not to exceed 18 semester units or their equivalent.

2. This only applies to training received at public law enforcement academies; training provided by private agencies does not apply.

3. Credit awarded for law enforcement academy training will appear on that portion of the transcript designated for course and test (e.g. Advanced Placement) equivalencies.
I. POLICY

Attendance accounting is the basis for state apportionment and is a legal procedure for which both the District and individual colleges are accountable and subject to audit. The District is required by both federal and state agencies to maintain accurate auditable records of student enrollment and attendance. Faculty members at individual colleges provide the principal basis for ensuring that the District fulfills its attendance reporting responsibilities. Attendance reporting is critical in that it relates directly to the funding the District receives for its instructional programs and general operations. This administrative regulation defines faculty responsibilities in this area. Faculty members are responsible for the timely submission of mandated records. Many, but not all, of these documents are submitted online.

II. DEADLINES AND REQUIRED DOCUMENTS

The types of records required vary according to the individual attendance accounting method for each class. At a minimum, faculty must record attendance for the required period and must exclude non-participating students as described below. Effective the Spring 2013 semester, the following deadlines and documents apply.

A. Deadlines

Mandatory exclusion rosters are due eight (8) business days after census.

Active Enrollment Rosters are due the day before the last day to drop with a “W.”

Grades and positive attendance hours are due five business days after the last day of class. Attendance records for positive attendance are due to the Admissions Office five (5) business days after the last day of class.

B. Required Documents (by type of class)

1. Census Classes (DSCH, WSCH, Independent Study, Work Experience) – instructors must record attendance through census, and submit Mandatory Exclusion Roster(s) at census,
even if no students are to be excluded. Instructors must also submit the Active Enrollment Roster before the last day to drop with a “W”, and final grades within five business days after the end of the final class period.

2. **Positive Attendance Classes** – instructors are required to record the actual hours each student attends the class and turn in that record. Final hours and grades are to be submitted at the end of the class.

3. **TBA forms** - instructors of WSCH classes with TBA time must submit a record of the time scheduled for each student and documentation that the student attended prior to census. Both forms are due eight (8) business days after census. Certain WSCH with TBA classes may require recording of attendance for the entire length of the class in place of individual student schedules. Attendance records for such classes are due five (5) business days after the end of class.

### III. DEFINITIONS

**Add-Permit** – instructors may allow students to add using this form. It includes a certification of whether a student attended prior to census. Instructors may not add students whose first day of attendance is on or after census day.

**Accounting Method** - is the means by which FTES is calculated for a given section. WSCH, DSCH, independent study, and work experience are based on census enrollment. Positive Attendance is based on actual hours of attendance.

**Active Enrollment Roster** – applies to census classes only. Students listed on the roster are active in the class. Instructors must review the roster for accuracy and use it to remove students who stopped participating in the class. The Active Enrollment Roster must be submitted for all census classes the day before the last day to drop with a “W.”

**Attendance Record** – this refers to any of a number of methods by which a faculty member substantiates a student’s attendance in a class. Census attendance records must be recorded until census, then retained by the instructor. Positive Attendance is recorded for the entire term and due at the end of the class. WSCH classes with TBA have additional requirements.
**Census Date** – attendance calculation is based on enrollments on this day. Monday of the third week is the census date for a 16-week primary term. Census for short-term courses, or those that fall outside the primary term, will vary.

**Census Enrollment** – student enrollment that is active on census day and counted for apportionment. Students who begin attendance on or after the census date are not counted for apportionment.

**Drop (Student)** – students drop themselves from a class. An instructor excludes a student.

**DSCH** - Daily Student Contact Hour classes are regularly scheduled (i.e., on the same day/time throughout the semester) but have a different start and end than the primary term. Each DSCH class has a unique census date. Faculty must keep student attendance records through the census date.

**Exclusion** – the removal of a student from active status by the instructor. Exclusion is mandatory for students who are ‘no-shows’ or inactive as of census date. This includes, but is not limited to, excessive unexcused absences. These students cannot be claimed for apportionment. In general, students are responsible for dropping themselves after census. However, instructors may make additional exclusions using the supplemental exclusion roster through the course mid-point. The decision to excuse absences, regardless of the extenuating circumstances, is at the discretion of the instructor.

**FTES** - Full Time Equivalent Student is the student enrollment measure for state apportionment funding.

**Independent Study** – is an accounting method used for certain classes with irregular schedules but whose enrollment is based on a census day. Instructor verification of student participation prior to census is required.

**In Lieu of Grade Cards** – are used to assign a grade to a student whose name does not appear on the grade roster due to an enrollment error. This form requires certification of attendance prior to census for WSCH and DSCH classes, an explanation of the enrollment error, and the grade earned. Evidence of work performed and proof of student attendance shall be attached to the In Lieu card.

**Last Day to Add** – the day before census is the last date on which a student can be added to a class and be counted for apportionment. This is also the last effective date to drop or exclude students who are not to be counted for apportionment.
**Last Day to Drop with “W”** – the last day on which a student can drop or be excluded from a class and still have a “W” appear on his/her transcript. After this date, no drops or exclusions will be processed and grades are required for any student still enrolled in the class.

**Mandatory Exclusion** – applies to census classes only. Students who never attended (“no show”), or are no longer participating as of census, must be excluded prior to the census date. A mandatory exclusion roster must be submitted for all census classes within eight days after census, whether or not any students are actually being excluded.

**No Penalty Drop Date** – the last day a student can drop the class without it showing on his/her transcript or fees being incurred.

**No Show** – an enrolled student who has not attended any class meetings at any time.

**Positive Attendance Class** – these classes do not have a census date. Apportionment is based upon the total number of hours each student attends. Faculty members must keep a record of the hours students attend throughout the entire class.

**To Be Arranged (TBA)** – these sessions have individually arranged meeting times. Documentation is required for WSCH courses with TBA time to substantiate that students have TBA time regularly scheduled and have attended the TBA session prior to census.

**WSCH** – Weekly Student Contact Hour classes are full term Fall or Spring classes. Their apportionment is calculated by the number of students enrolled on the official college census date. Faculty must record daily attendance for WSCH classes through the census date. WSCH classes with TBA have additional requirements.

---

**Original Issue Date:** August 15, 1979  
**Date of Changes:** May 21, 2009; January 19, 2012; July 18, 2013; April 30, 2015  
**Initiated by:** Educational Support Services  
**References:** Title 5, CCR, sections 58003.1, 58004

The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by contacting the ADA Compliance Administrator, 770 Wilshire Boulevard, Los Angeles, CA 90017, (213) 891-2213 voice, (213)891-2408 TTY, (213) 891-2295 fax.
1. A college may publish new A.A. or A.S. Degrees, Certificates of Achievement, Certificate of Completion, or Certificates of Competency in its catalog after the date of the letter of approval from the State Chancellor’s Office. A college may publish new Skills Certificates (certificates less than 18 units not approved by State) upon completion of local approval through the college’s curriculum approval process.

2. New or “added” credit courses which are part of an approved program may be published in the college catalog and schedule of classes after approval by the Board of Trustees of the Los Angeles Community College District (LACCD).

3. New or “added” credit courses which are not part of an approved program may be published in the college catalog and schedule of classes after approval by the Board of Trustees of the LACCD provided the College is authorized by the State Chancellor’s Office to approve “stand-alone courses.” If the College is not authorized by the State Chancellor’s Office to approve “stand-alone courses,” then the course may be published in the college catalog and schedule of classes after the date of the letter of approval is received from the State Chancellor’s Office.

4. New or “added” noncredit courses may be published in the college catalog and schedule of classes after the date of the letter of approval is received from the State Chancellor’s Office.
1. **TRAVEL STUDY PROGRAM**

   a. **STRUCTURE:** College credit travel/study programs will be coordinated by the Institute for International Programs (IIP). Community Services travel study programs may be offered by the Community Services offices of the district colleges in cooperation with the International Education Program (IEP), the study-abroad classes of the IIP.

   b. **PROGRAM OUTLINE:** A program application including a detailed itinerary and daily activities shall be submitted for consideration. Programs offering academic credit must conform to approved course outlines, including written assignments and grading standards. Academic programs shall offer classroom type instruction with standards equivalent to on-campus classes.

   c. **CLASS CREDIT:** Academic credit will be granted by one of the district colleges with the approval of the Committee on International Education. Credit for directed study may be offered to students participating in a program who already have credit for the designated class.

   d. **TYPE OF PROGRAMS OFFERED:**

      1) **Announced Programs** - The Committee may announce a program and ask for college proposals, and may provide funding for the position(s). Program approval will be at the discretion of the interview committee which may ask for additional information, preparation and interviews.

      2) **Proposed Program** - A college may propose a program and a suggested instructor or instructors to the Committee on International Education. The Committee may set up an interview committee in accordance with contract procedure for summer programs. A college may submit more than one instructor for a prospective assignment.
a) The college may be required to:
   i. Provide funding for the instructor.
   ii. Enroll students in the prospective classes.
   iii. Provide financial aid for qualified students.
   iv. Name an administrative office to provide support for the instructor(s) and program.

b) The International Education Office will:
   i. Provide general supervision.
   ii. Be in charge of Board approval, contractor selection and liaison.
   iii. Assist in communicating with the program while overseas.
   iv. Assist in recruitment, publicity and liaison with other colleges.

c) Program approval will be at the discretion of the interview committee which may ask for additional information, preparation and interviews.

d) Program Requirements - Application procedure and deadlines will be announced in appropriate staff bulletins.

2. STUDY ABROAD

The District Committee on International Education will assist the IEP by supervising study abroad programs. The Committee shall consist of a representative of each campus appointed by each college president of his/her designee, in consultation with the local Senate, one chairperson approved by the Vice Chancellor of Educational Services, one representative of the bargaining agent, and one representative of the District Academic Senate.

3. PROGRAM APPROVAL

a. POLICY: The District Committee on International Education shall be the body which shall determine and review policies for the conduct of the international education programs of the District, subject of the rules of the Board of Trustees and in accordance with Title V Section 55450 and 55451. The administrator of International Education will have the responsibility for implementing policies in effect and will serve as chairperson and an advisor to the District Committee on International Education. The Committee policies shall include procedures for applying, deadlines for
applications, criteria used for granting a recommendation, and a procedure for the rating of recommended programs.

b. COMMITTEE ON INTERNATIONAL EDUCATION APPROVAL: All programs (outside of California and/or more than one week in duration) shall be submitted to the Committee on International Education for approval subject to provisions of the contract between the LACCD and the collective bargaining unit. A program will be evaluated on its overall potential for academic and logistical success.

c. BOARD APPROVAL: Each travel study program shall be approved by the Board of Trustees.

d. CONTRACT APPROVAL: All program arrangements shall be included in a written contract developed by the District Contracts Office and shall be reviewed by the Office of General Counsel for compliance with the law and Board policies prior to class departure.

4. INSTRUCTOR SELECTION

Selection of instructor-leaders for travel study programs shall be under the direction of the Vice Chancellor, Educational Services, in accordance with Article XV, Section E of the agreement between the Los Angeles Community College District and the Certificated Unit. Criteria for selection may include foreign language proficiency and travel experience.

5. INSURANCE AND LIABILITY

a. Liability insurance shall be provided by the contractor handling program arrangements. A contractor shall provide the District’s Contracts Office with a valid certificate of insurance for each program naming the District as additional insured with a single limit of liability of not less than $2,000,000, with evidence that the policy covers the worldwide exposures of the travel study program. The contractor shall also provide a hold harmless agreement in a form determined by the District’s Contracts Office. The certificate shall be submitted with the executed contract to the Contracts Office, Los Angeles Community College District, prior to commencement of the program. All participating students shall be required by the contractor to secure medical and accident insurance for their own protection in amounts specified
by the District. In addition, the contractor shall arrange for all medical and hospital arrangements that may be required. The contractor shall make available to participating students trip cancellation and baggage loss insurance.

b. **RELEASE:** All participating students shall complete a District “Field Trip and Travel Study Program Release” form holding the District harmless from any claims arising out of or resulting from the student’s participation. The signature of a parent or legal guardian is required for minors.

c. **STUDENT RETURNING INDEPENDENTLY:** Students wishing to leave a group prior to completion of the program will be required to sign a notice of intent and release. Legal minors must have the signature of a parent or legal guardian.

6. **FISCAL COMPONENTS**

a. **FUNDING OF PROGRAMS:** Travel study programs may be funded by several means:

1) Credit classes may be funded by the IEP as part of the regular budget. Such provisions shall be included in the executed contract between the District and contractor.

2) District colleges may fund proposed programs as listed (in paragraph 1.d.(2)) above.

3) Community Services classes will be funded entirely by student fees.

4) Contractors may provide traveling and living expenses of instructors. Such provisions shall be included in the executed contract between the District and contractor.

b. **COLLECTION OF STATE APPORTIONMENTS:**

1) Title V, Section 55450 allows for the collection of state apportionments for field trips and travel study programs.

2) If the travel study program is offered as a college credit class, state apportionments may be collected.

3) No more contact hours may be generated than if the class were held on campus.
4) Complete and accurate records of attendance and reporting must be kept.

c. **CONTRACTING AGENCIES:** Contracting agencies must meet criteria established by the Chancellor in regard to general content of program, financial obligations and arrangements, program and quality of transportation provided, meals, housing and study facility arrangements, staff assistance, supervision and student conduct responsibilities, commitments to the specific educational program and evaluation of each program.

d. **SELECTION OF CONTRACTORS:** When a program is planned in an area and/or with an itinerary that may be provided by numerous organizations (i.e., Western Europe, Mexico) proposals shall be requested from organizations satisfying specified criteria. Proposals will be judged on the basis of lowest cost to students, scholarship provisions, and assurance that provisions will be met by the contractor.

e. **FINANCIAL ASSISTANCE TO STUDENTS:** The International Education Program shall coordinate efforts to provide financial assistance to qualified students wishing to enroll in travel study programs.

7. **INSTRUCTOR ORIENTATION**

Instructor-leaders shall be required to participate in an orientation program for group leaders. Those persons lacking experience as group leaders may be required by the Committee on International Education to participate in an appropriate course.

8. **PRE-DEPARTURE ORIENTATION**

Instructor-leaders will conduct a pre-departure orientation for the group.

9. **EVALUATION OF REPORT**

a. **INSTRUCTOR REPORT:** Instructor-leaders must submit a written report and evaluation of the program to the Committee on International Education within two weeks of the conclusion of the program.

b. **STUDENT EVALUATION:** Participating students will complete a program evaluation to be filed with the International Education Program at the conclusion of the program.

c. The International Education Program shall evaluate each program in a written report to the Chancellor.
10. **PRIVATELY SPONSORED TRAVEL PROGRAMS**

Announcements of privately sponsored travel programs in which a District employee leads or participates shall not give the impression in any way that the program is sponsored by the District or College. Such announcements may be distributed or posted on campus or at any authorized District function only in accordance with rules established for other privately prepared announcements. District employees may, however, place paid advertisements in student newspapers on the same basis as any other commercial venture.

**STANDING PROCEDURES OF THE LOS ANGELES COMMUNITY COLLEGE DISTRICT COMMITTEE ON INTERNATION EDUCATION**

1. The District Committee on International Education will meet regularly during the school year on an announced pre-set schedule.

2. An agenda with background information relative to topics of discussion is to be forwarded to committee members one week prior to meetings.

3. The Committee will review new programs and all contracts prior to meetings.
1. The most economical accommodations available, which are reasonably close to the event shall be used.

2. Persons other than students and District employees whose services are essential to the class-related activities may ride in any vehicle rented, leased, or chartered by the District for the purpose of transporting students to an event only with the written approval of the college president.

3. Funds may be used for the purposes specified in Board Rule 9705 (Revised 3/29/75). The term “admission fee charges” shall be deemed to cover all fees and charges necessary for full participation in the event, including but not limited to: fees for admission, entry and participation, and fees for banquets or meals when they are an integral part of the event. The District may also pay green fees for visiting teams and their instructors for golfing events hosted by District colleges.

4. Allowances for meals for students and faculty advisors at events covered by Board Rule 9705 shall not exceed: breakfast, $5.00; lunch, $7.00; dinner, $10.00; snack, $2.50; post-game, $5.50, or a total of $30.00 per day. When a meal is scheduled as part of the event, the actual cost of the meal will be substituted for the amount listed above for those partaking of the meal. A receipt must be submitted for reimbursement for such special meals.

5. Reimbursement or payment for class-related student travel will be in accordance with the Business Services Procedures Manual guidelines.

6. Pursuant to 5 C.C.R. section 55220, all persons, including students, taking the field trip or excursion shall be deemed to have waived all claims against the District and/or the State of California for injury, accident, illness or death occurring during or by reasons in connection with the class-related travel. All adults taking the class-related travel and all parents or guardians of minors taking the class-related travel shall sign a statement waiving such claims (see attached form dated April 21, 2003).
7. Any person who does not sign the waiver will not be permitted to attend the class-related travel.

8. No student shall be prevented from taking a field trip or excursion which is integral to the completion of a course because of lack of sufficient funds. To this end the college shall coordinate efforts of community service groups to supply funds for students in need of them. Also, students may be provided with alternative assignments, which may be substituted for the field trip or excursion.

9. No group shall be permitted to take a field trip or excursion which is integral to the completion of a course if any student who is a member of such an identifiable group will be excluded from participation in the field trip or excursion because of lack of sufficient funds. Nothing in this regulation shall be construed to prevent a college from offering a study abroad course or program because a particular student or group of students is unable to participate in the course or program due to lack of funds.

10. Expenses of students participating in a field trip or excursion authorized by this regulation may not be paid with public funds, except where:
    (1) the expenditure is authorized pursuant to Title 5, C.C.R., Section 55220(a); or
    (2) funds from a state or federal grant or categorical program are used consistent with the statutory, regulatory or contractual conditions applicable to the expenditure of such funds.

    For purposes of this section, funds of an auxiliary organization duly established pursuant to education Code section 72670 et seq. shall not be considered to be public funds.

11. Expenses of instructors, chaperons, and other personnel participating in a field trip or excursion authorized by this section may be paid from district funds, and the district may pay from district funds all incidental expenses for the use of district equipment during a field trip authorized by Title 5, C.C.R., Section 55220.
Los Angeles Community College District
EXCURSION/FIELD TRIP FORM

All participants complete Sections A and B:

A. WAIVER
B. MEDICAL AUTHORIZATION

Also complete Section(s) C and/or D and/or E, if applicable:

C. NON-MEMBER OF CLASS OR CLUB
D. A PARTICIPANT PROVIDING HIS/HER OWN TRANSPORTATION
E. MINOR

A. WAIVER
Activity: ________________________________________________________________

Campus/Class/Group: ____________________________________________________

Supervising Academic Employee: _________________________________________

Departure Date & Time: ___________________ Return Date & Time: ______________

As stated in California Code of Regulations, Subchapter 5, Section 55450, I understand and agree that I shall hold the Los Angeles Community College District, its Board of Trustees, officers, agents, representatives, employees, and permissive users of District vehicles harmless from any and all liability, claims, causes of action, and demands related to, arising out of or in connection with my participation in this activity, including injuries, accident, illness or death.

If my participation in this activity results in any liability, claims, causes of action, or demands against the Los Angeles Community College District, its Board of Trustees, officers, agents, representatives, employees, and permissive users of District vehicles, I agree to defend and indemnify the District, its Board of Trustees, officers, agents, representatives, employees, and permissive users of District vehicles in such an action.

I fully understand that participants are to abide by all rules and regulations governing conduct during the trip. Any violation of these rules and regulations may result in my being sent home at my own expense.

My signature on this document acknowledges that I have read and understand the above provisions and agree to abide by these terms.

______________________________ ________________________________ ____________
Participant’s Printed Name Signature of Adult Participant or of Parent/Guardian on behalf of Minor Participant Date

Address Phone #

B. MEDICAL AUTHORIZATION: In the event of any illness or injury while participating in the activity listed in Section A, I hereby consent to whatever x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care from a licensed physician, surgeon, and/or dentist as deemed necessary for my safety and welfare. It is understood that the resulting expenses will be my responsibility.

______________________________ ________________________________ ____________
Participant’s Printed Name Signature of Adult Participant or of Parent/Guardian on behalf of Minor Participant Date

Participant’s Medical Insurance Carrier

Policy #

Medical Insurance Carrier Address Medical Insurance Carrier Phone

In the event of illness, accident, or other emergencies, please notify:
Medical Condition: Check here if you have a special medical condition and attach a description of that condition to this sheet.

C. NON-CLUB MEMBER

I request that I may participate in the activity listed in Section A.

As a condition for being allowed to participate in the above-referenced activity as a non-club member, I agree to abide by the provisions of Sections A and B, and, if applicable, Section(s) D and/or E.

My signatures on this document acknowledge that I have read and understand all applicable provisions and agree to abide by these terms.

<table>
<thead>
<tr>
<th>Participant’s Printed Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

D. A PARTICIPANT PROVIDING HIS/HER OWN TRANSPORTATION

I understand (college name: ________________________) may be providing transportation to and from the above-referenced activity. However, I do not wish to use this transportation.

I will provide my own transportation at my own expense to attend the activity listed in Section A and agree to abide by the following terms:

- It is fully understood that the Los Angeles Community College District, its Board of Trustees, officers, employees, agents, representatives or volunteers is in no way responsible nor assumes liability for any injuries, losses, claims or actions resulting from, arising out of or incident to the non-District transportation. I understand that although the District may recommend travel time and/or routes to and/or from this event, that such recommendations are not mandatory and do not in any way constitute District sponsorship of or responsibility for my transportation.

- I also understand that the driver is not driving as an agent of or on behalf of the District.

My signature below acknowledges that I have carefully read these provisions and I fully understand and willingly agree to abide by these terms.

<table>
<thead>
<tr>
<th>Participant’s Printed Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

E. MINOR (For students/non-club members under 18 years of age, the parent or guardian completes this section in addition to Sections A and B; and C and D, where applicable.)

_________ has my permission to participate in the activity listed in Section A.

- Check here if there are no medical conditions that the staff should be aware of and if your son/daughter is not required to use any drugs during this activity.

AND/OR

- Check here if your son/daughter must take any drugs during the excursion/field trip and list them on this form or hereto attached. All drugs, except those which must be kept on the minor’s person for emergency use, must be kept and distributed by District/College staff.

Name of drug and reason for use

I have read, understand and agree to all provisions of Section A: Waiver; Section B: Medical Authorization; Section E: Minor; and Sections C and D, as appropriate; as related to my son/daughter’s participation in this activity.

<table>
<thead>
<tr>
<th>Parent/Guardian Printed Name</th>
<th>Parent/Guardian Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone #</th>
<th>Son’s/Daughter’s Date of Birth</th>
</tr>
</thead>
</table>
After you have provided the information requested in this section and Sections A and B, please ask your son/daughter to return this form to the Supervising Academic Employee listed in Section A.

Signature of College Administrator Approving Completed Form

Date

Effective: December 5, 2008
1. PURPOSES AND DEFINITION

Information about grievance procedures and a copy of this regulation shall be available to Grievant(s) and/or Respondent(s) upon request. Grievants will be provided a copy of this regulation by the Ombudsperson when the Ombudsperson is first contacted regarding a grievance matter. Respondents shall be provided a copy of this regulation when Respondents are notified by the Ombudsperson that a grievance has been filed.

The purpose of this regulation is to provide a prompt and equitable means for resolving student(s) grievances. In the pursuit of academic goals, the student should be free of unfair or improper action by any member of the academic community. The grievance procedure may be initiated by one or more students who reasonably believe he/she/they have been subject to unjust action or denied rights involving their status or privileges as students. It is the responsibility of the student(s) to submit proof of alleged unfair or improper action. Grievances pertaining to grades are subject to the California Education Code Section 76224(a) which states:

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 incompetency, shall be final.

This grievance procedure does NOT apply to the following:

a. Challenge process for prerequisites, corequisites, advisories and limitations on enrollment. Information on challenges to prerequisites is available from the Office of Academic Affairs.

b. Alleged violations of sexual harassment, actions dealing with alleged discrimination on the basis of ethnic group identification, religion, age, sex, color, sexual orientation, physical or mental disability. These complaints are handled through the Compliance Office.

* In general, there is no definitive definition of bad faith. However, bad faith may exist if there is neglect or refusal to fulfill some duty or obligation (e.g., ignoring student evaluation standards published in the course syllabus), not prompted by an honest mistake.
c. An appeal for residency determination. Residency appeals should be filed with the Admissions and Records Office.

d. Eligibility, disqualification or reinstatement of financial aid. Procedures for eligibility, disqualification or reinstatement of Financial Aid may be obtained in the Financial Aid Office.

e. Student Discipline: Actions dealing with student discipline are handled through the Office of Student Services.

f. Freedom of the Press: Issues pertaining to freedom of press and journalism are addressed in Administrative Regulation E-63 and Board Rules 9703 and 9704.

g. Employee Discipline. Students may file complaints about employee conduct with the appropriate administrator (see Board Rule 10101 -- Unsolicited Written Derogatory Communications).

h. Challenges of established District policies, e.g. Board Rules and Administrative Regulations. Grievances regarding District policy, which are beyond the authority of a college president, shall be referred to the Chancellor or Chancellor's designee for appropriate handling and response.

i. Financial claims against the District. Financial claims need to be made through the District’s Office of General Counsel.

Information about other procedures is listed in the schedule of classes and college catalogues, or may be obtained from the Student Services Office.

2. STATUTE OF LIMITATIONS

The statute of limitations period for requesting a Grievance Hearing under this regulation is one hundred twenty (120) calendar days after the occurrence of the incident giving rise to the grievance; or one hundred twenty (120) calendar days after the student learns, or should have learned, that the student has a basis for filing a grievance. Pursuing an informal remedy for a grievance does not relieve the Grievant of the responsibility of requesting a Grievance Hearing within one hundred twenty (120) calendar days of the incident giving rise to the grievance.
3. **INFORMAL RESOLUTION**

All parties involved should be encouraged to seek an informal remedy. Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of the dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have assumed official or public positions that might tend to polarize the dispute and render a solution more difficult.

a. In an effort to resolve the matter in an informal manner, the student(s) may, if appropriate, schedule a meeting with the person with whom the student(s) has the grievance, and if necessary, schedule a meeting with the person's immediate supervisor and/or schedule a meeting with the appropriate college administrator.

b. If the matter is not resolved at step “a,” the student will contact the College Ombudsperson for assistance. The student shall provide the Ombudsperson with a written Statement of Grievance and may provide any other information and documentation in support of the grievance. The Statement of Grievance shall specify the time, place, nature of complaint, and the remedy or corrective action requested. If a student believes that a specific District policy has been violated, the student should specify the policy or policies alleged to have been violated. The Ombudsperson shall inform the student of the student's rights and responsibilities under this regulation.

c. The Ombudsperson will provide a copy of the Statement of Grievance to the Respondent within ten (10) instructional days of receipt of the grievance, or as soon thereafter as practicable.

d. The Ombudsperson shall gather, copy and review pertinent information, records and documentation and communicate with all parties, and attempt to mediate an informal resolution.

4. **FORMAL RESOLUTION PROCEDURES**

a. Thirty (30) instructional days after the student has requested assistance from the Ombudsperson (and provided a written Statement of Grievance), but not later than one-hundred twenty calendar days after the incident, if there is no informal resolution of the grievance, the student has a right to request a Grievance Hearing. The student may also request, through the Ombudsperson, that any relevant information and documentation be made available at a hearing. The information requested will be provided in such a way that it does not violate the privacy rights of others. The Grievance Hearing Request must be made within one hundred and twenty (120) calendar days of the date of the alleged incident that is the basis of the student's complaint.
b. The Grievant may request from the Ombudsperson the assistance of a Student Advocate, if the Grievant so chooses (see Section 10); or the Grievant may obtain the assistance of a person of his or her choice, except the Grievant may not be represented by legal counsel.

c. The Respondent may represent himself or herself; or the Respondent may obtain the assistance of a person of his or her choice, except the Respondent may not be represented by legal counsel.

d. Within ten (10) instructional days following receipt of the Request for a Grievance Hearing, or as soon thereafter as practicable, a Grievance Hearing Committee (see Section 6) shall meet to select a chairperson and decide if a Grievance Hearing will be held. The Committee shall consider whether the Grievant has met the following requirements:

1) The request contains allegations, which, if true, would constitute a grievance under Section 1 of these procedures;

2) The Grievant (s) has standing to assert the claim by being a student;

3) The Grievant has met the requirements of the grievance procedure with respect to timeliness and standing to file; and the alleged act is subject to the grievance procedure;

4) The Grievant (s) is personally and directly affected by the alleged grievance;

5) The remedy requested by the Grievant is appropriate for the act that is alleged and is not frivolous; and

6) The Grievant has cooperated in the processing of the grievance.

e. If the above conditions are satisfied, the Grievance Hearing Committee Chairperson shall notify the Ombudsperson in writing, within five (5) instructional days, or as soon thereafter as practicable, that a Grievance Hearing will be held. At this time, the Grievance Hearing Committee may request the production of documents, records and information requested by the Grievant and by the Respondent.

Within ten (10) instructional days of the Grievance Hearing Committee’s decision on whether to hold a hearing, the Ombudsperson shall notify the Grievant and Respondent that a Grievance Hearing will or will not be held, and whether the Grievance Hearing Committee is requesting certain additional information.

The Ombudsperson shall collect any documents requested by the Grievant, Respondent, or Grievance Hearing Committee and provide copies to the Grievant and respondent five (5) instructional days prior to the Grievance Hearing. The Ombudsperson shall schedule a
Grievance Hearing, which shall commence within twenty (20) instructional days following the decision to grant a hearing, or as soon thereafter as practicable. All parties to the grievance shall be given no less than ten (10) instructional days’ notice of the time and place of the hearing.

f. If the Grievance Hearing Committee rejects the request for a Grievance Hearing, the Ombudsperson shall be notified, in writing, within five (5) instructional days, by the Committee's Chairperson. The specific reason(s) for rejection shall be stated. The Ombudsperson shall notify the Grievant in writing of the Grievance Hearing Committee’s decision not to grant the request for a hearing within ten (10) instructional days of receipt of the decision. The notification shall contain the decision and the statement of reasons on which the decision is based. The notification shall also contain the appeal rights of the Grievant (see Section 7) as well as the names of the members of the Grievance Hearing Committee.

g. If the Grievance Hearing Committee grants the Grievant’s request for a hearing, the Grievance Hearing will be conducted in accordance the procedures delineated in Section 5 of this regulation.

h. Within ten (10) instructional days following the conclusion of the Grievance Hearing, the Grievance Hearing Committee shall issue to the Ombudsperson a written recommendation intended for the College President. The recommendation shall include a statement of reasons for the recommendation. The Grievance Hearing Committee shall base its recommendation only upon the record of the hearing and shall not consider matters outside of the record. Within ten (10) instructional days following receipt of the Grievance Hearing Committee’s written recommendation, the Ombudsperson shall forward copies to the Grievant and the Respondent.

i. If there is no appeal in accordance with Section 7, the Ombudsperson will forward the Grievance Hearing Committee’s recommendations to the College President for review. The College President shall make a final decision and notify the Ombudsperson of that decision within ten (10) instructional days of receipt of the Grievance Hearing Committee’s recommendations. Within ten (10) instructional days following receipt of the President’s decision, the Ombudsperson shall forward copies of the President’s decision to the Grievant and Respondent.

j. If the Grievance Hearing Committee’s recommendation is appealed, the Chief Student Services Officer shall forward the appeal of the Grievance Hearing Committee’s recommendations to the Grievance Appeals Committee for review pursuant to the provisions of Section 7 of this regulation.
5. **GRIEVANCE HEARING PROCEDURES**

a. The Grievance Hearing shall be conducted in a manner determined by the Grievance Hearing Committee. Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the grievance. The Grievant(s) and Respondent(s) have the right to question witnesses and to review all documents presented to the Hearing Committee.

b. The Grievance Hearing Committee shall meet and consider the relevance and weight of the testimony and evidence presented. The committee shall reach a decision only upon the record of the hearing and shall not consider matters outside of that record. However, if a party or parties cited in the grievance fails to either 1) be present at the grievance hearing; 2) speak to the specific allegations of the grievance at the hearing; or 3) respond to reasonable requests for the information made by the student, the Ombudsperson, or the Grievance Hearing Committee, then the Grievance Hearing Committee may request that the College President, or the appropriate Vice President, direct the respondent(s) to do so.

c. Formal rules of evidence shall not apply. Any relevant evidence, as determined by the Grievance Hearing Committee, shall be admitted.

d. The burden shall be upon the Grievant (s) to prove by a preponderance of the evidence that the facts alleged are true.

e. The Grievant and Respondent may represent himself or herself, or be represented by a person of their choice, except that neither the Grievant nor the Respondent shall be entitled to representation by legal counsel. In selecting a representative, the Grievant may choose an Advocate for Students (see Section 10) but is not required to do so.

f. The Grievance Hearing shall be closed and confidential, unless it is the request of both parties that the hearing be open to the public.

g. In a closed Grievance Hearing, witnesses shall not be present at the Grievance Hearing when not testifying unless both parties and the Grievance Hearing Committee agree to the contrary.

h. The Grievance Hearing shall be recorded by an audio recording device, by the Ombudsperson, in accordance with the following procedures:

1) All oral testimony shall be audio recorded. If a person called upon to give oral testimony refuses to consent to being recorded, they may not testify at the hearing.

2) At the beginning of every meeting, all parties present for the formal hearing shall orally identify themselves by name for the audio recording record.
3) The Grievance Hearing Committee Chairperson shall instruct all parties present for the formal hearing to identify themselves when speaking and instruct all present that only one person is to speak at a time so the audio recording will be understandable.

4) Only one audio recording device shall be allowed at the Grievance Hearing. No other audio recording device shall be allowed.

i. When the presentation of evidence is concluded, the Grievance Hearing Committee’s deliberations shall be confidential and closed to all parties. The Grievance Hearing Committee's deliberations shall not be audio-recorded. Only those Grievance Hearing Committee members present throughout the Grievance Hearing may vote on the recommendations of the Grievance Hearing Committee.

j. The grievance file, including all documents and recordings, shall be retained in a secure location on campus for a period of seven (7) years. The Grievant(s) and Respondent(s) may have access, upon request, to the files and recordings, and may request copies of the files and recordings through the Ombudsperson. The costs of these copies shall be paid by the individual making the request pursuant to Board Rule 7703.10.

k. All matters discussed during the closed Grievance Hearing shall remain confidential. Any violations of this provision are subject to disciplinary action.

6. GRIEVANCE HEARING COMMITTEE COMPOSITION

a. The College President shall annually establish, a standing panel from which one or more Grievance Hearing Committees may be appointed. The panel shall consist of a minimum of:

1) Five (5) students recommended by the Associated Student Government Organization;
2) Five (5) faculty members recommended by the Academic Senate; and
3) Five (5) administrators/supervisors selected by the College President.

b. The College President shall appoint a Grievance Hearing Committee from the standing panel and shall ensure that committee members have no possible conflict of interest in hearing the grievance. The Grievance Hearing Committee shall be constituted in accordance with the following minimum criteria:

1) Two (2) students;
2) Two (2) faculty members not from the same discipline as the Respondent; and
3) One (1) administrator/supervisor.
c. Three (3) voting members shall constitute a quorum by which business may proceed. The quorum must include at least one (1) student, one (1) faculty member, and one (1) administrator/supervisor.

d. Once a Grievance Hearing has commenced only those Grievance Hearing Committee members present throughout the Grievance Hearing may vote on the committee’s actions.

e. The Grievance Hearing Committee shall select a chairperson from among its members.

f. No person shall serve as a member of the Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any public statement on the matters at issue, or could otherwise not act in a fair manner. The Grievant(s) or Respondent(s) may challenge for cause any member of the Grievance Hearing Committee prior to the beginning of the hearing by addressing a challenge, in writing, to the College President who shall determine whether cause for disqualification has been shown. If the College President feels that sufficient ground for removal of a member of the Grievance Hearing Committee has been presented, the College President shall remove the challenged member or members and replace them with another member or members from the standing panel.

7. **APPEAL PROCESS**

a. Parties to the grievance may appeal the Grievance Hearing Committee’s actions to the Grievance Appeals Committee. The Grievance Appeals Committee, consisting of the Chief Instructional Officer, the Chief Student Services Officer, the Academic Senate President (or designee), and one faculty member selected by the Academic Senate, shall review all appeals.

b. **Appeal of a Decision Not to Hold a Grievance Hearing.** If the Grievant is dissatisfied with the decision of the Grievance Hearing Committee not to hold grant a Grievance Hearing, the Grievant may file a written appeal with the Grievance Appeals Committee (through the Chief Student Services Officer) within ten (10) instructional days after receipt of the Grievance Hearing Committee’s decision or as soon thereafter as practicable. The appeal must state the specific basis on which it is made along with any supportive information. Within ten (10) instructional days of receipt of the appeal or as soon thereafter as practicable, the Grievance Appeals Committee will meet and review the Grievance Hearing Committee’s decision not to hold a Grievance Hearing. Within ten (10) instructional days of its review of the appeal, the Grievance Hearing Committee will make a recommendation to the College President, through the Ombudsperson, on whether or not to hold a Grievance Hearing. Within ten (10) instructional days of receiving the
recommendation from the Grievance Appeals Committee, the College President will make a final decision and notify the Grievant and the Respondent, through the Ombudsperson, on whether or not there will be a Grievance Hearing.

If the College President decides that a Grievance Hearing should be held, a Grievance Hearing Committee with different membership shall hear the grievance.

c. **Appeal of a Grievance Hearing Committee’s Recommendation After a Grievance Hearing.** If the Grievant or Respondent is dissatisfied with the Grievance Hearing Committee’s recommendations regarding the merits of the grievance, a written appeal may be filed with the Grievance Appeals Committee (through the Chief Student Services Officer) within ten (10) instructional days after receipt of the Grievance Hearing Committee’s recommendation. The appeal must state the specific basis on which it is made along with any supportive information. Within ten (10) instructional days of receipt of an appeal or as soon thereafter as practicable, the Grievance Appeals Committee will meet and review the Grievance Hearing Committee’s recommendations and the appeal.

Within ten (10) instructional days of its review of the Grievance Hearing Committee’s recommendations and the appeal, the Grievance Appeals Committee will make one of the following written recommendations to the College President: 1) uphold the Grievance Hearing Committee’s recommendation, 2) reverse the Grievance Hearing Committee’s recommendation or 3) order a new Grievance Hearing, because proper procedures were not followed. Within ten (10) instructional days of receipt of the Grievance Appeals Committee’s recommendations, or as soon thereafter as practicable, the College President will review the Grievance Appeals Committee’s recommendations, make a final decision, and notify the Grievant and Grievance Hearing Committee, through the Ombudsperson, of that final decision.

d. If, after meeting and reviewing an appeal, the Grievance Appeals Committee fails to make a determination regarding the appeal, the Ombudsperson will forward the appeal to the College President, who shall make a final decision on the appeal. The Grievance Appeals Committee will also provide the College President with a written explanation as to why it was unable to make a determination.

8. **ROLE OF THE CHANCELLOR**

If the College President is a party to the action resulting in the grievance, the Chancellor or designee shall assume the responsibilities of the College President in the grievance process.
9. **ROLE AND DUTIES OF THE OMBUDSPERSON**

   a. The role of the Ombudsperson is that of a facilitator of the grievance process, and not that of an advocate for either the Grievant(s) or Respondent(s). Each college shall have an Ombudsperson.

   b. The Ombudsperson shall provide information to Grievant(s) and Respondent(s) concerning the grievance procedures at any stage in the grievance process.

   c. The Ombudsperson may collect information, documents, and records pertinent to the case.

   d. The Ombudsperson may hold and facilitate meetings and discussions that may lead to a resolution of the grievance.

   e. The Ombudsperson may train the Student Advocates prior to the Student Advocates assuming the duties of the position.

   f. The Ombudsperson shall sit with the Grievance Hearing Committee and may answer questions upon request but shall not serve as a member or vote.

   g. During the formal hearing stage of the grievance process, the Ombudsperson shall coordinate the preparation and conduct of the Grievance Hearing, including providing in-service training to committee members on hearing procedures and operation.

   h. The Ombudsperson shall ensure that the entire grievance process is conducted in an orderly, fair and respectful manner. The Ombudsperson shall have the authority to exclude from the hearing any individuals who fail to conduct themselves in an orderly, fair and respectful manner.

   i. The Ombudsperson shall be responsible for audio recording the Hearing and arranging for safe storage of the grievance file including the audio recording(s) and documents, for a period not less than seven (7) years.

   j. The Ombudsperson, shall assist the Grievant(s) in understanding the grievance procedures, filing the appropriate forms, meeting all the time lines of these procedures, communicating with college employees and officials and participating in the hearing process. (See Section 10 for non–student advocate options)

10. **ADVOCATES FOR STUDENTS - PANEL COMPOSITION AND ROLE**
a. The College President shall annually establish, a standing panel from which Student Advocates can be selected. It is recommended that the panel consist of a minimum of:

1) Three (3) students recommended by the Associated Student Organization;
2) Three (3) administrators/supervisors or staff selected by the College President.

b. The Student Advocate(s) will receive training on process, regulations and procedures from the Ombudsperson. The training shall take place prior to the Student Advocates assumption of the duties of the position.

11. DEFINITIONS AND MISCELLANEOUS

a. "Student" is defined as a person currently enrolled, a person who has filed an application for admission to the college, or a former student.

b. A "former student" is a person no longer enrolled at the college where the student has a grievable issue.

c. “Instructional days” shall mean days when the college is in session, excluding Saturdays, Sundays, holidays and summer and winter session days.

d. Timelines specified in this grievance procedure that govern action by either the Grievant or the Respondent may be shortened or lengthened by mutual consent of all parties.

e. The Chancellor or his/her designee may issue and update forms as appropriate to carry out the duties in this regulation.
The following regulations relate to expenditures of District Funds in class-related (formerly co-curricular) activities:

1. **TRANSPORTATION AND TRAVEL**

   a. **Transportation beyond 50 miles**: Colleges are required to provide the necessary transportation for all class-related events occurring outside a 50-mile radius of campus. This transportation shall be in a vehicle rented, leased, or chartered by the District.

   b. **Transportation within 50 miles**: Colleges may provide transportation or may allow students to provide their own transportation to class-related events occurring within a 50-mile radius of campus. When District transportation is not provided, a student’s inability to participate in an event shall not affect the course grade.

   c. **Restriction on District employees providing transportation**: District employees are not authorized to transport students in their vehicles, or to assign students to travel in privately owned vehicles.

   d. **Travel within California**: District funds may be expended for meals and other expenses authorized by Board Rule 9705 while traveling or in attendance at events away from the college.

   e. **Out-of-state travel**: Travel may be authorized to locations outside of California if justified as being essential to the instructional program and equivalent opportunities are not available within the state. Approval by the Board of Trustees is required. When time will not permit prior Board approval, out-of-state travel may be authorized by the Vice Chancellor Education Services subject to Board ratification.

2. **AWARDS**

   District General Purpose (Fund 10100) may not be expended for plaques or trophies; however, engravings on existing perpetual trophies for class-related activities and printed certificates or resolutions presented to individuals are permitted.
3. **BANQUETS/MEALS**

   a. District General Purpose (Fund 10100) may not be expended for food/meals or banquet activities, except as authorized under Board Rule 9705.

      Exception: Expenditures may be made for banquets or meals at conferences or conventions when the cost is part of the student conference attendance expense.

   b. A host college may provide food/meals or banquet activities as part of an event involving other colleges and for which an entrance fee is required of participants. The amount expended is limited to the amount collected from participants.

   c. Donations from non-district sources may be used to fund college awards and awards banquets provided no District funds are expended.

4. **ARTISTS AND PROFESSIONAL EXPERTS**

   a. District General Purpose (Fund 10100) funds may not be expended to pay for artists or entertainers to perform in a non-class-related activity such as Noon Concerts or other student and community events.

   b. Expenditures of General Purpose (Fund 10100) funds may be made with prior approval of the Vice Chancellor of Institutional Effectiveness for artists or professionals to assist or participate in a class-related activity or performance when their services are essential to the class and cannot be provided by regular District employees or students.

   c. Expenditures of General Purpose (Fund 10100) funds for artists and professionals who are paid from the revolving fund are subject to Fiscal Services procedures, fund regulations, and to the same regulations stated in 4a and b above with the exception that they do not require the prior approval of the Vice Chancellor of Educational Services.

5. **PHYSICAL EXAMINATION AND PHYSICIANS SERVICES**

   a. Physical examination. A District Confidential Medical History Form must be on file for all students participating in intercollegiate athletics, as evidence that the student has passed a physical examination and is approved to participate in the sport.

   b. Medical examinations and other physicians services may be performed by a physician on the District staff, by a physician under contract to the District, or by a physician selected and paid by the student, provided the District Confidential Medical History Form is used.
c. Colleges may request students to obtain medical examinations from their own physician. However, a student cannot be denied an opportunity to take a class for which a physical examination is required due to lack of funds.

d. Colleges must secure the services of game physicians for home events through a Request for Contract if the physician is to receive compensation.

e. If the game physician is donating time to the District, colleges must send a memo to the Contracts Section naming the physician and the services he or she will be providing.

f. Colleges must ensure that the physicians have their own malpractice insurance and are aware that the District does not carry malpractice insurance coverage for game physicians.
The following regulations relate to student journalism and college newspapers:

1. **GENERAL POLICY**

   The policy of the Los Angeles Community College District is that each college newspaper is published as a learning experience, offered under the journalism instructional program. The editorial and advertising materials published in each newspaper, including any opinions expressed, are the responsibility of the student newspaper staff. Under appropriate state and federal court decisions, these materials are free from prior restraint by virtue of the First Amendment to the United States Constitution.

   This procedure is adopted so as to encourage a responsible exercise of such freedom.

2. **JOURNALISM GRIEVANCE PROCEDURES**

   a. **Definition of a Grievance**

      A grievance is a complaint that

      1) alleges facts which, if true, would demonstrate a violation of the grievant’s right to free inquiry, free speech, or fair treatment;

      2) contains allegations that appear to be substantially credible; and

      3) is not frivolous.

   b. **Informal Grievance Proceedings**

      A grievance is initiated by completing the “Complaint Form” (these forms may be obtained in the Office of the College President at each college) and by filing the completed form with the college president. A signed and dated copy of the form will be sent to the grievant, to each member of the college community named in the
c. **Formal Grievance Proceedings: Review Board**

A Review Board of three journalism professionals, who are not employees of the District, shall be selected by the college president from a panel appointed by the Los Angeles Journalism Professors Association. Every attempt shall be made to ensure that the Review Board is reasonably balanced ethnically, racially and sexually. Every attempt shall be made to ensure that the Review Board shall have no prior involvement in the matters that led to the complaint. A resource person, not in any way involved in the case, shall also be appointed by the college president. The grievant may challenge, for case, the selection of the Review Board members. The college president shall rule on all challenges and his or her decision shall be final.

The Review Board shall receive a copy of the grievant’s complaint and the response of the editorial board. As soon as reasonably possible after the receipt of the complaint, a meeting will be scheduled. The grievant, the parties named in the complaint, and other interested persons shall be notified by mail of the meeting have the right to address the Review Board at this scheduled hearing. The purpose of the meeting shall be to afford all parties involved a fair and impartial review.

If the complaint does not meet all of the standards indicated in the definition of a grievance (Section 5b), the Review Board shall recommend termination of the grievance.

As soon as reasonably possible after the meeting, the Review Board shall determine whether a violation has been demonstrated and, if so, whether the requested relief should be recommended. If the Review Board determines that some remedial action should be taken, if will make an appropriate recommendation to the college president. Recommendations for relief need not be limited to that requested by the grievant and may include a change in college policy. The president may accept or reject the
recommendation of the Review Board. The president shall advise the grievant and all others involved of his or her decision. If the president determines that a violation exists by that the violation is a result of District policy or other reasons beyond the control of the college, the president shall make an appropriate recommendation to the Chancellor.

d. Meeting Procedures:

1) Conduct: The Review Board shall make all ruling on matters relating to the conduct of the hearing, including:

   a) matters regarding admission of evidence;
   b) the calling and questioning of witnesses;
   c) whether the meeting shall be open or closed;
   d) whether a tape recording of the meeting or notes of the meeting shall serve as the official record of the meeting. The grievant shall be given a copy of the official record of the meeting. The grievant shall be given a copy of the official record of the meeting upon request, provided the college is reimbursed for its expense in providing the copy.

The Review Board shall maintain an orderly meeting and permit no person to be subjected to abusive treatment. In this regard, the Review Board may eject or exclude any person who refuses to be orderly.

2) Access to College Records: The Review Board, upon request of the grievant, the college representative, other interested persons, or the board on its own motion, may officially request copies of all college records that are relevant to the complaint and that may lawfully be released by the college. The Review Board shall refuse to request such records if it determines that the burden of producing them outweighs their probative value.

3) Consultation: The Review Board may consult with any college or district office on the basis of the Board’s need, or at the request of the grievant, the college representative or other interested persons.
4) Retention of Records: All grievance records shall be retained at the college for a period of three years.

e. Appeal:

The college newspaper grievance process in no way reduces or eliminates other avenues of appeal such as the student Grievance Procedure (E-55), or grievance procedures for classified and certificated employees.

f. Board of Trustees

As with all matters, a grievance may be taken to the Board of Trustees for its consideration. However, the Board of Trustees shall consider no action until the newspaper grievance process has been completed.
1. BACKGROUND

Section 70901(b)(10) of the California Education Code requires the Board of Governors to approve all new programs. Section 70902(b) (2) also mandates individual colleges to uphold state standards for programs, based upon curriculum policies each district is mandated to establish. These responsibilities are carried out through a curriculum committee constituted as required by Title 5 California Code of Regulations (C.C.R.) section 55002(a). Title 5, CCR, Sections 55001 and 55006 specify college curriculum reporting obligations. Education Code section 78015 and Title 5C.C.R. sections 55130 and 55150 establish the criteria for the approval of new credit and noncredit programs. Board Rule 6101 establishes District policy on approval of new programs.

Note: Title 5 §55000(f) defines course as "an organized pattern of instruction on a specified subject offered by a community college" and educational program as "an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education."

2. PROGRAM PLANNING AND DEVELOPMENT.

A. Program Approval Criteria

In reviewing and recommending a program, the college curriculum committee shall determine that the proposed program meets the following criteria (California Community College Chancellor's Program and Course Approval Handbook, Appendix B):

1. Appropriateness to mission. The stated goals and objectives of the proposed program are consistent with the mission and master plan of the college. The program provides systematic instruction in a body of content or skills whose mastery forms the basis of the student grade.

2. Need. There must be a demonstrable need for a program that meets the stated goals and objectives in the region the college proposes to serve with the program.
3. **Quality.** Courses and programs are integrated, with courses designed to effectively meet their objectives and the goals and objectives of the programs for which they are required.

4. **Feasibility.** The college has the resources necessary to support the program at the level of quality presupposed in the program design, for the proposed numbers of students, and offer it with sufficient frequency to meet the program objectives and enrollment projections. Approval of the new program must incorporate a detailing of costs sufficient to determine that this criterion can be fulfilled by the college. The college must make a commitment to offer the required courses at least once every two years, unless the goals and rationale for the particular program justify a longer time frame as being in the best interests of students.

5. **Compliance.** The program complies with all other laws applicable to it, including federal regulations, licensing requirements and any legal requirements that may exist for particular courses or programs.

**B. DEGREES AND CERTIFICATES**

1. Types of Credit Programs
   a. Associate Degrees

   All associate degrees in California are one of two general types, Associate in Arts or Associate in Science. There is no difference in law as to the requirements for the two.

   Associate degrees must require coursework in a major or area of emphasis. There are also requirements for general education and for demonstration of competency in reading, written expression, and mathematics for the associate degree.

   - A **major** is defined as a minimum of 18 units in a field or related fields selected by the college.

   - An **area of emphasis** is considered to be a broader group of courses and may be defined as 18 units in related fields intended to prepare the student for a particular major at the four-year institution or to prepare a student for a particular field as defined by the community college. General education transfer patterns do not, by themselves, satisfy the requirement for a major or an area of emphasis.

   b. Certificates of Achievement

   A “certificate of achievement” is any credit certificate that may appear by name on a student transcript, diploma, or completion award, and which requires 18 or more semester units or 27 or more quarter units of coursework. System Office approval is required.

   The college may also request approval from the State Chancellor’s Office for certificate programs that consist of 12 or more semester units or 18 or more
quarter units. In order to be approved, the certificate must represent a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

c. Skills Certificates

Colleges may also award un-transcripted certificates for fewer than 18 units (Skills Certificates) without System Office approval.

2. Types of Noncredit Certificates

a. Noncredit Certificates of Competency

A program leading to improved employability or job opportunities

b. Noncredit Certificates of Completion

A program in a recognized career field articulated with degree-applicable coursework, completion of an associate degree or transfer to a baccalaureate institution.

C. TYPES OF PROGRAMS

1. Career and Technical Education (CTE) Programs

A CTE program is one whose primary goal is preparing students for employment immediately upon completing the program, and/or upgrading employment skills. CTE programs should not be designed exclusively for persons already employed by a particular employer or in a particular industry, unless the college also makes available a parallel or comparable program which would enable a student who is not already employed by that employer or in that industry to obtain entry-level employment.

There are ten Regional CTE Consortia, composed of vocational education and economic development administrators, faculty, and staff from each college in the region. Their purposes are to increase collaboration among colleges, encourage regional planning, offer professional development, and promote marketing of community college CTE programs.

The State Chancellor's Office requires new CTE programs to be recommended by the Regional CTE Consortium, mainly as a means of carrying out its responsibility for ascertaining the need for the proposed program in regard to other community colleges in the area, as specified by Title 5, Section 55130(b)(8)(E). The State Chancellor’s Office will rely heavily upon the advice of Regional CTE Consortium in regard to the approval criterion of need. If the review of evidence of need is thorough at the regional level, State Chancellor’s Office approval will be expedited. This regional review also serves as a quality check, so colleges can be assured that the design of their program curriculum is along the lines of current good practice as judged by their professional peers.
However, the requirement for a recommendation from the Regional CTE Consortium is not absolute. If a program has been refused a recommendation for approval by a Regional CTE Consortium, and the college feels the refusal was unjustified or unfair, it may submit the program to the State Chancellor’s Office without a positive regional recommendation. But the burden of justification will be on the college to show why the application should be approved without a positive recommendation.

Justification of the need for new CTE programs is specifically required through a job market study, pursuant to the Education Code. Some CTE programs also have a transfer component. The State application for a new CTE program includes an item for colleges to provide information on the transfer applicability of programs that are primarily CTE.

2. Transfer Programs

A transfer program is a degree or degree major, that primarily prepares students to major in a particular university subject matter, or that primarily provides baccalaureate-level general education. The chief differences are that no labor market or employer survey information is necessary, and transfer documentation is required.

The appropriateness of these programs for transfer may be documented either according to a programmatic articulation agreement, or according to a specific comparison of the coursework required at the community college and the university. A recommendation from the Regional CTE Consortium is not required for these programs.

All degree majors, of whatever scope, that may appear by name on a student transcript or diploma, require State Chancellor’s Office approval. Most transfer programs are degree majors; however, it is possible for colleges to offer certificates that are primarily of value to transfer students.

3. Conjoint Programs

A conjoint program is defined by the State Chancellor’s Office as one offered collaboratively by two or more colleges, whether in the same or different districts (but usually within the same geographical region). Each college participating in a conjoint program receives authorization to award the certificate or degree. A single approval application is submitted, but an individual cover application form with all required signatures must be prepared by each participating college, as well as a list of the coursework used at that college to satisfy the conjoint curriculum pattern. There are two basic curriculum arrangements:

- Each participating college offers the identical or nearly identical curriculum pattern, and each offer all or nearly all the courses required for the program. The collaboration is in designing a uniform curriculum, and submitting a unified approval application. The colleges may or may not share some resources for the program.
• Participating colleges offer different parts of the curriculum needed to complete the program, and students must take some courses at one college and some courses at another. Colleges share program resources; there is really only one program, but more than one college is authorized to confer the program award.

When a conjoint program application has been approved for a particular geographical area, another college in the same area may request to be added to the conjoint approval within no more than one year from the date when the original conjoint application received final approval from the State Chancellor’s Office, provided that the program the college wishes to offer is essentially the same (an explanation must be provided if there are differences between the requirements at one participating college and the others in the conjoint application), and evidence has been provided, as part of either the original application or the supplemental request, that the job market is sufficient to justify another college’s offering the same degree or certificate.

4. Apprenticeship Programs

Approval of all apprenticeship programs, credit or noncredit, requires separate approval. Apprenticeship credit and noncredit offerings have some unique elements regarding curriculum approval and funding approval. All apprenticeship credit programs and noncredit courses must obtain State Chancellor’s Office approval for each college responsible for the offerings.

The apprenticeship curriculum offered by community colleges is referred to as related and supplemental instruction (RSI) in the apprenticeship law and in the Budget Act. In apprenticeship circles one sometimes hears reference to “Montoya Funding” when talking about related and supplemental instruction, but in the law there is no mention of the term “Montoya Funding.” Apprenticeship RSI can be described as follows:

An employer who has an apprenticeship RSI program at an adult school or regional CTE program center can apply to move the program to a community college. If the college wants approval to offer the program, it must follow the procedures set forth in this handbook.

Because apprenticeships receive approval from another State agency (the Department of Industrial Relations), they are not sent to the California Postsecondary Education Commission (CPEC) for review.

If the district intends to receive apprenticeship RSI funding, the Budget Act states that the program or courses must have the approval of the State Chancellor’s Office. Thus the district must receive from the State Chancellor’s Office both 1) curriculum approval; and 2) RSI funding approval. For both these approvals, the application must contain documentation that the apprenticeship has been approved by the Division of Apprenticeship Standards within the Department of Industrial Relations. The approval documentation must list the specific campus approved for the RSI, and must be signed by the Chief of the DAS or his designee.

Because funding of apprenticeship programs involves long range planning to provide adequate funding, it is important for college to notify the State Chancellor’s Office
apprenticeship coordinator as soon as the district decides to give the employer or program sponsor a letter of intent to be the Local Educational Agency (LEA). This notification is to be used when working with a new apprenticeship program or applying for the transfer of an existing program from another community college, adult school, or regional CTE program center.

3. PROGRAM APPROVAL PROCESS

The following procedures apply to proposals for new degrees and certificates, and substantive changes to existing programs (including additions of new options or tracks, changes to program goals and objectives that are substantially different from those for which the program was originally approved or the addition of a degree to an existing certificate). These procedures do not apply to non-substantial changes to approved programs. These procedures are the recognized educational program procedures of the LACCD as required by Title 5 of the California Code of Regulations.

A. Approval Process for New Degrees, Certificates of Achievement, and Substantial Changes to Programs.

STEP 1) New program proposals or substantial program changes (as defined by the Program and Course Approval Handbook) will be initiated by a faculty member/faculty members; and

STEP 2) Approved by a majority of faculty within a department or other defined interdisciplinary faculty members in keeping with the college's curriculum approval procedures process.

STEP 3) New program proposals or substantial program changes will be forwarded to the Chair of the Curriculum Committee and the Appropriate Academic Vice President (or designee) for technical review, in keeping with the college's curriculum approval process. The proposal will be forwarded to the Curriculum Committee for Approval.

STEP 4) New program proposals or substantial program changes will be reviewed and approved by the college Curriculum Committee, using the approval criteria delineated in Section 2 of this regulation. Following approval, the college Curriculum Committee will forward the proposed new program or substantive program changes to the college Academic Senate for consideration.

STEP 5) The Senate will review the proposed new program and forward its recommendations to the Appropriate Academic Vice President.

STEP 6) The Vice President will forward his/her recommendation, along with the recommendation of the Senate to the College President for approval and recommendation to the Board of Trustees.

If the proposed new program has a vocational TOP code, the College President (or designee) will request to have the proposed new program placed on the agenda of the Regional Consortium. Proposals may be placed on the agenda of the Regional Consortium.
concurrently with Curriculum Committee approval, provided that the Curriculum Committee approves that action.

STEP 7) The College President will forward his/her recommendation to the Educational Support Services Division, which will conduct technical review and electronically notify the Vice Presidents of Academic Affairs, the Curriculum Committee Chairs, Curriculum Dean, Academic Senate Presidents in the District, as well as District Academic Senate (DAS) President and Vice President. The DAS Vice President will notify the appropriate Discipline Committee Chairs.

STEP 8) Following the notification described in step 7, college have twenty (20) working days to submit a challenge to the program or substantial change as described in STEP 12 below.

If After twenty (20) working days, no challenges are received, the Chair of the District Curriculum Committee will notify the District Senate President and the Vice Chancellor Educational Student Support Services Division, who will place the proposed new program or substantial program change on the next available agenda of the Board of Trustees and forward a copy of the Board agenda to the Vice Presidents of Academic Affairs, the Curriculum Committee Chairs, Curriculum Dean, Academic Senate Presidents in the District, as well as District Academic Senate (DAS) President and Vice President.

STEP 9) The Board of Trustees will review and approve (or disapprove) the proposed new program or substantial program change.

STEP 10) Following Board approval, the Chancellor or designee will sign the Application for Approval – New Credit Program (CCC-501) or Substantial Changes to an Approved Credit Program (CCC-510) form and the Educational Support Services Division will forward the proposal to the college for submission to the State Chancellor's Office for final approval. If the program is not approved by the Board of Trustee, the Educational Support Services Division will notify the college and the Chair of the DCC.

STEP 11) Once the program receives final approval, the Educational Support Services Division will enter the new program(s) into the program database.

STEP 12) Challenges to New Program or Substantial Program Change

The DCC shall employ the following procedures in adjudicating a challenge:

1: Initiating the Challenge

Within the 20 day challenge period, a DCC member forwards his or her objections to a new program and provides written arguments to the District Curriculum Committee Chairperson. These written arguments should directly apply to at least one of the five areas listed in section 2 of this regulation:

a. Appropriateness
b. Need
c. Mission
d. Feasibility  
e. Compliance

2. Presenting the Challenge

Upon receipt of a challenge the DCC Chair shall notify the Vice Presidents of Academic Affairs, the Curriculum Committee Chairs, Curriculum Dean, College Academic Senate Presidents, as well as the District Academic Senate (DAS) President. The DCC Chair shall place the challenge on the next DCC agenda, however, challenges will not be placed on the DCC agenda until at least 10 working days have elapsed from the time the parties listed above were notified.

The DCC representative or his or her designee from the college where the program is being proposed presents and summarizes the new program in question to the DCC.

The challenging DCC member or college representative presents his or her argument(s) opposing the new program to the DCC.

3. Countering the Challenge

The representative from the college introducing the new program reviews the arguments from the contesting college(s) or DCC members and presents its counter arguments at the following DCC meeting.

At the DCC meeting where the counter arguments from the college introducing the new program are presented, the college challenging the program will be provided an opportunity to rebut the counter arguments.

The DCC reviews and discusses both sides of the argument, votes whether or not to endorse the recommended new program

4. Appeals to DAS

If the DCC denies the request, the college can appeal the decision to the District Academic Senate Executive Committee for a final decision.

B. SKILLS CERTIFICATES

STEP 1) New Skills Certificate proposals will be initiated by a faculty member/faculty members; and

STEP 2) approved by a majority of faculty within a department or other defined interdisciplinary faculty members in keeping with the college's curriculum approval process.

STEP 3) New Skills Certificate proposals will be forwarded to the Chair of the Curriculum Committee and the Appropriate Academic Vice President (or designee) for
STEP 4) New Skills Certificate proposals will be reviewed and approved by the college Curriculum Committee, using the approval criteria delineated in Section 2 of this regulation. Following approval, the college Curriculum Committee will forward the proposed new Skills Certificate to the college Academic Senate for consideration.

STEP 5) The Senate will review the proposed new Skills Certificate and forward its recommendations to the Appropriate Academic Vice President.

STEP 6) The Vice President will forward his/her recommendation, along with the recommendation of the Senate to the College President for approval.

STEP 7) The College President will forward his/her recommendation to the Educational Support Services Division, which will conduct technical review and electronically notify the Vice Presidents of Academic Affairs, the Curriculum Committee Chairs, Curriculum Dean, Academic Senate Presidents in the District, as well as District Academic Senate (DAS) President and Vice President that the Skills Certificate has been received and will be entered into the District’s program database.

C. NONCREDIT CERTIFICATES OF COMPLETION AND CERTIFICATES OF COMPETENCY

STEP 1) New Noncredit Certificate proposals will be initiated by a faculty member/faculty members; and

STEP 2) approved by a majority of faculty within a department or other defined interdisciplinary faculty members in keeping with the college’s curriculum approval process.

STEP 3) New Noncredit Certificate proposals will be forwarded to the Chair of the Curriculum Committee and the Appropriate Academic Vice President (or designee) for technical review, in keeping with the college’s curriculum approval process. The proposal will be forwarded to the Curriculum Committee for Approval.

STEP 4) New Noncredit Certificate proposals will be reviewed and approved by the college Curriculum Committee, using the approval criteria delineated in Section 2 of this regulation. Following approval, the college Curriculum Committee will forward the proposed new Noncredit Certificate to the college Academic Senate for consideration.

STEP 5) The Senate will review the proposed new Noncredit Certificate and forward its recommendations to the Appropriate Academic Vice President.

STEP 6) The Vice President will forward his/her recommendation, along with the recommendation of the Senate to the College President for approval.

STEP 7) The College President will forward his/her recommendation to the Educational Support Services Division, which will conduct technical review and electronically notify
the Vice Presidents of Academic Affairs, the Curriculum Committee Chairs, Curriculum Dean, Academic Senate Presidents in the District, as well as District Academic Senate (DAS) President and Vice President that the Noncredit Certificate proposal has been received and will be placed on the next available agenda of the Board of Trustees.

STEP 8) Following Board approval, the Chancellor or designee will sign the noncredit certificate application and the Educational Support Services Division will forward the proposal to the State Chancellor's Office for final approval.

4. NON-SUBSTANTIAL CHANGES TO EXISTING PROGRAMS

A non-substantial change to an approved program consists of a change to one of the following: TOP code, program title, required units, or degree type.

STEP 1) Non-substantial change proposals will be initiated by a faculty member/faculty members; and

STEP 2) approved by a majority of faculty within a department or other defined interdisciplinary faculty members in keeping with the college's curriculum approval process.

STEP 3) Non-substantial change proposals will be forwarded to the Chair of the Curriculum Committee and the Appropriate Academic Vice President (or designee) for technical review, in keeping with the college’s curriculum approval process. The proposal will be forwarded to the Curriculum Committee for Approval.

STEP 4) Non-substantial change proposals will be reviewed and approved by the college Curriculum Committee, using the approval criteria delineated in Section 2 of this regulation. Following approval, the college Curriculum Committee will forward the proposed new Non-substantial change to the college Academic Senate for consideration.

STEP 5) The Senate will review the proposed Non-substantial change and forward its recommendations to the Appropriate Academic Vice President.

STEP 6) The Vice President will sign the necessary State form and send it to the State Chancellor’s Office. The Vice President will also forward a copy to the Educational Support Services Division, which will input the change into the program database.

5. DELETION/DISCONTINUANCE OF PROGRAMS

Program deletion/discontinuance must follow the procedures contained in the college’s viability review process as required by Board Rule 6803.

6. REVISION OF NEW PROGRAM APPROVAL PROCESS

The procedures described in this regulation may be reviewed, changed, or adjusted subject to the mutual agreement of the District Academic Senate and Chancellor.
7. **DEFINITIONS**

For the purpose of these procedures, “working day” means a day when the majority of the colleges in the District are in session, excluding Saturdays, Sundays, holidays, with the exception that days occurring between July 1 and August 15 will not be counted as working days.
1. **BACKGROUND FOR CURRICULUM PLANNING AND DEVELOPMENT**

The Board of Governors of the California Community Colleges has adopted regulations establishing distinct sets of standards for courses, which may or may not be applied for credit toward the associate degree. In addition, the Board of Governors requires that noncredit courses be approved through the same local curriculum review and approval process as that required for credit courses. Title 5, sections 55000-55202 provide the regulatory framework for curriculum approval. The college and/or district curriculum committee shall be established by mutual agreement of the college and/or district administration and the academic senate. The committee shall either be a committee of the academic senate, or a committee, which shall include faculty and may otherwise be comprised in any way that is mutually agreeable to the college and/or district administration and the academic senate. Regulations require that all courses at a community college be reviewed and approved for recommendation by a college curriculum committee, and/or when applicable a district curriculum committee be established in a manner that is acceptable to the local academic senate, as well as the campus or district administration. This means that the academic senate must approve the process and structure of the committee charged with curricular review and approval. Once the process and structure of the curriculum committee have been established, this committee will then serve as the required body to which all course and program changes for the college will be submitted. The curriculum committee will also serve as the body that determines the appropriateness of prerequisites, corequisites and advisories for all courses.

2. **DISTRICT CURRICULUM COMMITTEE**

A District Curriculum Committee shall be established to recommend policies and procedures concerning curriculum development, oversee the curriculum approval process, and to make recommendations to the District Academic Senate on curriculum matters.

The District Curriculum Committee will be a standing committee of the District Academic Senate.
The composition of the Committee is as follows:

* The nine local college faculty chairs of the college curriculum committees (9)
* The President and Vice President of the DAS (2)
* A faculty member representing AFT (Article 32, C Agreement) (1)

Student (1) selected by Student Affairs Committee

An Articulation Officer (1) selected by college Articulation Officers

Academic Affairs Vice President (1)

Educational Support Services Division representative (1)

(* Indicates voting member)

A quorum will consist of 7 voting members. Other Academic Vice Presidents or faculty may serve as resource persons. The committee will be chaired by the Vice President of the District Academic Senate.

3. CURRICULUM PLANNING AND DEVELOPMENT

This regulation applies to all curriculum proposals and provides the curriculum procedures of the Los Angeles Community College District (LACCD) as required by Title 5 of the California Code of Regulations. This is the recognized curriculum development and approval policy for the LACCD.

a. New Courses

1. Approval Criteria

In reviewing and recommending a course, the college curriculum committee shall consider whether the proposed course meets the following criteria:

a. Appropriateness to college mission. The stated goals and objectives of the proposed course are consistent with the mission and master plan of the college. The course provides systematic instruction in a body of content or skills whose mastery forms the basis of the student grade.

b. Need. There must be a demonstrable need for a course that meets the stated goals and objectives of the college’s Educational Master Plan.
c. Quality. The course meets the standards and criteria contained in Title 5, section 55002.

d. Feasibility. The college has the resources necessary to support the course at the level of quality presupposed in the course design.

e. Compliance. The course complies with all other laws applicable to it, including federal regulations, licensing requirements and any legal requirements that may exist for a particular course or courses.

2. Procedures

STEP 1: A new course proposal will be initiated by a faculty member/faculty members and approved by a majority of regular faculty within the discipline at the college. If there are no regular faculty members within a discipline, adjunct faculty members within the discipline may approve the proposal.

STEP 2: The District Office’s Educational Support Services Division will assign a course number and, if necessary, a subject code and abbreviation.

STEP 3: Curricular proposals will be forwarded to the chair of the college Curriculum Committee and the Vice President of Academic Affairs or designee for technical review in keeping with the college’s curriculum approval process. The proposals will then be forwarded to the Curriculum Committee for action.

STEP 4: All proposed new courses will be placed on the agenda of the college Curriculum Committee for action in accordance with the college’s curriculum approval process and the Brown Act. Each proposal, approved by the Curriculum Committee, will be forwarded to the college Academic Senate for consideration. Senate recommendations will be forwarded to the Vice President of Academic Affairs and the College President.

STEP 5: Following all college approvals, the college’s Vice President of Academic Affairs, or designee, will forward the approved Course Outline to the Educational Support Services Division for posting.

STEP 6: The Educational Support Services Division will conduct a technical review and electronically notify the Vice President of Academic Affairs, the Curriculum Committee Chairs, Curriculum Deans, Academic Senate Presidents, District Academic Senate, Senate President and Vice President, and the Articulation Officers at all colleges in the District. The District Academic Senate Vice President will notify the appropriate Discipline Committee Chairs. These parties have twenty (20) working days to forward any comments to the college proposing the course. These parties do not have the authority to prevent the approval of the course, but they may express concerns they would like the initiating college to consider.
STEP 7: A District Discipline Committee or any member of the District Curriculum Committee can request to have a new course proposal reviewed by the District Curriculum Committee prior to recommendation to the Board of Trustees. Concerns will be in writing and will be sent (either electronically or in hard-copy) to the Chair of the DCC, with a copy to the Vice Chancellor of Educational Support Services. Concerns from a Discipline Committee must be in the form of a letter signed by a majority of the members of the District Discipline Committee or in minutes from a District Discipline Committee meeting, where there was a quorum and a majority of the members present voted for the action.

STEP 8 Upon receipt of the written concerns, the Chair of the DCC will place the matter on the next agenda of the DCC and the clock on the 20-day review period will stop. If the concerns were raised by a District Discipline Committee, the Chair of the DCC will notify the District Discipline Committee Chair, as well as the Curriculum Committee Chair from the proposing college, as to the date when the committee’s concerns will be reviewed by the DCC.

STEP 9: During the DCC meeting when the concerns are discussed, the DCC will review the written concerns, listen to comments from both the college proposing the course and the Chair of the District Discipline Committee or the Curriculum Committee Chair from the college opposing the course. The DCC will discuss the concerns and formulate possible recommendations.

If the DCC has any recommendations, the DCC Chair will forward those recommendations to the Senate President and College President of the college proposing the course (with copies to the Vice President of Academic Affairs and the Curriculum Committee Chair). The DCC will then either take action to restart the clock on the 20-day review process or extend the review process by up to an additional 20 days. If the DCC extends the review period, it will do so with explicit recommendations for actions to be taken by the college, District Discipline Committee or both.

STEP 10: At either the end of the initial 20-day review period (less the time taken for DCC review) or at the end of the extended review period, the new course will be placed on the next available agenda of the Board of Trustees.

STEP 11: If after twenty (20) working days, no requests (see STEP 7) are received for DCC review, the Chair of the District Curriculum Committee will notify the District Academic Senate President and the Vice Chancellor of Educational Support Services, who will place the proposed new course on the next available agenda of the Board of Trustees and electronically forward a copy of the Board item to the DAS President, DAS Vice President, Vice Presidents of Academic Affairs, Curriculum Deans and Curriculum Committee Chairs.

STEP 12: Following Board action, the Educational Support Services Division will enter the new course(s) into the course database.
b. Changes to Existing Courses

1. Procedures

The procedures in this section apply to changes to course attributes of existing courses with the same subject title and subject number, approved at more than one college. The course attributes subject to these procedures are as follows:

- Course Title
- Units
- TOP Code
- Course Classification (Liberal Arts & Sciences, Occupational, Developmental, etc.)
- CSU Transferability
- Associate Degree Applicable
- Special Class Status (for disabled students)
- Basic Skills Indicator
- Student Accountability Model (SAM) Code

Changes to these attributes, approved through the procedures listed below shall be applied to the course at all colleges in the District where the course is offered. All other changes to existing courses will be made in accordance with established college curriculum approval process and may vary by college.

STEP 1: Changes to the course attributes (data elements) listed above shall be initiated and approved at the college level by the faculty in the discipline.

STEP 2: Proposals for course changes will be forwarded to the chair of the college Curriculum Committee and the Vice President of Academic Affairs for appropriate action, as determined by college curriculum approval process.

STEP 3: The proposed course revisions will be placed on the agenda of the college Curriculum Committee for action. Upon approval by the Curriculum Committee, each proposed course change will be forwarded to the college Academic Senate for consideration, in keeping with college curriculum approval process. Senate recommendations will be forwarded to the Vice President of Academic Affairs.

STEP 4: The Vice President will forward his/her recommendation, along with the recommendation of the Senate to the College President.

STEP 5: Following all college approvals, the college’s Vice President of Academic Affairs, or designee, will forward the approved Course Change form (electronically or in hardcopy) to the Educational Support Services Division for posting.
STEP 6: The Educational Support Services Division will conduct a technical review and electronically notify the Vice Presidents of Academic Affairs, the Curriculum Committee Chairs, Curriculum Deans, Academic Senate Presidents, District Academic Senate President and Vice President, and the Articulation Officers at all colleges in the District. The District Academic Senate Vice President will notify the appropriate Discipline Committee Chairs. These parties have twenty (20) working days to forward any comments to the college proposing the change. These parties do not have the authority to prevent the change, but they may express concerns they would like the initiating college to consider.

STEP 7: A District Discipline Committee or any member of the District Curriculum Committee can request to have a course change proposal reviewed by the District Curriculum Committee. Concerns will be in writing and will be sent (either electronically or in hardcopy) to the Chair of the DCC, with a copy to the Vice Chancellor for Educational Support Services. Concerns from a Discipline Committee must be in the form of a letter signed by a majority of the members of the District Discipline Committee or in minutes from a District Discipline Committee meeting, where there was a quorum and a majority of the members present voted for the action.

If, after twenty (20) working days no requests are received, the recommended changes can be made to the course(s). Changes affecting courses with active sections will be effective in the next available semester.

If, after twenty (20) working days, requests are received they will be placed on the agenda of the next DCC meeting and the Vice Chancellor of Educational Support Services Division will be notified. Upon receipt of the concerns, the clock on the 20-day review period will stop. If the concerns were raised by a District Discipline Committee, the Chair of the DCC will notify the District Discipline Committee Chair, as well as the Curriculum Committee Chair from the proposing college, as to the date when the committee’s concerns will be reviewed by the DCC.

STEP 8: During the DCC meeting when the concerns are discussed, the DCC will review the written concerns, and listen to comments from both the college proposing the course change and the Chair of the District Discipline Committee or the Curriculum Committee Chair from the college opposing the course change. The DCC will then accept or deny the requested course change. If the DCC denies the request, the college can appeal the decision to the District Academic Senate Executive Committee for a final decision.
c. **Cross-Listing (Course Content Equivalency)**

Cross-listed courses are courses that are closely aligned. The following course attributes must be identical Districtwide: course title, units, credit status, degree applicability and CSU transferability. Additionally, the following course attributes must be the same at the college: catalog and schedule description, hours, course content and objectives, prerequisites, corequisites and advisories, general education placement, as well as IGETC and CSU GE Certification area (if applicable). Courses requiring a Master’s Degree to teach may not be cross-listed with courses not requiring a Master’s Degree. Once the courses are cross-listed, a person qualified to teach in either discipline may teach either course. All cross-listings must be approved by the respective district discipline committees and the District Curriculum Committee (DCC).

**STEP 1:** Requests to cross-list courses shall be initiated and approved at the college level by the faculty in the disciplines.

**STEP 2:** Proposals to cross-list courses will be forwarded to the chair of the college Curriculum Committee and the Vice President of Academic Affairs for appropriate action, as determined by college curriculum approval process.

**STEP 3:** The proposal to cross-list courses will be placed on the agenda of the college Curriculum Committee for action. Upon approval by the Curriculum Committee, each proposed course cross-listing will be forwarded to the college Academic Senate for consideration, in keeping with college curriculum approval process. Senate recommendations will be forwarded to the Vice President of Academic Affairs.

**STEP 4:** The Vice President will forward his/her recommendation, along with the recommendation of the Senate to the College President.

**STEP 5:** Following all college approvals, the initiator of the proposal will consult with the appropriate DAS VP to obtain contact information for each District Discipline Committee and will be responsible for obtaining approval from each of the District Discipline Committees. The initiator shall have ninety (90) calendar days (excluding Summer) to gain approval.

**STEP 6:** Simultaneously with Step 5, the college’s Vice President of Academic Affairs, or designee, will forward an electronic copy of the approved Course Cross-Listing form to the Educational Support Services Division for a twenty (20) working day posting in accordance with the posting schedule.

**STEP 7:** Within ninety (90) calendar days, the cross-listing proposal, along with the recommendation from the District Discipline Committees, will be sent to the DCC Chairperson and placed on the next available DCC agenda for action. However, unless the request is endorsed by all appropriate District Discipline
Committees, it will not be considered for approval. If any of the District Discipline Committees do not respond within ninety (90) calendar days, the cross-listing request will be placed on the next available DCC agenda for review and action. A non-response by a discipline committee will signify tacit approval of the request.

STEP 8: If the DCC approves the proposal to cross-list courses, the DCC Chair will notify the appropriate District Discipline Chairs and the Educational Service Support Division. The cross-listed courses will be entered into the course database and the effective date will be posted. Cross-listings affecting courses with active sections will be effective in the next available semester for which no sections have been scheduled. All approved Cross-listed courses will be identified in the college catalog, even if all courses are not offered on that campus. If the college offers one of the Cross-listed courses then the college must list both of them in the catalog.

NOTE: Colleges have one year from the date of the implementation of these revised procedures to submit lists of courses to be cross-listed in accordance with the requirements above. Only these courses will be listed in the course database as cross-listed courses. All previous cross-listing will be deleted from the course database.

d. **Addition of Existing District Courses to a College’s Curriculum**

**Procedures**

STEP 1: A proposal to add an existing District course will be initiated by a faculty member/faculty members and approved by a majority of regular faculty within the discipline at the college. If there are no regular faculty members within a discipline, adjunct faculty members within the discipline may approve the proposal.

STEP 2: Curricular proposals will be forwarded to the chair of the college Curriculum Committee and the Vice President of Academic Affairs or designee for technical review in keeping with the college’s curriculum approval process. The proposals will then be forwarded to the Curriculum Committee for action. Senate recommendations will be forwarded to the Vice President of Academic Affairs and the college President.

STEP 3: All proposed courses will be placed on the agenda of the college Curriculum Committee for action in accordance with the college’s curriculum approval process and the Brown Act. Each proposal, approved by the Curriculum Committee, will be forwarded to the college Academic Senate for consideration. Senate recommendations will be forwarded to the Vice President of Academic Affairs and the college President.

STEP 4: Following all college approvals, the college’s Vice President of Academic Affairs, or designee, will forward the approved Course Course Outline to the
STEP 5: The Educational Support Services Division will conduct a technical review and place the courses on the next available agenda of the Board of Trustees.

e. Experimental/Emergency Courses

Colleges may offer an experimental/emergency course on a provisional basis for one full academic year if the course is approved by the college's curriculum approval process. Courses will be given a “99” number designation.

During the second semester, the college must submit a complete course proposal with a regular course number following the procedures for creating a new course as described in Section 3(a)(2). The “99” course shall be terminated at the end of the second semester.

Procedures

STEP 1: A proposal to add an experimental/emergency course will be initiated by a faculty member/faculty members and approved by a majority of regular faculty within the discipline at the college. If there are no regular faculty members within a discipline, adjunct faculty members within the discipline may approve the proposal.

STEP 2: Curricular proposals will be forwarded to the chair of the college Curriculum Committee and the Vice President of Academic Affairs or designee for technical review in keeping with the college’s curriculum approval process. The proposals will then be forwarded to the Curriculum Committee for action.

STEP 3: All proposed courses will be placed on the agenda of the college Curriculum Committee for action in accordance with the college’s curriculum approval process and the Brown Act. Each proposal, approved by the Curriculum Committee, will be forwarded to the college Academic Senate for consideration. Senate recommendations will be forwarded to the Vice President of Academic Affairs and the college President.

STEP 4: Following all college approvals, the college’s Vice President of Academic Affairs, or designee, will forward the approved Course Outline to the Educational Support Services Division for informational posting to the Vice Presidents of Academic Affairs, the Curriculum Committee Chairs, Curriculum Deans, Academic Senate Presidents, District Academic Senate President and Vice President, and the Articulation Officers at all colleges in the District.
STEP 5: The Educational Support Services Division will conduct a technical review and place the courses on the next available agenda of the Board of Trustees.

**f. Modules**

Modules are defined as courses that are a subset of an existing course (i.e. “Parent Course”) which retain most of the original attributes of the parent course with the exceptions of the course number, which will be appended by a letter, course title, which will also be appended by the same letter appended to the course number, units, and hours. The combined units and hours of the modules must equal those of the parent course.

For example: Math 105: Arithmetic is a 3-unit, 3-hour lecture course. Math 105A: Arithmetic A is a 1-unit, 1-hour lecture course, Math 105B: Arithmetic B is a 1-unit, 1-hour lecture course, and Math 105C: Arithmetic C is a 1-unit, 1-hour lecture course.

**Procedures**

STEP 1: A proposal to modularize a course will be initiated by a faculty member/faculty members and approved by a majority of regular faculty within the discipline at the college. If there are no regular faculty members within a discipline, adjunct faculty members within the discipline may approve the proposal.

STEP 2: Curricular proposals will be forwarded to the chair of the college Curriculum Committee and the Vice President of Academic Affairs or designee for technical review in keeping with the college’s curriculum approval process. The proposals will then be forwarded to the Curriculum Committee for action.

STEP 3: All proposed modularized courses will be placed on the agenda of the college Curriculum Committee for action in accordance with the college’s curriculum approval process and the Brown Act. Each proposal, approved by the Curriculum Committee, will be forwarded to the college Academic Senate for consideration. Senate recommendations will be forwarded to the Vice President of Academic Affairs and the college President.

STEP 4: Following all college approvals, the college’s Vice President of Academic Affairs, or designee, will forward the approved Course Outline to the Educational Support Services Division for informational posting to the Vice Presidents of Academic Affairs, the Curriculum Committee Chairs, Curriculum Deans, Academic Senate Presidents, District Academic Senate President and Vice President, and the Articulation Officers at all colleges in the District.
STEP 5: The Educational Support Services Division will conduct a technical review and place the modularized courses on the next available agenda of the Board of Trustees.

4. **DISTRICT DISCIPLINE COMMITTEES**

District discipline committees, formed according to District Senate guidelines and/or otherwise approved by the District Academic Senate, may be consulted by Disciplines at a college, by College Curriculum Committees, the Chancellor (or designee), the District Curriculum Committee, and/or by the District Senate, as needed. Topics which may be referred to a discipline committee are those which affect more than one college in the District.

District Discipline Committees may also initiate the discussion of any other curricular issues and make recommendations to the DCC.

5. **REVISION OF THE CURRICULUM DEVELOPMENT AND APPROVAL PROCESS**

The procedures described in this regulation may be revised subject to the mutual agreement of the DAS and the LACCD Chancellor.

6. **DEFINITIONS**

a. “Working day”: a day when the majority of the colleges in the District are in session, excluding Saturdays, Sundays, and holidays, with the exception that days occurring between July 1 and August 15 will not be counted as working days.

b. “Subject” is a general title used to describe the content of courses. Courses are placed in subjects and are listed with course identification numbers given by the State Chancellor’s Office.

c. “Discipline” refers to the determination of preparation needed to teach a subject or perform a defined purpose. Discipline relates to State Minimum Qualifications. Faculty qualified for a single discipline may be able to teach multiple subjects. Faculty are qualified to teach in disciplines.
TOPIC: Guidelines for California State University General Education Certification

I. A student must file a written petition in order to obtain CSUGE Breadth Certification.

II. LACCD colleges shall provide CSUGE Breadth Certification to students, regardless of last community college attended.

III. CSUGE Breadth Certifications will be processed without regard to the student’s current enrollment status or number of units accrued at the certifying college.

Original Issue Date: September 3, 1983
Initiated by: Educational Services
References:

The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by contacting the ADA Compliance Administrator, Mardy Kuntzelman, 770 Wilshire Boulevard, Los Angeles, CA 90017, (213) 891-2213 voice, (213) 891-2295 fax, kuntzeme@email.laccd.edu
Students may withdraw from a credit class in which they are enrolled up to 75% of the course. They may enroll and withdraw from the same course no more than three (3) times within the Los Angeles Community College District.

1. Enrolling and Withdrawing from the Same Course; Limitations and Exceptions:

   a. Students may enroll in, and withdraw from, the same class within the LACCD no more than three (3) times.

   b. After withdrawing from the same class a second time, a student shall receive intervention in the form of notification that they are only eligible to withdraw from the class one more time. The notice will also urge them to take advantage of college resources to assist them in future academic planning.

   c. After the third withdrawal from the same class, a student is blocked from taking that class at any of the LACCD colleges.

   d. Any exceptions to this limit must be authorized by the Chief Instructional Officer, Chief Student Services Officer or their designee upon review of a petition filed by the student.

   e. Apportionment may not be claimed for any student exceeding the maximum limit of three (3) withdrawals, except as authorized in d, above. Upon authorization, the college may claim one apportionment for one additional enrollment.

2. Withdrawal Through Completion of 75% of Course

Subject to the limitation in Section 1 above, students may withdraw from a course through the last day of the fourteenth week of instruction, or 75% of the time the class is scheduled to meet, whichever is less.
3. Withdrawal with Extenuating Circumstances After 75% of Course Completion

   a. Subject to the limitation in Section 1 above, students seeking withdrawal from a class after 75% of the course for extenuating circumstances must submit a petition to the College President or their designee, clearly stating the circumstances and providing documentation. Petitions will not be accepted without appropriate documentation.

   b. The College President or their designee shall review petitions for verified cases of accident, illness, or other circumstances beyond the control of the student, such as death of an immediate family member, natural disaster, or other major obstacles which would prevent a student from complying with College procedures for dropping a class by the set deadlines. The College President or designee’s decision shall be final and noted on the student’s record accordingly.

   c. Students wishing to appeal the final decision should be referred to the Student Grievance Procedures, Administrative Regulation E-55.

4. A “W” shall not be assigned, or if assigned shall be removed from a student’s academic record, if a determination is made that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.
1. Persons who wish to audit a class must:
   a. Complete an application and be authorized to register in the college.
   b. Obtain the permission of the instructor of the class and agree that any participation in class activities by a student auditor will be solely at the discretion of the instructor, who may provide the auditor a written statement of the extent of participation allowed beyond observation.
   c. Pay an audit fee of $15 per unit.
      1) Students enrolled in ten or more credit units shall not be charged a fee to audit three or fewer semester units.
      2) Students who drop below the ten units of credit classes within the first two weeks will be subject to the audit fee.
   d. Pay for instructional materials or other services which the student auditor uses in the class. (See Materials Fee List).

2. Auditors may not take priority over students desiring to take a course for credit.
1. **RESIDENCE CLASSIFICATION**

The California Education Code requires that residency classifications be determined for each student at the time application for admission to the college is made and whenever a student has not been in attendance for more than one semester. Residence classifications are to be made in accordance with the provisions set forth in the Student Attendance Accounting Manual published under authority of the Board of Governors of the California Community Colleges, and rules and regulations of the Los Angeles Community College District.

Residence classification is the responsibility of the Admissions Officer of the college. Students must be notified of residence determination within 14 calendar days of submission of application.

2. **RIGHT TO APPEAL**

Any student, following a final decision of residence classification by the Admissions Officer of the college, may make written appeal to the Chancellor or designee within 30 calendar days of notification of final decision by the college regarding classification.

3. **APPEAL PROCEDURE**

a. Within 30 calendar days of receipt of notification of residence classification by the Admissions Officer of the college, the student may submit an appeal.

b. The appeal is to be submitted to the Admissions Officer who must forward it to the Chancellor’s designee within five working days of receipt. Copies of the original application for Admission, the Supplemental Residency Questionnaire, and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.
c. The Chancellor’s designee shall review all the records and have the right to request additional information from either the student or the College Admissions Officer.

d. Within 30 calendar days of receipt, the Chancellor’s designee shall send a written determination to the college and the student. The determination shall state specific facts on which the appeal decision was made.
3. A student who is currently enrolled in or has completed a credit course may be permitted to audit another section of the course.

4. A student may audit multiple sections of a course.

5. The name of a student auditor will appear on the permanent roster. However, the instructor shall not be required to record attendance, grades or other marks for a student auditor. The name of a student auditor will not appear on exclusion rosters. A record of courses in which a student enrolls as an auditor will not appear on the student's permanent record.

6. No refund shall be made of the auditing fee, unless the cancellation of enrollment was due to an action taken by the college.

7. A student auditing a course may not be permitted to change his or her enrollment in that course to receive credit for the course.
INTRODUCTION

The District is required to adopt and publish procedures and conditions for dismissal, appeal of dismissal, and request for reinstatement. These procedures are outlined below. Standards for dismissal are defined in Board Rule Chapter VIII, Article II, "Academic Probation and Disqualification."

I. NOTIFICATION OF PROBATION AND DISMISSAL

Each student will receive notification of academic difficulty and availability of college support services before the student is dismissed.

A. Notification Timeline

1. At the end of the first semester and in each subsequent semester for which the student is on academic or progress probation, the student will receive an electronic notification of their academic standing. The notification will also inform students of available college support services.
2. At the end of the third consecutive semester in which the student is on academic or progress probation, the student will be notified via electronic notification that he/she is subject to dismissal.

B. Fall Dismissals

1. Special circumstances exist for dismissals after the Fall semester has commenced due to the fact that students enroll before Fall grades are posted. Subject to Dismissal notifications will be sent no later than the end of March informing students:
   a. If the student is enrolled in the Spring semester, they will be permitted to continue on probation. Dismissal status will be reevaluated at the end of the Spring semester.
   b. If the student is not enrolled in the Spring semester, they have the right to appeal the dismissal in accordance with Section II.A.

C. Electronic Notification Letters

1. Probationary Notification. The electronic communication notifying the student of his/her probationary status will cover, at a minimum, the following points: explanation of the significance of being on probation and description of the services available.

2. Dismissal Notification. The electronic communication notifying the student that he/she is subject to dismissal will cover, at a minimum, the following points: reference to appropriate Board Rules, explanation of what dismissal means, procedure for reinstatement, and procedure to appeal dismissal.

II. APPEAL OF DISMISSAL

The student has the right to file a written petition with the college Admissions and Records Office to appeal a proposed dismissal action, he/she experienced extenuating circumstances beyond his/her control which warrant an exception to the proposed dismissal.

A. Appeals Process

1. Except as provided in Section II.C. below, the student must file the written petition of appeal within fifteen (15) calendar days after the dismissal notification was sent. If the student fails to file a written petition within the 15-day period, the student waives all future rights to appeal the dismissal action. The petition must include a clear statement of the grounds on which continued enrollment should be granted, and provide evidence supporting the request.

2. The student will be continued on probation until the student’s appeal is concluded.

3. Petitions will be reviewed by an Appeals Committee consisting of, at a minimum, the Vice President of Academic Affairs or his/her
designee, the Chief Student Services Officer or his/her designee, the Admissions and Records Officer or his/her designee, one Academic Senate representative and the Counseling Chair or his/her designee. The committee will designate a chair of record.

4. The Appeals Committee will consider the request and issue its decision by electronic notification. The Admissions and Records Officer will notify the student of the committee’s action electronically within 15 calendar days of the filing deadline.

5. The student may appeal the decision of the Appeals Committee, in writing, to the College President or designee within 5 working days of the date of notification. The decision of the College President, or his/her designee, is final.

6. If the appeal of the dismissal is granted, the student will be continued on probation for an additional semester. At the end of that semester, the student’s academic record will be evaluated to determine whether the student shall be removed from probation, dismissed, or continued on probation.

**B. Standards for Evaluating Appeals**

Dismissal appeals may be granted:

1. If the dismissal determination is based on the academic record for a 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. The student’s petition must include a clear statement of the grounds on which continued enrollment should be granted, and provide evidence supporting the request.

2. When there is evidence of significant improvement in academic achievement, colleges may make as a condition of granting an appeal that the student meet certain requirements designed to aid him/her to improve his/her academic performance, such as obtaining academic counseling, and/or limiting course load.

**C. Appeals Timeline for Dismissals as a Result of Fall Semester Grades**

Appeals for students subject to dismissal as a result of the Fall grades must be filed within 10 calendar days of notification during the Spring semester. The following conditions apply:

1. Students who are enrolled in the Spring semester will not be required to file an appeal but will be allowed to continue on probation and have their dismissal status evaluated at the end of the Spring semester.

2. Students who have not enrolled in the Spring semester will be dismissed unless an appeal is granted in accordance with procedures set in Section II.A.
III. CRITERIA TO EVALUATE STUDENTS SEEKING RE-ADMISSION AFTER DISMISSAL

Uniform criteria will be used in considering whether or not students may be re-admitted after a dismissal and two semesters absence. The following criteria will be considered in reviewing individual situations:

1. Documented extenuating circumstances presented during their appeal.

2. Marked improvement at an educational institution outside of the LACCD during the time the disqualification was in effect.

3. Semesters on which disqualification was based were atypical of past academic performance.

4. Improved GPA as a result of grade changes, fulfillment of incompletes, or academic renewal.

Original Issue Date: March, 1986
Date of Changes: June, 2014
Initiated by: Educational Support Services
References: Board Rules 8202.10, 8202.11 and 8202.14

The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by contacting the ADA Compliance Administrator, Mardy Kuntzelman, 770 Wilshire Boulevard, Los Angeles, CA 90017, (213) 891-2213 voice, (213) 891-2408 TTY, (213) 891-2295 fax, kuntzeme@email.laccd.edu.
Students who have been classified as non-residents have the right to a review of their classification (California Code of Regulations, Title 5, Section 54010(a)). A student previously classified as a non-resident may be reclassified as of any residence determination date. A residence determination date is that day immediately preceding the opening day of instruction for any session, as established by the Board, during which the student proposes to attend.

1. **STUDENT MUST PETITION FOR RECLASSIFICATION.**
   
a. Petitions are to be submitted to the Admissions Office.

b. Petitions must be submitted prior to the semester for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior to the residency determination date. In no case, however, may a student receive a non-resident tuition refund after the date of the first census.

c. Written documentation may be required of the student in support of the reclassification request.

2. **THE STUDENT’S FINANCIAL INDEPENDENCE MUST BE CONSIDERED.**

a. A questionnaire to determine financial independence must be submitted with the petition for reclassification.

   1) There is no upper age limit for this requirement.

   2) Determination of financial independence is not required for students who were classified as non-
residents by the University of California, the California State University, or another community college district, but only for those so classified in the LACCD (Education Code Section 68044).

b. A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:

1) Has not and will not be claimed as an exemption for state and federal tax purposes by his or her parent in the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification application;

2) Has not and will not receive more than seven hundred fifty dollars ($750) per year in financial assistance from his or her parent in the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification application; and

3) Has not lived and will not live for more than six weeks in the home of his or her parent during the calendar year the reclassification application is made and in any of the three calendar years prior to the reclassification application.

c. A student who has established financial independence may be reclassified as a resident if the student has met the requirements of California Code of Regulations, Title 5, Section 54020 - Residence; Section 54022 - Physical Presence; and Section 54024 - Intent.

d. Failure to satisfy all of the financial independence criteria listed in 2.b. above will not necessarily result in denial of residence status if the one year requirement is met and demonstration of intent is sufficiently strong.

e. Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than financial dependence in the
preceding second and third calendar years. Financial
dependence in the current or preceding calendar year
shall be overcome only if (1) the parent on whom the
student is dependent is a California resident, or (2)
there is no evidence of the student’s continuing
residence in another state.

3. The Admissions Officer will make a determination, based on
the evidence and notify the student within 15 calendar days
of receipt of the petition for reclassification.

4. Students have the right to appeal in accordance with
Administrative Regulation E-71.
I. The following courses and examinations are approved to meet the competency requirement for the Associate Degree as defined in Board Rule 6201.12 for all students entering prior to Fall 2009:

a. Mathematics Competency

1) Completion of one of the following courses (or its equivalent at another college) with a grade of “C” or better:

- Mathematics 113 and 114, 115, 116, 117 and 118, 119, 123A&B, 146, 147 or any higher-level mathematics course with a prerequisite of at least mathematics 115 or its equivalent
- Computer Technology 60
- Electronics 10, 12, 14
- General Engineering Technology 121
- Engineering Technology 49, 50, 51
- Statistics 1

   or

2) Achievement of a score of 15 or higher on the District (Elementary Algebra) Mathematics Competency Examination.

b. Reading & Written Expression Competency

1) The competency requirement in reading and written expression for the Associate Degree may be met by completion of one of the following courses (or its equivalent at another college) with a grade of “C” or better:

   English 28   - Intermediate Reading and Composition
   English 61   - Intermediate Reading and Composition – Personal Experience
   English 62   - Reading and Writing – Contemporary Issues
   English 63   - Reading and Writing – The Arts
   English 65   - Intermediate Reading and Composition – Fiction
   English 31   - Composition and Critical Reading
2) In meeting the Reading and Written Expression competency requirement, course work is the primary measure of competency. However, competency may be met through credit-by-examination, as determined by the individual colleges.

II. The following courses and examinations are approved to meet the competency requirement for the Associate Degree for all students entering beginning Fall 2009 as defined in Board Rule 6201.12.

a. Mathematics Competency

The competency requirement in mathematics for the Associate Degree may be met by completion of one of the following:

1) Completion of one of the following courses (or its equivalent at another college) with a grade of “C” or better:
   - Mathematics 123C, 124 A &B, 125, or 127 & 128 or any higher-level mathematics courses with a prerequisite of at least mathematics 125 or its equivalent.

2) A passing score on the District (Intermediate Algebra) Mathematics Competency Examination.

3) A score of 3 or higher on one of the following AP Exams:
   - Calculus AB
   - Calculus BC
   - Statistics

4) Completion of the college assessment exam in mathematics and achievement of a score determined comparable to satisfactory completion of intermediate algebra (Mathematics 123C, 124 A &B, 125, or 127 & 128). That is, students who place into a mathematics course above the level of intermediate algebra have met the competency requirement. (Board Rule 6201.12, Title 5, CCR, 55063).

b. Reading & Written Expression Competency

The competency requirement in reading and written expression for the Associate Degree may be met by completion of one of the following:
1) Completion of English 101 (or its equivalent at another college) with a grade of “C” or better.

2) A score of 3 or higher on one of the following AP Exams:
   - English Language and Composition
   - English Composition and Literature

3) In meeting the Reading and Written Expression competency requirement, course work is the primary measure of competency. However, competency may be met through credit-by-examination, as determined by the individual colleges.

4) Completion of the college assessment exam in English and achievement of a score determined comparable to satisfactory completion of English 101. That is, students who place into an English course above the level of English 101 have met the competency requirement. (Board Rule 6201.12, Title 5, CCR, 55063).

III. Process for Revising Sections I and II Above.

a. Mathematics Competency

   1) Any college or Discipline Committee may make a request to the District Math Council to consider including or excluding courses or examinations on the list of approved courses and examinations as stated in section II(a) above.

   2) The District Math Council then forwards its recommendation to approve or disapprove the Discipline Committee recommendation to the District Curriculum Committee (DCC) for consideration.

   3) If the recommendation to add a course or courses to the list of courses meeting Mathematics competency is approved and there is no appeal, the Chair of the DCC forwards the change to the Educational Support Services Division for revisions to the Administrative Regulation accordingly and submits to the Chancellor for approval.

   4) Either the Math Council or the District Discipline Committee can appeal the DCC’s decision to the DAS. If there is an appeal, the DAS will review the appeal and make a final decision. If the DAS approves the addition of a course or courses to the list of courses meeting the Mathematics Competency, the DAS President will notify the Educational Support Services Division so that this Administrative Regulation can be revised accordingly and submitted to the Chancellor for approval.
b. Reading and Written Expression Competency

1) Any college or Discipline Committee may make a request to the District English Council to consider including or excluding courses or examinations on the list of approved courses and examinations as stated in section II(b) above.

2) The District English Council then forwards its recommendation to approve or disapprove the Discipline Committee recommendation to the District Curriculum Committee (DCC) for consideration.

3) If the recommendation to add a course or courses to the list of courses meeting English competency is approved and there is no appeal, the Chair of the DCC forwards the change to the Educational Support Services Division for revision of this Administrative Regulation accordingly and submits to the Chancellor for approval.

4) Either the English Council or the District Discipline Committee can appeal the DCC’s decision to the DAS. If there is an appeal, the DAS will review the appeal and make a final decision. If the DAS approves the addition of a course or courses to the list of courses meeting the English Competency, the DAS President will notify the Educational Support Services Division so that this Administrative Regulation can be revised accordingly and submitted to the Chancellor for approval.
The Los Angeles Community Colleges will admit any non-citizen who is 18 years of age or a high school graduate. If non-citizens are present in the United States illegally or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition. If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status which allows him or her to live permanently in the United States and she or he meets the California residency requirements, the student can be classified as a resident.

The initial residency classification will be made at the time the student applies for admission. Students may file Supplemental Residency Questionnaire forms through the third week of the semester to request a review of their residency status. Final residency determination is made by the college Admissions Officer. Students may appeal the decision of the Admissions Officer in accordance with the District’s Administrative Regulation E-71, “Residency Appeal Procedure”.
I. GENERAL

In order to provide educational enrichment opportunities for a limited number of eligible students, a Los Angeles Community College President (or designee) may admit elementary and secondary school students (grades K-12) as special part-time students or special full-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.

Special part-time students or special full-time students must submit a supplementary application for each semester or summer session in which they wish to enroll, and students may only enroll in those courses specifically approved by the college for that term.

Students admitted under the provisions of this regulation are expected to follow the regulations and procedures established for all college students. The Los Angeles Community College District and its colleges are not responsible for the supervision of minor students outside of the classroom setting. Students admitted as special part-time or special full-time students 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.

Students shall receive credit for the community college courses completed. Arrangements for receiving high school credit for course work completed must be made with students’ respective high schools.
II. ADMISSIONS PROCEDURES

A. To be considered for admittance as a special part-time student, the student must meet the eligibility standards as established in Education Code sections 48800 and 76001, and the Los Angeles Community College Board Rule 8100.01. Admission is subject to seat availability. The student must submit:

(1) District Application for Admission;
(2) written and signed parental or guardian consent;
(3) written and signed approval of his or her principal*;
(4) demonstration that the student is capable of profiting from instruction; and
(5) Form YS-1 "Supplemental Application for Admission by a Student in Grades K-12."

*Note: A parent or guardian of a pupil who is not enrolled in a public or private school, may petition directly without the signature of a principal.

The Chief Instructional Officer or designee has the authority to make the final decision as to whether a student can benefit from instruction.

B. To be considered for admittance as a special full-time student, the student must meet the eligibility standards as established in Education Code section 48800.05, and the Los Angeles Community College Board Rule 8100.04. Admission is subject to seat availability. The student must submit:

(1) District Application for Admission;
(2) written and signed parental or guardian consent;
(3) written and signed acknowledgment of his or her principal*;
(4) demonstration that the student is capable of profiting from instruction;
(5) Form YS-1 "Supplemental Application for Admission by a Student in Grades K-12"; and
(6) written approval of the governing board of the school district of attendance.

*Note: A parent or guardian of a pupil who is not enrolled in a public or private school, may petition directly without the signature of a principal.

The college’s Chief Instructional Officer or designee has the authority to make the final decision as to whether a student has the abilities and sufficient preparation to benefit from instruction at the college.

C. To be considered for admittance as a special summer session student, the student must meet the eligibility standards as established in Education Code section 76001 and the Los Angeles Community College Board Rule 8100.02. The student must submit:

(1) written and signed parental or guardian consent;
(2) written and signed approval of his or her principal that the student has availed himself or herself of all opportunities to enroll in an equivalent course at his or her school of attendance;*
(3) demonstration that the student has adequate preparation in the disciplines to be studied; and
(4) Form YS-1 "Supplemental Application for Admission by a Student in Grades K-12."

*Note: A parent or guardian of a pupil who is not enrolled in a public or private school, may petition directly without the signature of a principal.

The college’s Chief Instructional Officer or designee has the authority to make the final decision as to whether a student has the abilities and sufficient preparation to benefit from instruction at the college.

III. DETERMINATION

All required documents shall be sent to the Chief Instructional Officer or designee.

A. High School Students

For students attending High School, the Chief Instructional Officer or designee will review the materials, and will determine if the student has the abilities and sufficient preparation to benefit from instruction at a Community College. This determination may be done by:

(1) a review of the material submitted by the student;
(2) meeting with the student and his or her parent or guardian;
(3) consultation with the Chief Student Services Officer;
(4) consultation with the faculty;
(5) consultation with counseling staff;
(6) consideration of the welfare and safety of the student and others; and/or
(7) consideration of local, State and/or Federal laws.

The college’s Chief Instructional Officer or designee has the authority to make the final decision as to whether a student has the abilities and sufficient preparation to benefit from instruction at the college, except in the case of highly gifted and talented pupils as defined in Section IV.

B. Middle and Lower School Students

For students attending Middle and Lower Schools, the determination shall be made by a committee chaired by the Chief Instructional Officer, or designee, and composed of the Chief Student Services Officer, and representatives from the office of Admissions and Records, and faculty from the appropriate department, as identified by the local senate. The parent or guardian of the Middle and Lower School students must submit a petition for his or her child to be admitted for enrollment in college courses. This petition must include an explanation of how the student can benefit from these specific college-level courses and must be accompanied by previous school transcripts or, in the absence of transcripts, any supporting documentation that can be used in lieu of transcripts. If the student is attending public school the petition must be signed by the school’s principal or designee, indicating that he or she concurs with the parent’s opinion that the student can benefit from these college level courses. The committee will review the petition and determine if the student has the abilities and sufficient preparation to benefit from instruction at a Community College, and that the student's safety and that of others will not be affected. This determination may be done by applying the following criteria:
(1) a review of the materials submitted by the student;
(2) meeting with the student and his or her parent or guardian;
(3) consultation with counseling staff;
(4) consideration of the welfare and safety of the student and others;
(5) consideration of local, State and/or Federal laws;
(6) consultation with appropriate faculty/specialists;
(7) review of the content of the class in terms of sensitivity and possible effects on the minor;
(8) requirements for supervision of the minor;
(9) times the class(es) meet and the effect on the safety of the minor; and/or
(10) consultation with campus police.

The decision of the committee shall be final, except in the case of highly gifted and talented pupils as defined in Section IV.

Upon completion of the review process, each member of the committee shall sign the petition indicating their participation in the review.

Once a decision has been made, the student, his or her parent or guardian and the school Principal shall be informed of the decision.

IV. HIGHLY GIFTED AND TALENTED STUDENTS

A. Admission Of Highly Gifted And Talented Students

The Admission of Highly Gifted and Talented Students shall follow the same Admissions and Determination Procedures stated herein, except:

(1) Highly gifted and talented pupils must achieve a measured intelligence quotient of 150 or more points on an assessment of intelligence administered by certified licensed personnel or demonstrate extraordinary aptitude and achievement in language arts, mathematics, science, or other academic subjects, as evaluated and confirmed by both the pupil's teacher and principal.

(2) In the cases where a parent or guardian of a highly gifted and talented pupil who is not enrolled in a public school petitions the President (or designee) to authorize attendance as a special part-time or special full-time student on the grounds that the pupil would benefit from advanced scholastic or vocational work available at the college, an intelligence assessment test must be administered by certified, licensed personnel, and the highly gifted and talented pupil must achieve a measured intelligence quotient of at least 150 points.

B. Right To Appeal Denial For Special Part-Time Or Full-Time Enrollment

Following a written denial for special part-time or special full-time enrollment of a highly gifted and talented pupil, the parent or guardian of the highly gifted and talented pupil may appeal the denial directly to the Board pursuant to Board Rules 8100.07 and 8100.08.
C. **Appeal Procedure**

(1) Within 30 days after a request for special enrollment for a highly gifted and talented pupil has been submitted, the Chief Instructional Officer (or designee) shall issue a written decision to the parent or guardian of the highly gifted and talented pupil. In the case of a denial, the written decision shall include the findings and the reasons for the denial.

(2) Within 30 days after a written denial has been issued to the parent or guardian of the highly gifted and talented pupil, the Board must take action to either confirm or reject this denial at a Board meeting which takes place within 30 days after the denial has been issued. The parent or guardian of the highly gifted and talented pupil will have an opportunity to appeal the denial directly to the Board during this Board meeting.

(3) In order to facilitate this appeal, the Chief Instructional Officer (or designee) who issued the written denial shall immediately forward a copy of the written denial to the Chancellor and the Senior Director of Instructional and Student Programs so that this matter can be placed on a subsequent Board meeting agenda.

V. **FEES**

A. **Enrollment Fees**

Enrollment fees for special part-time students K-12 students will be waived pursuant to Board Rule 8100.07 and Education Code section 76300 (f). Special Full-Time Students K-12 students (i.e., students enrolled in more than 11 units) are required to pay enrollment fees.

B. **Nonresident Tuition Fees**

Students who are determined to be “nonresidents” of California will be subject to nonresident tuition fees, pursuant to Board Rule 8100.03.

C. **Other Fees**

The Los Angeles Community College District charges a health fee (certain categories of students are exempt) and, where applicable, a student representation fee.

VI. **BOARD RULES**

The following Board Rules set forth requirements for admission of students, who are in the age group of Kindergarten through 12th grade, to any college in the Los Angeles Community College District:

- 8100.01 (Admission of Elementary and Secondary Students Grades K-12 as Special Part-Time Students)
- 8100.02 (Admission to Summer Session - Students Grades K-12)
- 8100.03 (Fee Exemption for Special Part-Time Students Grades K-12 (effective July 1, 1986))
- 8100.04 (Admission of Elementary and Secondary Students Grades K-12 as Special Full-Time Students)
• 8100.05 (Residency Classification for Children of Undocumented Immigrants)

• 8100.06 (Definition of Highly Gifted and Talented Students)

• 8100.07 (Admission of Highly Gifted and Talented Students Grades K-12 As Special Part-Time Students)

• 8100.08 (Admission of Highly Gifted and Talented Students Grades K-12 As Special Full-Time Students)
Los Angeles Community College District

Nonresident Tuition Fee Waiver Application

Name: ___________________________ Student ID #: _______________________

Home Address: ___________________________ Telephone Number (____)__________________________

Street City Zip Code

Date of Birth _____/_____/_______ The Admissions and Records Office has determined that I am not a California Resident □Yes □No

Student Marital Status: □Single □Married □Divorced □Separated □Widowed □Registered Domestic Partnership

RESIDENCY STATUS

1. My immigration status prevents me from establishing residency in the United States. □Yes □No

2. I am in the United States under a current “F,” “J,” or “M” Visa. □Yes □No (Except in cases of “severe economic hardship” (which must be documented), students attending an LACCD college on these visas are not eligible for this waiver.)

DEPENDENCY STATUS

3. I am 18 years of age or older. □Yes □No

4. As of today, I am married or in a Registered Domestic Partnership (RDP)? (Answer “Yes” if you are separated but not divorced or have not filed a termination notice to dissolve partnership.) □Yes □No

5. I have children who receive more than half of their support from me, or other dependents who live with me (other than your children and spouse/RDP) who receive more than half of their support from me, now and through the end of the year. □Yes □No

6. Both of my parents are deceased or I am a ward/dependent of the court. □Yes □No

• If you answered “Yes” to any of the questions 3 - 6, you are considered an INDEPENDENT student for nonresident tuition waiver purposes. Your household income information in question 9 is about yourself, your spouse (or RDP if applicable), and any dependents. Go directly to question 9.

• If you answered “No” to all questions 3-6, complete the following questions:

7. Your parent(s) or his/her RDP filed, or will file, a U.S. Income Tax Return this year, were you or will you be claimed on their tax return as exemption. □Yes □No

8. You live with one or both of your parent(s) and/or his/her RDP □Yes □No

• If you answered "No" to questions 3-6 AND "Yes" to either question 7 or 8, you are a DEPENDENT student in the section that follows.

• If you answered "No" to questions 7 and 8, you are an INDEPENDENT student for the purposes of this waiver.

ELIGIBILITY

9. I am an independent student currently receiving monthly cash assistance for myself and/or dependents from one or more of the following programs: a) TANF/CalWORKs; b) SSI/SSP – Supplemental Security Income/State Supplemental Program; c) General Assistance, OR; I am a dependent student and my family receives a monthly cash assistance for myself and/or dependents from one or more of the following programs: a) TANF/CalWORKs; b) SSI/SSP – Supplemental Security Income/State Supplemental Program; c) General Assistance. □Yes □No

10. My family income is at or below the income levels in the chart below. □Yes □No

<table>
<thead>
<tr>
<th>Family Size</th>
<th>2008 Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$15,600</td>
</tr>
<tr>
<td>2</td>
<td>$21,000</td>
</tr>
<tr>
<td>3</td>
<td>$26,400</td>
</tr>
<tr>
<td>4</td>
<td>$31,800</td>
</tr>
<tr>
<td>5</td>
<td>$37,200</td>
</tr>
<tr>
<td>6</td>
<td>$42,600</td>
</tr>
<tr>
<td>7</td>
<td>$48,000</td>
</tr>
<tr>
<td>8</td>
<td>$53,400</td>
</tr>
<tr>
<td>Each Additional Family Member</td>
<td>$ 5,400</td>
</tr>
</tbody>
</table>

CERTIFICATION FOR ALL APPLICANTS: READ THIS STATEMENT AND SIGN BELOW

I hereby swear or affirm, under penalty of perjury, that all the information on this form is true and complete to the best of my knowledge. If I falsify information on this form, I will be responsible for reimbursing the college for any nonresident tuition fees owed, and I will also be subject to student discipline, up to and including suspension and/or expulsion from the District.

Applicant’s Signature ___________________________ Date ___________________________ Parent Signature (Dependent Students Only) ___________________________ Date ___________________________
LACCD Board Rule 8100.15 states that "students who are citizens and residents of a foreign country, or who are legally precluded from establishing residency in California, shall be entitled to exemption from nonresident fees on the basis of individual financial need in accordance with regulations adopted by the Chancellor. Such individual exemptions shall not be granted in excess of ten percent (10%) of the District’s students who are both citizens and residents of a foreign country in the applicable term. If you meet the eligibility requirements in question #9 on the Nonresident Tuition Fee Waiver Affidavit on the opposite side of this page, you may be eligible to receive a nonresident tuition exemption.

This form will be used to determine if you meet the exemption requirements established by this policy. If the Admissions and Records Office at your college has determined that you are not a California resident and you believe that you meet the eligibility requirements in question #9, please fill out this form and return it to the Admissions and Records Office at your college.

This application form is a confidential student record, and shall not be released to third parties unless pursuant to (1) a lawfully issued court order or subpoena, (2) the student’s consent, or (3) other exception under the Family Educational Rights and Privacy Act (FERPA).
LOS ANGELES COMMUNITY COLLEGE DISTRICT
SUPPLEMENTAL APPLICATION FOR ADMISSION OF STUDENTS IN GRADES K-12

**ADMISSION:** Colleges in the Los Angeles Community College District ("LACCD") may admit as a special part-time or full-time student anyone who is a student in grades K-12 who has met the LACCD's admissions requirements and who, in the opinion of the College President (or designee), may benefit from instruction. (Education Code sections 48800, 48800.5, 76001; LACCD Board Rules 8100.06, 8100.07, 8100.08; LACCD Administrative Regulation E-87.)

**FEES:** Enrollment fees are required for special full-time students (i.e., taking more than 11 units), but waived for special part-time students (i.e., taking 11 units or less). (Education Code section 76300(f), LACCD Board Rule 8100.03.) Effective starting the Summer 2009 semester, the nonresident tuition fee will be charged for all students who are classified as nonresidents; students may apply for an individual waiver pursuant to Board Rule 8100.15. The LACCD also charges a health fee (certain categories of students are exempt) and, where applicable, a student representation fee.

**CONDITIONS:** The student is expected to follow regulations and procedures that apply to all college students. The student shall receive college credit for the community college courses that the student completes. Arrangements for receiving high school credit for completed course work must be made with the student's high school. The student may only enroll in those courses listed on this form. This enrollment approval form must be presented when the student initially files an application for admission to the college, and a separate approval must be provided for each semester or term in which the student wishes to enroll. The LACCD and its colleges assume no responsibility for the supervision of minor students (i.e., students under 18 years of age) outside the classroom setting. Parents are responsible for ensuring that their children are appropriately supervised before class begins, after class finishes, or when a class is cancelled and/or dismissed early.

---

**K-12 STUDENT INFORMATION**

Student Name: 
Last                                                                 First           MI          Mo Day Year
Student Address: 
Street                                              City                       State        ZIP
Phone No.:
E-mail Address: 
Student ID No.: 

**FOR STUDENT:** I authorize the release of my transcript information to my school upon the school’s written request.

Signature of Student  
Date

**FOR PARENT/GUARDIAN:** I authorize my son/daughter to enroll in a college level course in the LACCD. I understand that my child will not be afforded any special status or supervision as a result of his/her minor status while enrolled in the Los Angeles Community College District; I also understand that I will not have access to my child’s student records (including grades and transcripts) without his/her written consent, his/her minor status notwithstanding.

Print Name of Parent/Guardian  
Signature of Parent/Guardian  
Date

---

**COLLEGE ENROLLMENT INFORMATION**

(to be completed by the K-12 school official)

Term:  
[ ] Fall Semester  [ ] Winter Intersession  [ ] Spring Semester  [ ] Summer Session
Year: 

College: 

Enrollment Status:  
[ ] Part-time (11 units or less)  [ ] Full-time (more than 11 units)

1. College Course Subject/Number  2. College Course Subject/Number  3. College Course Subject/Number
4. College Course Subject/Number  5. College Course Subject/Number  6. College Course Subject/Number

I have met and counseled the student and recommend the courses listed above to be taken for credit (for K-8 students, please enclose the student’s transcripts and letter describing how, in your opinion, the student will be able to profit from instruction at a community college). If this is a summer enrollment, I certify that there are no equivalent courses available at this school and that the total number of students referred from this school to community colleges does not exceed 5% of this year's graduating class.

Print Name of Official  
Signature of Official (original required)  
Date

FOR LAUSD STUDENTS:  
LAUSD Student ID No.  School Location Code

---

**COLLEGE APPROVAL**

(to be completed by the College’s Chief Instructional Officer (or designee))

[ ] Approved to Attend  [ ] Not Approved to Attend

Reason(s) for Refusal:  

Signature  
Date

Form YS-1  
Effective 9/22/09
Los Angeles Community College District

Nonresident Tuition Fee Waiver Application
(Supplement to Form YS-1)

Name: ___________________________ Student ID # ___________________________

Home Address: ___________________________ Telephone Number (_____)__________________________

Date of Birth _____/_____/_______ , Age _____

3. My immigration status prevents me from establishing residency in the United States. [ ] Yes [ ] No
   (Note: Except in cases of “severe economic hardship,” which must be documented, students attending an LACCD college on an “F,” “J,” or “M” Visa are not eligible for this waiver.)

4. My family income is at or below the income levels in the chart below. [ ] Yes [ ] No

<table>
<thead>
<tr>
<th>Family Size</th>
<th>2087 Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$15,600</td>
</tr>
<tr>
<td>2</td>
<td>$21,000</td>
</tr>
<tr>
<td>3</td>
<td>$26,400</td>
</tr>
<tr>
<td>4</td>
<td>$31,800</td>
</tr>
<tr>
<td>5</td>
<td>$37,200</td>
</tr>
<tr>
<td>6</td>
<td>$42,600</td>
</tr>
<tr>
<td>7</td>
<td>$48,000</td>
</tr>
<tr>
<td>8</td>
<td>$53,400</td>
</tr>
<tr>
<td>Each Additional Family Member</td>
<td>$ 5,400</td>
</tr>
</tbody>
</table>

CERTIFICATION FOR ALL APPLICANTS: READ THIS STATEMENT AND SIGN BELOW

I hereby swear or affirm, under penalty of perjury, that all the information on this form is true and complete to the best of my knowledge. If I falsify information on this form, I will be responsible for reimbursing the college for any nonresident tuition fees owed, and I will also be subject to student discipline, up to and including suspension and/or expulsion from the District.

Applicant’s Signature ___________________________ Date ________________

Parent Signature (If student is under the age of 18) ___________________________ Date ________________

This application form is a confidential student record, and shall not be released to third parties unless pursuant to: (1) a lawfully issued court order or subpoena, (2) the student’s consent, or (3) other exception under the Family Educational Rights and Privacy Act (FERPA).

Form YS-1

Effective 9/22/09
1. DEFINITIONS

a. Full Time Student: a student enrolled in 12 or more graded units in the qualifying semester.

b. Part Time Student: a student enrolled in 6 to 11 graded units in the qualifying semester.

c. Qualifying Semester: the semester for which the student is considered for the Dean’s Honor List.

d. Graded Units: courses in which grades of A, B, C, D, or F were received. Grades of “Credit,” “No Credit” and “Incomplete” will not be counted in meeting the unit requirement for the Dean’s or President’s Honors List.

2. DEAN’S HONOR LIST

Requirements

a. Full Time Dean’s Honor List

1. Twelve (12) or more graded units completed in the qualifying semester.

2. Grade point average of 3.5 or higher in the qualifying semester.

b. Part Time Dean’s Honor List

1. Twelve (12) or more cumulative graded units completed at the college where student is being considered for inclusion on the Dean’s Honor List.
2. Grade point average of 3.5 or higher in the qualifying semester.

c. Course work used in determination

Only the grades from courses completed at the campus where student is considered for the Dean’s Honor List will be used in calculating the grade point average.

3. **PRESIDENT’S HONOR LIST**

Colleges may choose to have a President’s Honors List. If the college has a President’s Honor List, students who have appeared on a college’s Full Time or Part Time Dean’s Honor for three or more consecutive semesters will be placed on the President’s Honor List.

4. **CERTIFICATES**

Each campus will make the determination whether to issue certificates for the Dean’s Honor List and the President’s Honor List.

5. **TRANSCRIPT DESIGNATION**

The designation “Dean’s Honor List” and “President’s Honor List” will be placed on qualifying students’ transcripts.
Distance education is defined, for the purpose of accreditation review, as a formal interaction which uses one or more technologies to deliver instruction to students who are separated from the instructor and which supports regular and substantive interaction between the students and instructor, either synchronously or asynchronously. Distance education often incorporates technologies such as the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVDs, and CD-ROMs, in conjunction with any of the other technologies.

1. Course Approval
   a. Each proposed or existing course offered by distance education shall be reviewed and approved separately (Title 5, Section 55206).
   b. The review and approval of new distance education courses shall follow the curriculum approval procedures outlined in Administrative Regulation E-65 – Curriculum Development and Approval; Standards and Procedures, section 3 “Curriculum Planning and Development.”
   c. The review and approval of existing courses as distance education courses shall follow the curriculum approval procedures outlined in Administrative Regulation E-65 – Curriculum Development and Approval; Standards and Procedures, section b “Changes to Existing Courses.”

2. Certification

When approving distance education courses, the college curriculum committee will certify the following:

   a. Course Quality Standards (Title 5, Section 55202)

       The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses.
b. Instructor Contact (Title 5, Section 55204)

Each section of the course which is delivered through distance education will include regular effective contact between instructor and students.

c. Faculty Selection and Workload (Title 5, Section 55208)

Instructors of course sections delivered via distance education shall be selected by the same procedures used to determine all instructional assignments. Instructors shall possess the minimum qualifications for the discipline into which the course's subject matter most appropriately falls. The number of students assigned to any one course selection offered by distance education shall be determined by and be consistent with District procedures related to faculty assignments and the collective bargaining agreement.

3. Ongoing Responsibility of Districts

The District shall maintain records and report data through the Management Information System on the number of students and faculty participating in new courses or sections of established courses offered through distance education. In addition, the District shall provide other information as deemed necessary by the Board of Governors. (Title 5, Section 55210.)

4. Authentication and Verification of Student Identity

The District will authenticate and verify that the student who registers in a distance education course is the same student who participates in and completes the course or program and receives the academic credit. (34 C.F.R. § 602.17.) One or more of these methods will be used to authenticate or verify a student's identity:

a. Secure credentialing/login and password
b. Students access distance education courses using their unique ID and password; or
c. Proctored examinations
The following are procedures for course selection and approval for each course delivered by telecourses in the Los Angeles Community College District's Instructional Television Program.

I. Standards for Approval of Telecourses

A. Course Quality Standards

The same standards of course quality shall be applied to telecourses as are applied to traditional classroom courses, in regard to the course quality judgments made pursuant to the requirements of Title 5, California Code of Regulations, sections 55002, 55372 and 55201.

B. Course Quality Determination

Determinations and judgments (Title 5, California Code of Regulations, 55374) about the quality of telecourses, under the course quality standards referred to in Title 5, California Code of Regulations, section 55372 shall be made with the full involvement of faculty in accordance with the provisions of Title 5, California Code of Regulations, section 53200.

C. Separate Course Approval

Title 5, California Code of Regulations, section 55378 requires that each proposed or existing course, if delivered by distance education (which includes telecourses), shall be separately reviewed and approved according to Administrative Regulation E-65. The telecourse shall be reviewed through the six year cyclical review process of Program Review pursuant to Title 5, California Code of Regulations, section 55201.
II. Telecourses Development

A. Course Outline of Record

In addition to the information required for all courses, the course outline for a telecourse shall include the following:

1. **Course Quality Standards.** The various review committees shall review the course to determine that the "Standards and Criteria for Courses and Classes" prescribed in Title 5, California Code of Regulations, section 55002 are met.

2. **Instructor Contact.** Pursuant to Title 5, California Code of Regulations, section 55376, the course outline shall indicate the type and minimum number of hours of student contact (e.g., telephone, written and other methods of contact).

3. **Instructional Materials.** The specific telecourse, text and other supplemental materials.

B. Course Development

The ITV Director shall contact the department chairperson from the appropriate discipline at each college who shall select a discipline representative for the college to serve as a member of the ITV District Discipline Review Committee. A quorum of the ITV District Discipline Review Committee shall consist of a minimum of three appointed discipline representatives from three separate colleges, or representatives from a majority of colleges where the discipline is offered, whichever is smaller. The ITV District Discipline Review Committee shall conduct a preliminary review of externally developed telecourse and material in order to identify a potential course that could be introduced under Title 5, California Code of Regulations, section 55370. The ITV District Discipline Review Committee must approve the course before it is submitted for the approval process.

The ITV District Discipline Review Committee shall review the course for the following:

1. **Course Quality Standards.** To ensure that the objectives and content of the course are adequately covered as specified in methods of instruction, course assignments, evaluation of student outcomes, and instructional materials, pursuant to Title 5, California Code of Regulations, sections 55372 and 55002.

2. **Equivalency.** If the proposed telecourse has the same number and title of an existing District course, the ITV District Discipline Review Committee shall make the final determination that the ITV course is equivalent to the standard course on the database.
III. Approval Process

A. The Curriculum Committee at the college where credit for the course will be granted shall review the course for the following:

1. **Course Quality Standards.** The curriculum committee shall review the course to determine that the "Standards and Criteria for Courses and Classes" prescribed in Title 5, California Code of Regulations, section 55002 are met.

2. **Prerequisites, corequisites and advisories.** The curriculum committee shall review validation of any prerequisites and corequisites to insure that they are in keeping with the Los Angeles Community College District Policy on Prerequisites, Corequisites and Advisories, and the approved prerequisites of the local college campus.

B. If the college curriculum committee approves the course, the college submits the course to the Instructional and Student Support Services Division which shall submit the course for approval in keeping with established District procedures outlined in LACCD Administrative Regulation E-65 – *Approval of Credit Courses: Standards and Procedures.*

If the college curriculum committee does not approve the course, the Instructional and Student Support Services Division may submit the course to another college curriculum committee, from which college credit for the course will be granted. The second college curriculum committee will then follow the process in III A above.

IV. Revisions

Adoption of a different externally developed telecourse to be used in place of an existing course requires separate approval as outlined in sections I-III above.

V. Approval of Procedures

The procedures described in this regulation may be reviewed, changed, or adjusted subject to the mutual agreement of the DAS and the Chancellor.
1. Pursuant to Board Rule 5201.10, the names, addresses and telephone numbers, e-mail addresses, and dates of birth of students or former students may be released to the foundation of each college for college-related activities at the discretion of the College President, unless the student has indicated in his or her Directory Information Card that such information shall not be released.

2. The release of such information is conditioned upon the foundation’s agreement that the information will not be released to third parties.

3. The release of such information is also conditioned upon the foundation’s agreement to follow this procedure.

4. If a foundation wishes to obtain student names, addresses and telephone numbers collected prior to January 14, 1998, and/or student e-mail addresses collected prior to June 11, 2008, and/or student dates of birth collected prior to March 24, 2010, the foundation must issue a public notice that the LACCD Board of Trustees had revised its definition of “Student Directory Information” making it possible for college foundations to access (1) as of January 14, 1998, names, addresses and telephone numbers of LACCD students or former students; (2) as of June 11, 2008, e-mail addresses of LACCD students or former students; and (3) as of March 24, 2010, dates of birth of LACCD students or former students. Students or former students will then be given the opportunity to send back a postcard to the college indicating whether or not they want their names, addresses, telephone numbers, e-mail addresses, and dates of birth released to college foundations. The notification will also state that if a student or former student does not respond to the college within 90 days of the date of the letter, the college will presume that the student or former student received sufficient notice and that they do not object to the release of his or her information to the college foundation.

5. For the purposes of this Regulation, the public notice must be a written notification (as described in Section 4) mailed to students or former students of the LACCD by a college (i.e., the addresses of students or former students may not be released to the college foundations for this purpose) at the expense of the college foundation. These mailings will be sent to the last address of record for each student or former student.
6. If a student or former student indicates that he/she does not want his/her name, address, telephone number, e-mail address, and date of birth released to a college foundation, the college may not release this information to the college foundation. If, however, the student or former student either authorizes the release of such information or does not respond within 90 days of the notification, the student’s or former student’s name, address, telephone number, e-mail address, and date of birth may be provided to the college foundation.
All colleges within the LACCD will accept degree-applicable coursework completed at other colleges for the purpose of Associate Degree general education using the following guidelines:

1. Coursework must be completed at an institution accredited by a recognized regional accrediting body.

2. Coursework must be Associate Degree applicable.

3. A student must submit official transcripts from the originating institution consistent with current Board policy.

4. The college will honor each course in the same general education area in which the originating institution placed each course. Equivalency to an LACCD course is not required and does not prohibit application of the course to an alternative general education area, if deemed beneficial to the student.

5. Courses taken at the originating institution that do not appear on that college’s general education pattern will be applied to an LACCD general education area based on course content equivalency to a general education course offered at an LACCD campus.

6. A minimum grade of "C" (2.0) is required in each course used to fulfill the English and Mathematics competency requirement.
Students admitted into the District shall be classified as resident or nonresident for tuition purposes in accordance with applicable federal and state laws, Title 5 of the California Code of Regulations, residency regulations and requirements adopted by the California Community Colleges, District rules and regulations, and the 1993 Los Angeles Community College District Residence Classification Handbook.

A student’s residency determination date is that day immediately preceding the opening day of instruction of any semester or session, as established by the District’s Board of Trustees, during which the student proposes to attend. Inasmuch as the Board has determined that the individual colleges may adopt varying academic calendars, the opening day of instruction for the colleges may vary. Residency will be college specific and it may vary between colleges within the District when there are different residency determination dates.

A student’s residence status and his/her residency determination date will be established by the first college in the District where the student enrolls. Should the student enroll in another college within the District, the subsequent college(s) may accept the first college’s determination of the student’s residence status, unless the student requests a residency reclassification. The residency determination date for the summer session will be the first Monday after the end of the Fall semester or the first day of summer instruction at any college in the District, whichever is latter.
I. THE LAW.

On October 12, 2001, Governor Davis signed into law Assembly Bill 540 (Stats. 2001, ch.814) which adds a new section 68130.5 to the California Education Code. Section 68130.5 creates a new exemption from payment of nonresident tuition for certain nonresident students who have attended high school in California and received a high school diploma or its equivalent.

II. GENERAL ELIGIBILITY AND RESIDENCY.

A. The new law does not grant residency, it requires that certain nonresident students be exempted from paying nonresident tuition.

B. Students exempted from paying nonresident tuition pursuant to section 68130.5 do not become residents for eligibility purposes for any state-funded program (e.g., EOPS, BOG Fee Waiver, Cal Grant and/or the Governor’s Merit Scholar Program).

C. This benefit is available to all US citizens, permanent residents of the US, and aliens who are not non-immigrants (including those who are undocumented), who meet all other eligibility criteria.

D. Students must meet all requirements to be eligible for the exemption.

E. Students are eligible for this exemption, even if they enrolled in higher education prior to the 2001-2002 academic year. References to prior academic years in the legislation prohibit retroactive application of the exemption but do not preclude previous attendance.

F. Students do not have to demonstrate intent to become a California resident to qualify for this exemption. For example, those who live in neighboring states and cross the border to attend classes are entitled to this exemption (assuming they are
otherwise eligible) despite the fact that they may have no intention of returning to live in California. The exemption is not available for persons who are absent from California but are taking distance education classes from California community colleges.

G. The exemption from nonresident tuition is mandatory. If the college finds that a student meets all requirements in the law, nonresident tuition may not be charged.

H. If a student is determined eligible for this exemption subsequent to the payment of nonresident tuition, the tuition paid must be refunded to the student.

I. The law does not specify the manner or type of verification required except in reference to an affidavit from those without lawful immigration status. Therefore the college shall rely on the student's self-certification of status.

J. If the college is in possession of conflicting information regarding any aspect of student eligibility, the college should pursue additional verification (e.g., high school transcript, diploma, etc.) to resolve discrepancies prior to granting this exemption.

K. The college is not required to obtain a new affidavit for terms subsequent to the original exemption.

L. The original certified affidavit and other materials utilized by a district in meeting the certification requirements, shall be considered Class 1 -Permanent Records, under the provisions of Title 5 Section 59023. The Class 1 records shall be retained indefinitely, unless copied or reproduced by photograph, microphotograph or reproduced on film or electronically. It is suggested, for audit purposes, that the original documents should be maintained for at least five years.

III. STUDENT ELIGIBILITY.

A. The student must have attended a California high school for three or more years. There are no provisions for partial attendance (e.g., two years and 7 months).

B. Attendance in the 9th grade in a California school is acceptable for one of the three years, even if that school was designated as a “middle” school.

C. Students are not required to have consecutive attendance nor required to attended the last three years in California (in the case of four-year high schools).

D. Attendance may be at multiple California high schools.

E. Attendance at continuation high schools, charter high schools, independent study at the 9th-12th grade level while enrolled in a California public school, including a charter school, and private tutoring provided by a person holding a valid
California teaching credential (and meeting other state requirements) are recognized under state law as acceptable manners in which to attend high school.

F. Home schooling is instruction by a tutor or other person (including the student’s parent) who does not have a valid California teaching credential. Local high schools are charged with determining whether to accept home schooling as valid attendance. To consider home schooling as high school attendance for purposes of granting the exemption, the college should consult with the public high school the student would have attended if he/she was not home schooled. If that high school accepts or would accept home schooling as valid high school attendance, the community college should also accept it for purposes of assessing whether the student can demonstrate three years of high school. The Chancellor will develop procedures for communicating with high schools and validation of acceptability of home schooling toward meeting this requirement.

G. In most cases, attendance in adult education classes does not qualify as high school attendance. However, attendance in adult education classes through a secondary adult school as an “evening high school” satisfies the requirement for high school attendance for purposes of Section 68130.5. School districts should be able to confirm whether their adult schools were established and designated as “evening high schools.” Additional assessments may need to be made as to other types of adult education attendance. For example, attendance at a secondary adult school for purposes of completing a high school diploma may be acceptable.

H. The law does not distinguish between public and private high schools.

I. There is no time limit on how far in the past the student might have attended a California high school.

J. The student must have graduated from a California high school or attained the equivalent thereof (e.g., a GED, high school proficiency exam, or certificate of completion issued pursuant to Education Code section 51412). The GED or high school proficiency exam must be from California. There is no time limit on how far in the past the student might have attained this status.

K. Under some limited circumstances students may be eligible for the exemption from nonresident tuition even though they have not passed the high school exit exam and received a high school diploma. In particular, a student with a disability (other than a nonimmigrant) who has received a certificate of achievement issued by a high school pursuant to Education Code section 56390 should be considered to have satisfied the high school graduation requirement of AB 540 and would be entitled to the exemption from nonresident tuition if he/she meets all other requirements of the statute. A student who attends high school for three years in California and receives a certificate of completion from a California high school is eligible for the exemption from nonresident tuition, provided that the document from the high school either states that it is issued pursuant to Education Code
section 51412 or explicitly certifies that the student has completed the course of study and met the proficiency standards prescribed by the governing board of the high school district.

L. A student who files the affidavit shall not be asked to provide additional evidence of immigration status unless the college is in possession of evidence that casts doubt on the validity of the affidavit. The college is not required to monitor future changes in such eligibility.

M. If the student has application with the United States Citizenship and Immigration Service (USCIS) to change his/her status to a classification that permits establishing residency, the student may already be eligible for resident fee status if the student has resided in California for more than one year since the time of the application to USCIS.

N. Students who hold visas as nonimmigrant aliens (the most common being the F series student visas and B series visitor visas) are not eligible for this exemption.

O. Students who previously held valid nonimmigrant visas but who are out of status at the time of execution of the affidavit are eligible for the exemption. However, federal law now bars a student who entered the United States on a B visa from enrolling in a course of study until he/she has filed for a change of status.

IV. FINANCIAL AID AND FEE WAIVERS.

The laws and regulations regarding federal and state financial aid are not affected by this new exemption from nonresident tuition. Nonresidents are ineligible for EOPS, BOG Fee Waiver and Cal Grant. Nonresidents who are US Citizens or permanent residents are eligible for federal student aid. Nonresidents who are undocumented aliens are ineligible for all federal and state financial aid. The Chancellor’s Office encourages efforts to obtain private scholarship funds to help undocumented students reach their educational goals.

V. STUDENT LIABILITY.

If a student certifies that all requirements have been met and this certification is subsequently determined to be false, the student shall be liable for the repayment of the nonresident tuition that would have been applicable for all relevant terms of attendance. The student may be subject to disciplinary proceedings per District policy.

VI. CONFIDENTIALITY.

All information obtained in the implementation of this program shall be held confidential. The college should be vigilant in protecting this confidentiality. The college must ensure that all information relating to this tuition exemption remains strictly confidential and is shared only on an absolute “need to know” basis unless disclosure is required by law.
Los Angeles Community College District  
California Nonresident Tuition Exemption Request  
For Eligible California High School Graduates

Complete and sign this form to request an exemption from Nonresident Tuition.

ELIGIBILITY:

I, the undersigned, am applying for a California Nonresident Tuition Exemption for eligible California high school graduates at (specify the college or university)____________________________________________ and I declare the following:

Check YES or NO boxes:

☐ Yes ☐ No  I have graduated from a California high school or have attained the equivalent thereof, such as a High School Equivalency Certificate, issued by the California State GED Office or a Certificate of Proficiency, resulting from the California High School Proficiency Examination.

☐ Yes ☐ No  I have attended high school in California for three or more years.

Provide information on all school(s) you attended in grades 9 - 12:

<table>
<thead>
<tr>
<th>School</th>
<th>City</th>
<th>State</th>
<th>Dates: From–Month/Year</th>
<th>To–Month/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Check the box that applies to you -- check only one box:

☐ I am a nonimmigrant alien as defined by federal law, [including, but not limited to, a foreign student (F visa) or exchange visitor (J visa)].

NOTE: Persons who are “nonimmigrant aliens” are NOT eligible for this exemption

☐ I am NOT a nonimmigrant alien (including, but not limited to, a U.S. citizen, permanent resident, or an alien without lawful immigration status).

AFFIDAVIT:

I, the undersigned, declare under penalty of perjury under the laws of the State of California that the information I have provided on this form is true and accurate. I understand that this information will be used to determine my eligibility for the nonresident tuition exemption for eligible California high school graduates. I hereby declare that, if I am an alien without lawful immigration status, I have filed an application to legalize my immigration status or will file an application as soon as I am eligible to do so. I further understand that if any of the above information is untrue, I will be liable for payment of all nonresident charges from which I was exempted and may be subject to disciplinary action by the College or University.

<table>
<thead>
<tr>
<th>Print Full Name (as it appears on your campus student records)</th>
<th>Campus/Student Identification Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Print Full Mailing Address (Number, Street, City, State, Zip Code)</th>
<th>Email Address (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Phone Number (Optional)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
The College Presidents, or their designees, shall develop and publish in College publications, such as class schedules and catalogs and on College websites, a report describing each college’s policies regarding the information listed below. The College Presidents, or their designees, shall have this information available for publication for current students and employees, as well as prospective students and employees upon request, by October 1 of each year.

A copy of the first report shall be submitted to the District’s Vice Chancellor of Educational Support Services for review and approval by February 1, 2003. For all reports made thereafter, draft reports shall be submitted to the Deputy Chancellor by August 1 each year for review and approval.

The report shall include:

1. A statement of campus policies regarding procedures and facilities for students and others to report criminal actions and emergencies on campus. This statement must also include campus policies concerning the institution’s response to such reports. This statement shall also include:

   A. The policies for preparing the annual disclosure of crime statistics. The institution must report statistics for the three most recent calendar years concerning the occurrence in or on noncampus buildings or property, and on public property of the following crimes that are reported to local police agencies or to a campus security authority:

      1. criminal homicide, including murder and nonnegligent manslaughter or negligent manslaughter;
      2. forcible and nonforcible sex offenses;
      3. robbery;
      4. aggravated assault;
      5. burglary;
      6. motor vehicle theft;
      7. manslaughter;
      8. arson; and
      9. arrests, or referrals for campus discipline, for liquor law violations, drug related violations, and weapons possession.
      10. certain hate crimes, i.e., any crime in (1)-(8), above, the crimes of larceny-theft, simple assault, intimidation, and damage/vandalism of property, and...
any other crime involving bodily injury reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability, must be reported by category of prejudice.

The institution must provide a geographic breakdown of the statistics according to the following categories: on campus; in or on a noncampus building or property; and on public property.

For purposes of statistics reporting, the following definitions apply:

“Campus” means any building or property owned or controlled by the District within the same reasonably contiguous geographic area and used in support of its educational purposes.

“Noncampus building or property” means any building or property owned or controlled by the District, other than a branch campus, used by students that is not within the same reasonably contiguous geographic area of the institution.

“Public property” means all public property that is within the same reasonably contiguous geographic area of the institution (e.g., a street or sidewalk) and is adjacent to a facility owned or controlled by the District.

B. The policies for making timely warning reports to members of the campus community regarding the occurrence of the crimes listed above, and which are considered by the institution to represent a threat to students and employees.

C. A list of administrators to whom reports of criminal offense may be reported. This statement must also disclose whether the institution has policies or procedures that allow victims or witnesses to report, for inclusion in the annual report, on a voluntary, confidential basis.

2. A statement of policies concerning security and access to campus facilities and security considerations used in the maintenance of campus facilities.

3. A statement of policies concerning campus law enforcement including:

A. The enforcement authority of security personnel, their working relationship with the state and local police, including whether the District has agreements with such agencies, such as written memoranda of understanding, for the investigation of alleged criminal offenses, and whether campus security has the authority to arrest;

B. The policies which encourage accurate and prompt reporting of all crimes to campus police and the appropriate police agencies; and
C. The policies that describe procedures, if any, that encourage counselors, if and when appropriate, to inform of procedures of reporting crimes, for inclusion in the annual report, on a voluntary, confidential basis.

4. A description of the type and frequency of programs designed to inform students and employees about campus security procedures and to encourage students and employees to be responsible for their own security and the security of others.

5. A description of programs designed to inform students and employees about the prevention of crimes.

6. A statement of policy regarding the possession, use, and sale of alcoholic beverages. This statement shall also include state underage drinking laws as well as federal and state enforcement of the possession, use, and sale of illegal drugs. The institution must also include a description of any drug or alcohol abuse education programs as required under 20 U.S.C. 1011i.

7. A statement advising the community of where it may obtain information about registered sex offenders.

8. A statement of policy regarding the institution’s campus sexual assault prevention programs and procedures to follow when a sex offense occurs. This statement must include all of the following:

A. A description of educational programs to promote the awareness of rape, acquaintance rape, and other forcible and nonforcible sex offenses.

B. The procedures students should follow if a sex offense occurs, including: who should be contacted, the importance of preserving evidence for proof of the criminal offense, and to whom the alleged offense should be reported.

C. Information on a student’s option to notify proper law enforcement authority (including on-campus and local police) and a statement that institutional personnel will assist the student in notifying these authorities, if the student so desires.

D. A notification to students of existing on and off campus counseling, mental health, or other student services for victims of sex offenses.

E. A notification to students that the institution will change a victim’s academic situation after an alleged sex offense and of the options for these changes, if the changes are requested by the victim and are reasonably available.

F. The procedures for campus disciplinary action in cases of an alleged sex offense. Included must be a clear statement that both the accused and the accuser are entitled to have others present during a disciplinary proceeding, in accordance with the District’s student discipline procedures (Board Rule 91101), and that both the accuser and the accused will be informed of the final determination of
that proceeding. Disclosure of this information does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA).

G. A description of sanctions the institution may impose following an institutional disciplinary proceeding involving rape, acquaintance rape, or other forcible or nonforcible sex offenses.

9. A statement of policies regarding immediate emergency response and evacuation procedures, including the use of electronic and cellular communication (if appropriate). This statement must include the following:

   A. The procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or staff occurring on campus, unless issuing a notification will compromise efforts to contain the emergency.

   B. A description of the process used to (1) confirm that there is a significant emergency or dangerous situation, (2) determine the appropriate segment or segments of the campus community to receive a notification, (3) determine the content of the notification, and (4) initiate the notification system.

   C. A statement that the institution will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond, or mitigate the emergency.

   D. A list of the titles of administrators responsible for carrying out the process described in Section 9(B), above.

   E. The procedures for disseminating emergency information to the larger community.

   F. The procedures to test the emergency response and evacuation procedures on at least an annual basis, including (1) tests that may be announced or unannounced, (2) publicizing its emergency response and evacuation procedures in conjunction with at least one test per calendar year, and (3) documenting, for each test, a description of the exercise, the date, time and whether it was announced or unannounced.
I. BACKGROUND

Title 5, California Code of Regulations (Division 6, Chapter 9 – “Fiscal Support”, Subchapter 1 – “Attendance”) and the California Community Colleges’ Student Attendance Accounting Manual, establish the policies upon which community college districts can claim apportionment for student attendance.

In keeping with the provisions of these regulations, the Los Angeles Community College District (LACCD) employs various methods for attendance accounting. Weekly Student Contact Hour (WSCH) and Daily Student Contact Hours (DSCH) are calculated using the appropriate census day contact hours. Attendance for Positive Attendance classes is determined through the tabulation of actual student contact hours. Reporting for Independent Study and Work Experience are based on units, not hours, and are thus not subject to the requirements below.

Attendance Accounting calculations are based upon a 50-minute class (student contact) hour. Sufficient break time must be included and passing time outside of scheduled class time must be provided. However, there are certain break requirements for classes that cause scheduling patterns that are less effective uses of elapsed time in generating FTES and should be avoided if possible.

Various scheduling tools and resources are available on the Educational Programs and Institutional Effectiveness website: http://www.laccd.edu/Departments/EPIE/Pages/default.aspx
II. BASIC PRINCIPLES

A. Follow Guidelines in Title 5 and Student Attendance Accounting Manual

Class scheduling shall be done in accordance with the provisions of Title 5, California Code of Regulations (Division 6, Chapter 9 - "Fiscal Support," Subchapter 1 - "Attendance Accounting") and the California Community Colleges' Student Attendance Accounting Manual.

B. Utilize Comparable Student Contact Hours, Regardless of Course Length

The scheduling of classes, to the extent possible, shall be equal to the total number of student contact hours, including final examinations, taught during a traditional 18-week semester. This should be true for compressed primary terms, summer sessions, winter intersessions, and other short-term classes. In this way, historic instructional time and historic apportionment are maintained. However, the total of the weekly hours scheduled (exclusive of scheduled holiday and vacation hours) for a class cannot be less than the number of standard class hours listed in the LACCD course database multiplied by 16.

C. Utilize Class-Scheduling Patterns That Achieve Optimum Apportionment

To the extent possible, no class shall be scheduled in a pattern where the number of attendance-accounting hours does not match the number of classroom instructional hours.

D. Publish Explicit Start and Stop Times

The start and end of each face-to-face class meeting time shall be explicitly stated in every published schedule of classes.

E. Provide Appropriate Passing Time

For each class there must be a passing time, which is outside of the class meeting time, and which is of such duration as to allow students to travel from one class to another.
III. DEFINITIONS

A. Class Hour

The "class hour" is the basic unit of attendance for computing full-time equivalent student (FTES). It is a period of not less than 50 consecutive minutes of scheduled instruction and/or examination. There can be only one "class hour" in each "clock hour," except as provided for multiple class-hour classes. A class scheduled for less than a single 50-minute period is not eligible for apportionment. For purposes of computing FTES, a class hour is commonly referred to as a "contact hour" or "Student Contact Hour" (SCH).

B. Clock Hour

A "clock hour" is a 60-minute time frame, which may begin at any time, for example, 8:00 to 9:00, 8:10 to 9:10, or 8:20 to 9:20.

C. Passing Time/Break

Each clock hour is composed of one class hour segment and a segment referred to as "passing time," "break," etc.

D. Partial Class Hour

A “partial class hour” is that fractional part of a class hour in a class scheduled for more than one clock hour.

E. Multiple Hour Class

1. A multiple hour class is any period of instruction scheduled continuously for more than one clock hour.

2. In block scheduling, each 50 minutes exclusive of breaks is a class hour. However, each fractional part of a class hour beyond the last full clock hour may be counted for apportionment, starting from and including the 51st minute of the last full clock hour.

3. The divisor for this fractional part of a class shall be 50.

4. There shall be no class break in the last full clock hour or the partial class hour.
5. The sum of class hours cannot exceed the total number of elapsed clock hours for which the class is scheduled.

IV. SCHEDULING

A. **WSCH and DSCH classes scheduled for whole clock/class hours**

Classes scheduled with only one fifty-minute *class (student contact) hour* per class meeting will have no break and an external *passing period.*

B. **Multiple-Hour WSCH and DSCH classes will be scheduled as follows:**

1. There will be one 50-minute *class (student contact) hour* within each scheduled whole *clock hour,* except for the final whole *clock hour,* and there will be one 10-minute *break period* within every scheduled clock hour, except that fractional part of a class hour beyond the last full clock hour and the *class hour* preceding it.

2. *Break periods* may not be accumulated and taken as a block at the end of the class session and will be exclusive of passing time.

3. If the fractional part of a class extends beyond the last full clock hour by less than 40 minutes, there will be continuous instruction/examination, and there will be no break.

V. **POSITIVE ATTENDANCE CLASSES**

Positive Attendance classes shall be scheduled with sufficient weekly hours to equal a total of 16 to 18 *class (student contact) hours* for each *class hour* listed in the LACCD course database.

VI. **INDEPENDENT STUDY and WORK EXPERIENCE CLASSES**

Independent Study and Work Experience classes are not subject to these requirements.
The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by contacting the ADA Compliance Administrator, Mardy Kuntzelman, 770 Wilshire Boulevard, Los Angeles, CA 90017, (213) 891-2213 voice, (213)891-2408 TTY, (213) 891-2295 fax, kuntzeme@email.laccd.edu.
For the purpose of complying with the classification of records policy contained in Board Rule 7708 and the destruction of records policy contained in Board Rule 7709, the following Admissions and Records documents are classified as follows:

<table>
<thead>
<tr>
<th>STUDENT RECORDS:</th>
<th>CLASS 1</th>
<th>CLASS 2</th>
<th>NOT A RECORD</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLICATION FOR ADMISSION</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>K-12 AUTHORIZATION FORM</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WEB APP SIGNATURE SHEET</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COURSE REQUEST CARD</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>ADD PERMITS</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>DROP CARD</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>OPEN CLASS ENROLLMENT CARD</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>SECTION TRANSFER CARD</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>STUDENT INFORMATION CHANGE</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>AUDIT PERMIT CARD</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>LACCD TRANSCRIPT- CUM CARD</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INCOMING TRANSCRIPT</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>TRANSCRIPT REQUEST FORM</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>ADMINISTRATIVE CARD</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>VERIFICATION REQUEST FORM</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STUDENT PETITIONS:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADE CHANGE</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>GENERAL</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>RESIDENCE RECLASSIFICATION</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>AB 540 AFFIDAVIT</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>DISMISSAL APPEAL</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>GRADUATION</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>CERTIFICATES</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>READMISSIONS</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>EXCESS UNITS</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>INSTITUTIONAL RECORDS:</td>
<td>CLASS 1</td>
<td>CLASS 2</td>
<td>NOT A RECORD</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------</td>
<td>--------</td>
<td>--------------</td>
</tr>
<tr>
<td>ATTENDANCE ROSTERS</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>CENSUS ROSTERS</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>WSCH EXCLUSION/EARLY ALERT</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>WSCH EXCLUSION ROSTER</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>DSCH/PA EXCLUSION ROSTER</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>POSITIVE ATTENDANCE ROSTER</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>GRADE COLLECTION FORM</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>EXCLUSION CARD AND FORM</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>INCOMPLETE GRADE REPORT</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>IN LIEU GRADE REPORT</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>TBA ROSTERS</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
E-103 Page 1 of 2

LOS ANGELES COMMUNITY COLLEGES
ADMINISTRATIVE REGULATION E-103
TOPIC: Repeatable Courses

1. Definitions

   a. “Active participatory courses” are courses where individual study or group assignments are the basic means by which learning objectives are obtained.

   b. “Intercollegiate academic or vocational competition courses” are courses designed specifically for participation in non-athletic competitive events between students from different colleges that are sanctioned by a formal collegiate or industry governing body.

   c. “Courses that are related in content” are those courses with similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level of variation.

2. Types of Repeatable Courses

   Only the following courses may be designated as repeatable:

   a. Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree;

   b. Intercollegiate athletics courses (i.e., courses in which a student athlete is enrolled to participate in an organized competitive sport sponsored by the District or a conditioning course which supports the organized competitive sport); and

   c. Intercollegiate academic or vocational competition courses, where enrollment in the course and courses that are related in content is limited to no more than four times. This enrollment limitation applies even if the student receives a substandard grade or “W” during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances.

3. Limits on Enrollment in Repeatable Courses
Students may not repeat repeatable courses more than three times (i.e. for a total of four enrollments). The grade received each time shall be included for purposes of calculating the student’s grade point average.

4. Limits on Active Participatory Courses

Active participatory course which do not fall under Section 2(a), (b), or (c) above are not repeatable. Students may not enroll in active participatory courses in physical education, visual arts, or performing arts that are related in content more than four times. This enrollment limitation applies even if the student receives a substandard grade or “W” during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances.

Original Issue Date: July 25, 2003
Initiated by: Educational Supports Services Division
Dates of Changes: June 4, 2010; April 10, 2012; March 24, 2015
References: Education Code, section 58161(c), Title 5, C.C.R., section 55040, 55041 and 58161

The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by contacting the ADA Compliance Administrator, Mardell Kuntzelman, 770 Wilshire Boulevard, Los Angeles, CA 90017, (213) 891-2213 voice, (213)891-2408 TTY, (213) 891-2295 fax, kuntzeme@email.laccd.edu.
In accordance with the Federal Educational Rights and Privacy Act (“FERPA”) (20 U.S.C. 1232g et seq.) and implementing regulations (34 CFR section 99.1 et seq.), each college shall provide the following notice to students on an annual basis:

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

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

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

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

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

   With the exception of grade grievances which are handled through Administrative Regulation E-55, students may ask the College President, or his/her designee to amend a record that they believe is inaccurate, misleading, or in violation of their privacy rights. A student seeking to amend an educational record should write to the College President and clearly identify the part of the record he/she wants changed and specify why it is inaccurate, misleading, or in violation of his/her privacy rights.
If the College President, or his designee, decides not to amend the record as requested by the student, the College, in accordance with section 99.21 of the Code of Federal Regulations and section 76232 of the Education Code, will notify the student of the decision and of his/her right to a hearing.

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

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

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

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

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

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

(a) the student’s name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most previous educational agency or institution attended by the student;

(b) student employee records may be released in order to comply with collective bargaining agreements;
(c) the names, addresses and telephone numbers of students or former students may be released to the foundation for each college for college-related activities at the discretion of the College President, unless the student or former student has informed the College that such information should not be released. The release of this information is conditioned upon the foundation’s agreement that such information will be released in accordance with District policy and that information will not be released to third parties;

(d) at the discretion of the College President, the names, addresses and telephone numbers of students from the College may be released to heads of private and/or public institutions of higher education, or their designees, for the purpose of providing information to students regarding transfer opportunities to those institutions, unless the student has indicated that such information should not be released. The release of this information will be conditioned upon the institution’s agreement that student privacy rights under federal and state law will be protected and that information will not be released to third parties.

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, DC 20202-4605
Each college’s Student Health Center shall maintain student health records for a minimum of seven (7) years. With respect to those colleges that contract with outside entities ("contractor") to provide health services to students, the colleges can agree that the contractor will maintain student health records in accordance with the contractor’s records policy, but the college shall require that the contractor maintain student health records for a minimum of seven (7) years.
1. **Incoming Transcripts for Other Purposes (No College Credit Given)**
   a. Transcripts used for Pre-requisites can be hand delivered by students to admissions or assessment, but will not be considered official. Such transcripts cannot be used for awarding college credit.
   b. Transcripts used for advisement in completing a student education plan in counseling can be hand delivered to a counselor, but will not be considered official for final evaluation towards degree or certification.

2. **Incoming Transcripts for Official College Credit (To be used for graduation/transfer and certification. Will be saved permanently on the college’s document imaging system.)**
   a. Foreign Transcript Credit: all foreign transcripts are to be evaluated by an approved agency for recommended course credit in accordance with Administrative Regulation E-101. The official foreign transcripts and/or the official report can be submitted by the student directly to Admissions or the International Student Office.
   b. AP/CLEP scores must be received directly from the official issuing agency.
   c. High School Transcripts for competency certification can be received directly from the student.
   d. Military Credit will be accepted from students through their DD214s or other military documents.
   e. Domestic College/University Credit for Transfer Students: students who wish to have college credit transferred from other colleges and universities need to have an official transcript mailed directly to the Office of Admissions and Records of the College, or other college offices designated by the individual college.
   f. Electronic transcripts will be accepted through the established protocols.

3. **Outgoing Transcripts**
   a. All official transcripts should be mailed in a sealed envelop with a stamp, “unofficial if seal is broken” over the seal and a piece of tape over the wording.
b. All official transcripts being sent to other colleges or universities should be mailed by the college. If a student insists on hand delivering the transcript, a stamp, “Issued to student” will be placed on the envelope.

4. **Exceptions**

   a. Exceptions to this policy may be made by the Vice President, Student Services on a case-by-case basis.
In order to ensure fair and equitable treatment of all students, no matter how or where they apply for admission in the District, documentation requirements for admission and registration must be applied uniformly to all students. This regulation identifies various types of documentation that may or may not be required of students.

1. **Picture Identification.**

   Picture identification is required when a student requests to change his or her name on college records, and for all in-person transactions that would otherwise require a personal identification number (PIN), if conducted on-line or by telephone. In all other cases, picture identification may be requested, but is not required.

2. **Electronic Signatures.**

   Student transactions, including application for admission, conducted electronically do not require additional hard copy (“wet ink”) signatures, provided that the student has a unique log-in identifier (e.g., student ID number, or other log-in identifier assigned to, or chosen by, the student) and a unique Personal Identification Number (PIN) or password.

3. **Social Security Numbers and Social Security Cards.**

   Under Federal law, the District is required to request Social Security numbers from all students, but the District is not required to collect them. If a student refuses to provide a Social Security number, the student must be allowed to complete the application and registration process. Additionally, a student cannot be required to produce his or her Social Security card.

4. **Additional Documentation.**

   If a student (or the student's parent, if the student is under age 19) has either maintained a home outside of California at any time during the last two years, or has 1) maintained voter registration and voted in another state; 2) petitioned for a divorce in another state; 3) attended an out-of-state institution as a resident of that other state; or 4) declared non-residence for state income tax purposes, the student will be required to provide additional
evidence and documentation of his or her intent to reside in California in order to obtain California residency classification.

If a student is required to complete the Supplemental Residency Questionnaire because of circumstances listed in section 4 of this regulation, then the student will be required to produce the documentation specified in the questionnaire.

A student may also be required to produce residency documentation if there is conflicting residency information on the application. Otherwise, residency determinations will be made on the basis of the information contained on the Application for Admission, and will not require further documentation.

5. Supplemental Residency Questionnaire.

The Supplemental Residency Questionnaire will only be used in the following cases:

- The student, who was previously determined to be a non-resident, is requesting a residency reclassification to resident status.

- When there are exceptions to the general rules for residency determination, as identified in the residency determination flowchart and as referenced in section 12 of the application.

- There are inconsistencies in the answers to the residency questions on the application.

- More information is needed to make a residency determination.

The Supplemental Residency Questionnaire specifies the documentation that is required for each section the student is completing.
In order to insure that these requirements are met, the following procedures are being implemented:

1. In order to insure that the required master contract meets all the provisions of Title 5 and the Education code, new and extended Instructional Service Agreements must be reviewed and approved by the Office of General Counsel, prior to their submission to the Board of Trustees for approval.

2. Each college with Instructional Service Agreements shall develop written procedures to assure that:
   
   a. The faculty, who are teaching classes through an instructional service agreement, teach in a manner consistent with the approved outline of record for that course and students are held the level of rigor required by the course outline;
   
   b. The college controls and directs the instructional activities of all instructors teaching under the agreement – e.g. The college provides the instructor an orientation, instructor’s manual, course outlines, curriculum materials, testing and grading procedures, and any other materials and services it would provide to its hourly instructors on campus;
   
   c. The classes taught under the agreement are held at facilities which are clearly identified as being open to the general public;
   
   d. Enrollment in the classes taught under the agreement is open to any person who has been admitted to the college and has met any applicable prerequisites, with the exception that the college may limit enrollment in one or more sections of a course to a cohort of students enrolled in one or more other courses, provided that a reasonable percentage of all sections of the course do not have such restrictions, as allowed by Title 5, CCR, section 58106(b)(4).

3. The number of “standard” instructional hours assigned to “instructors of record” in courses taught under the agreement shall not exceed the contract load for the subject being taught plus 60% of that contract load for that subject. For example: If the contract load for the subject being taught under the agreement is 15, the maximum number of standard hours that can be assigned to an instructor under the agreement for a given term is 24 (15 + (15 x .6) = 24).

4. If the instructor is an employee of the public agency with which the college has the instructional service agreement and the individual has not taught for the District before the college must not input the instructor into SAP HR, rather the college must submit the following documents to Human Resources:
   
   a. Agreement for Services – On-site Supervisor, signed by the prospective instructor of record for the courses to be taught under the Instructional Services Agreement
b. Completed and signed Application for Academic Position
   c. Official Transcripts
   d. Letters from employers verifying experience.

5. Human Resources will review the application to determine if the instructor meets the minimum qualifications for the courses to be taught and notify the college. If the instructor meets the Minimum Qualifications, the college will enter the instructor into SAP H.R. If the instructor does not meet the minimum qualifications for the subject to be taught, the instructor can not be assigned to teach those classes under the agreement.

6. Once the instructor is in SAP HR, the college must enter the instructor’s assignment into the Protocol schedule production system with a 0810 class code. However, the college will set the hours of pay for the instructor at 0.

7. Human Resources will prepare a “routine personnel action for the Board of Trustees for each individual with who submits the documentation required under section 4 and who meets the minimum qualifications for the assignment in question. Upon approval by the Board of Trustees, the Senior Associate Vice Chancellor for Human Resources will sing the Agreement for Services – On-cite Supervisor and place it in the individuals personnel file.
APPENDIX A

California Community Colleges
Chancellor’s Office
Contract Guide for Instructional Service Agreements between
College Districts and Public Agencies

Community colleges may claim FTES and consequently, State funding for classes given through instructional service agreements/contracts provided Education Code and Title 5 requirements are met. The regulations are contained in Title 5 of the California Code of Regulations, Sections 51006, 53410, 55002, 55005, 55230-232, 55805.5, 58051(c) – (g), 58051.5, 58055, 58056, 58058(b), 58100-58106 and Education Code Section 78015.

This guide paraphrases applicable sections of Title 5 and applies only to classes conducted in a cooperative arrangement with public agencies. The following checklist should be used as a guide in the preparation of agreements or contracts:

1. The governing board of a community college district, prior to establishing a vocational or occupational training program, shall conduct a job market study of the labor market area, and determine whether or not the results justify the proposed vocational education program. Education Code Section 78015.

2. The college or district has a written agreement or contract with the contractor stating the responsibilities of each party and that the college or district is responsible for the educational program conducted on site.

3. The agreement/contract contains procedures, terms and conditions relating to 1) enrollment period; 2) student enrollment fees; 3) the number of class hours sufficient to meet the stated performance objectives; 4) supervision and evaluation of students; and 5) withdrawal of students prior to completion of a course or program.

4. Agreement/contract contains terms and conditions relating to cancellation and termination of the arrangement.

5. Instruction to be claimed for apportionment under the agreement/contract, is under the immediate supervision and control of an employee of the district (Title 5,Section 58058) who has met the minimum qualifications for instruction in vocational subject in a California community college.

6. Where the instructor is not a paid employee of the district, the college or district has a written agreement or contract with each instructor conducting instruction for which FTES are to be reported and stating that the college or district has the primary right to control and direct the instructional activities of the instructor.

NOTE: The college or district must demonstrate control and direction through such actions as providing the instructor an orientation, instructor’s manual, course outlines, curriculum materials, testing and grading procedures, and any other materials and services it would provide to its hourly instructors on campus.

7. The college or district lists minimum qualifications for instructors teaching these courses and that the qualifications are consistent with requirements in other similar courses given at the college or district.
8. The course must be held at facilities which are clearly identified as being open to the general public. (Title 5, Section 58051.5) Enrollment in the course must be open to any person who has been admitted to the college and has met any applicable prerequisites. (Title 5, Sections 51006 and 58106) The district policy on open enrollment must be published in the college catalogue, schedule of classes, and any addenda to the schedule of classes, (Title 5, Section 51006), along with a description of the course and information about whether the course is offered for credit and is transferable. (Title 5, Section 55005).

9. Degree and certificate programs must have been approved by the State Chancellor’s Office and courses that make up the programs must be part of the approved programs, or the college must have received delegated authority to separately approve those courses locally.

10. The courses of instruction are specified in the agreement, the outlines of record for such courses and are approved by the college’s curriculum committee as meeting Title 5 course standards, and the courses have been approved by the district board of trustees.

11. Procedures used by the college to assure that faculty teaching different sections of the same course, teach in a manner consistent with the approved outline of record for that course are applied to courses and faculty covered under the agreement and students are held to a comparable level of rigor.

12. Records of student attendance and achievement will be maintained by the public agency. Records will be open for review at all times by officials of the college and submitted on a schedule developed by the community college district.

13. It is agreed that both contractor and community college district will insure that ancillary and support services are provided for the students (e.g. Counseling and Guidance, Placement Assistance).

14. The college district must certify that it does not receive full compensation for the direct education costs of the course from any public or private agency, individual or group.

15. The college district is responsible for obtaining certification verifying that the instructional activity to be conducted will not be fully funded by other sources.*

16. If the classes are to be located outside the boundaries of the district, the district must comply with the requirements of Title 5, Sections 55230-55232 concerning approval by adjoining high school or community college districts and use of non-district facilities.

*In accordance with AB 444 (Statutes of 1996, Chapter 637) effective 9/16/96, Title 5, Section 58051.5 was amended to include appropriate language to implement Education Code Section 84752.
This Agreement is entered into this ____ day of ___________, by the Los Angeles Community College District (hereinafter the “District”) for __________ College (hereinafter the “College”) and ________________________ (hereinafter the “Contractor”), an employee of ________________________ (hereinafter the “Contractor”) who is being assigned to the District on a part-time basis pursuant to Title 5, California Code of Regulations, section 58058(b) and shall be an employee of the District on a limited basis during this part-time assignment pursuant to this Agreement.

RECITALS

WHEREAS, the District and Contractor entered into an agreement to provide classes to [Contractor’s] employees subject to the terms and conditions set forth in the Agreement between the District and [Contractor]; and,

WHEREAS, Title 5, California Code of Regulations, section 58056 requires on-site instructional supervision to collect State apportionment for classes offered by the District in cooperation with [Contractor]; and,

WHEREAS, [Contractor] has duly qualified employees who can competently provide supervisory services with regard to instruction for classes offered by the District in cooperation with [Contractor]; and,

WHEREAS, the On-Site Supervisor agrees to be assigned to the District as an at-will and uncompensated temporary academic employee of the District to competently provide instructional services with regard to instruction for classes offered by the District in cooperation with [Contractor]; and

WHEREAS, the authority for this Agreement includes Title 5, California Code of Regulations, Section 58058(b);

NOW THEREFORE, the Parties to this Agreement hereby agree as follows:

1. The On-Site Supervisor is an employee of [Contractor] who meets the “Minimum Qualifications” as provided under Title 5, California Code of Regulations, Section 53410 for the supervisory services required by the District.
2. The On-Site Supervisor is professionally and specially trained and competent to provide the supervisory services required by the District.

3. While the On-Site Supervisor is performing the required supervisory services for the District, the On-Site Supervisor shall be under the direct control and direction of the District and shall be a temporary academic employee of the District. The District retains the primary right to select, assign and direct the instructional activities of the On-Site Supervisor.

4. The On-Site Supervisor shall be an at-will and uncompensated temporary academic employee of the District during the hours of assignment to the District. The District may request at any time that [Contractor] change the On-Site Supervisor if the District determines that the On-Site Supervisor is not performing to District standards. Said request shall not be unreasonably refused by [Contractor].

5. The On-Site Supervisor shall maintain records of student achievement and attendance. Records shall be open for review at all times by officials of the District and submitted on a schedule developed by the District.

6. The On-Site Supervisor’s responsibilities and duties as an employee of the District shall include, but are not limited to, the following:

   a. The On-Site Supervisor shall provide immediate supervision and control of all students enrolled in the courses taught by the On-Site Supervisor as provided under Title 5, California Code of Regulations, section 58056.

   b. The On-Site Supervisor shall ensure that training is expended in full compliance with the course objectives determined by the District.

   c. The On-Site Supervisor shall ensure the safety and well-being of students.

   d. The On-Site Supervisor shall ensure the proper coordination of the delivery of instruction in order to achieve full compliance with applicable regulations.

   e. The On-Site Supervisor shall ensure continued physical presence at the work place assigned by the District during all hours of the assignment as an employee of the District.

   f. The On-Site Supervisor shall not be assigned to any other duties during the instructional activity for which attendance is being claimed by the District.

   g. The On-Site Supervisor shall ensure the accuracy of all information on all timesheets of technical officers and facilitators.

   h. The On-Site Supervisor shall ensure the immediate notification to the designated District representative of a student drop date.
i. The On-Site Supervisor shall ensure the proper and timely assignment, scheduling and notification of facilitators.

j. The On-Site Supervisor shall ensure the complete, accurate and timely evaluation of facilitators.

k. The On-Site Supervisor shall ensure regular attendance at periodic staff meetings with the District employee who serves as the District’s representative.

l. The On-Site Supervisor shall ensure that all handouts prepared or utilized by facilitators are appropriate by submitting them to the District’s representative for approval.

m. The On-Site Supervisor shall ensure that daily student attendance records are accurate and current.

n. The On-Site Supervisor shall ensure the effective use of instructional methods, technology, testing and remediation.

o. The On-Site Supervisor shall ensure the proper administering and scoring of Learning Domain Tests (IF APPLICABLE).

p. The On-Site Supervisor shall ensure the accurate calculation of final student grades and the prompt submission of grades to the District’s representative within two weeks of course completion.

q. The On-Site Supervisor shall ensure the competent and prompt completion of all other assigned duties.

7. For purposes of this Agreement, the District’s designated representative is

8. The District shall provide no compensation to the On-Site Supervisor for any services rendered pursuant to this Agreement. Compensation shall be provided by [Contractor] in accordance with its established and standard practices, including workers’ compensation insurance.

9. The On-Site Supervisor will be responsible for teaching the following courses:

10. [Contractor] agrees to defend and indemnify the District, its Board of Trustees, employees and agents for any claims, actions or lawsuits which may arise out of the subject matter of this Agreement, including those which may arise from times when the On-Site Supervisor is actually performing on behalf of the District the responsibilities and duties listed in this Agreement at the workplace assigned by the District.
11. This Agreement may be terminated at any time by the District within the sole and exclusive discretion of the District upon written notice to [Contractor] and the On-Site Supervisor. This Agreement may be terminated upon thirty (30) days prior written notice to the District by either [Contractor] or On-Site Supervisor within either’s sole and exclusive discretion.

12. Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. mail, certified, postage prepaid to the following address:

[Contractor]  
(insert contact information)

LOS ANGELES COMMUNITY COLLEGE DISTRICT  
Attn: James Watson, Contracts Manager  
770 Wilshire Boulevard  
Los Angeles, CA 90017

_____________ COLLEGE  
(insert contact information)

IN WITNESS WHEREOF, the Parties enter into this Agreement as of the day, month, and year first written above.

ON-SITE SUPERVISOR

By: (insert name, title) ___________________________ Date

LOS ANGELES COMMUNITY COLLEGE DISTRICT

By: (insert name, title) ___________________________ Date
1. Course Equivalency

Course equivalency for Advanced Placement exams, for purposes other than meeting General Education and graduation competency requirements for the Associates Degree, shall be determined by the college, using policies developed in consultation with the college’s Academic Senate, in accordance with the provisions of LACCD Board Rules, Chapter XVIII, Article I.

Course equivalency does not award unit credit. For unit credit policy, see item 3 below.

2. Use of Advanced Placement exams for meeting General Education Requirements and graduation competency requirements for the Associate of Arts and Associate of Science Degrees

Advanced Placement (AP) Exams shall be used toward meeting General Education requirements and Graduation Competency for the Associate of Arts and Associate of Science Degrees, as defined in Board Rule Chapter VI, Article II.

Students must receive a passing score (3, 4, or 5) on an AP exam to receive the credit indicated in Appendix A.

3. Advanced Placement Unit Credit

For the purpose of granting unit credit towards meeting General Education and graduation competency requirements, the LACCD shall follow the guidelines for Advanced Placement credit set by the American Council on Education:

*In general, the recommended minimum number of semester hours from ACE corresponds to the status of the corresponding high school AP course:*

- 3 semester hours are recommended in the case of a half-year course
- 6 semester hours for most full-year courses
• 8 semester hours for some of the mathematics, sciences, and foreign languages

4. CSU GE Breadth and IGETC

The placement of courses in the California State University General Education Breadth (CSU GE Breadth) and the Intersegmental General Education Transfer Curriculum (IGETC) Plans is determined by the University of California and California State University systems respectively; therefore it is not necessary for the college to grant course equivalency for this to occur. Appendix A indicates how AP tests are used to meet these requirements.

Original Issue Date: February 10, 2009
Initiated by: Educational Support Services
Dates of Changes: January 15, 2010; April 30, 2015
References:

The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by contacting the ADA Compliance Administrator, 770 Wilshire Boulevard, Los Angeles, CA 90017, (213) 891-2213 voice, (213)891-2408 TTY, (213) 891-2295 fax.
<table>
<thead>
<tr>
<th>AP Subject Area</th>
<th>AP Score</th>
<th>Total Semester Units Awarded Toward Associate Degree</th>
<th>Semester Units Applied Toward Associate Degree GE Requirements</th>
<th>Associate Degree GE Area</th>
<th>Graduation Competency Requirement</th>
<th>Title 5 American Institutions Requirement</th>
<th>IGETC Applicability</th>
<th>CSU GE Breadth Applicability Source: CSU Coded Memo AA-2014-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Studio Drawing</td>
<td>3, 4, 5</td>
<td>3</td>
<td>3</td>
<td>Section C: Humanities</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Art Studio 2D Design</td>
<td>3, 4, 5</td>
<td>3</td>
<td>3</td>
<td>Section C: Humanities</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Art Studio 3D Design</td>
<td>3, 4, 5</td>
<td>3</td>
<td>3</td>
<td>Section C: Humanities</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Art History</td>
<td>3, 4, 5</td>
<td>6</td>
<td>3</td>
<td>Section C: Humanities</td>
<td>3A or 3B</td>
<td>C1 or C2</td>
<td>3 semester units</td>
<td>3 semester units</td>
</tr>
<tr>
<td>Biology</td>
<td>3, 4, 5</td>
<td>6</td>
<td>3</td>
<td>Section A: Natural Science</td>
<td>5B and 5C</td>
<td>B2 and B3</td>
<td>4 semester units</td>
<td>4 semester units</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3, 4, 5</td>
<td>6</td>
<td>3</td>
<td>Section A: Natural Science</td>
<td>5A and 5C</td>
<td>B1 and B3</td>
<td>4 semester units</td>
<td>4 semester units</td>
</tr>
<tr>
<td>Chinese Language &amp; Culture</td>
<td>3, 4, 5</td>
<td>6</td>
<td>3</td>
<td>Section C: Humanities</td>
<td>3B and 6A</td>
<td>C2</td>
<td>3 semester units</td>
<td>3 semester units</td>
</tr>
<tr>
<td>Computer Science Exam A</td>
<td>3, 4, 5</td>
<td>3</td>
<td>3</td>
<td>Section D: Language &amp; Rationality: Area 2. Communication and Analytical Thinking</td>
<td>NA</td>
<td>NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Science Exam AB</td>
<td>3, 4, 5</td>
<td>6</td>
<td>3</td>
<td>Section D: Language &amp; Rationality: Area 2. Communication and Analytical Thinking</td>
<td>NA</td>
<td>NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AP Subject Area</td>
<td>AP Score</td>
<td>Total Semester Units Awarded</td>
<td>Semester Units Applied Toward Associate Degree</td>
<td>AP Score</td>
<td>Total Semester Units Awarded</td>
<td>Semester Units Applied Toward Associate Degree</td>
<td>AP Score</td>
<td>Total Semester Units Awarded</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------</td>
<td>-----------------------------</td>
<td>-----------------------------------------------</td>
<td>----------</td>
<td>-----------------------------</td>
<td>-----------------------------------------------</td>
<td>----------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Economics – Macroeconomics</td>
<td>3, 4, 5</td>
<td>3</td>
<td>3</td>
<td>Section B2: Social and Behavioral Sciences</td>
<td>4B</td>
<td>3 semester units/ 4 quarter units</td>
<td>D2</td>
<td>3 semester units</td>
</tr>
<tr>
<td>Economics - Microeconomics</td>
<td>3, 4, 5</td>
<td>3</td>
<td>3</td>
<td>Section B2: Social and Behavioral Sciences</td>
<td>4B</td>
<td>3 semester units/ 4 quarter units</td>
<td>D2</td>
<td>3 semester units</td>
</tr>
<tr>
<td>English Language &amp; Composition</td>
<td>3, 4, 5</td>
<td>3</td>
<td>6</td>
<td>Section D: Language &amp; Rationality: Area 1. English Composition</td>
<td>1A</td>
<td>3 semester units/ 4 quarter units</td>
<td>A2</td>
<td>3 semester units</td>
</tr>
<tr>
<td>English Literature &amp; Composition</td>
<td>3, 4, 5</td>
<td>3</td>
<td>6</td>
<td>Section D: Language &amp; Rationality: Area 1. English Composition</td>
<td>1A or 3B</td>
<td>3 semester units/ 4 quarter units</td>
<td>A2 and C2</td>
<td>6 semester units</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>3, 4, 5</td>
<td>4</td>
<td>3</td>
<td>Section A: Natural Science</td>
<td>5A and 5C</td>
<td>3 semester units/ 4 quarter units</td>
<td>B1 and B3</td>
<td>4 semester units</td>
</tr>
<tr>
<td>French Language &amp; Culture</td>
<td>3, 4, 5</td>
<td>6</td>
<td>3</td>
<td>Section C: Humanities</td>
<td>3B and 6A</td>
<td>3 semester units/ 4 quarter units</td>
<td>C2</td>
<td>3 semester units</td>
</tr>
<tr>
<td>French Literature</td>
<td>3, 4, 5</td>
<td>6</td>
<td>3</td>
<td>Section C: Humanities</td>
<td>3B and 6A</td>
<td>3 semester units/ 4 quarter units</td>
<td>C2</td>
<td>3 semester units</td>
</tr>
<tr>
<td>German Language &amp; Culture</td>
<td>3, 4, 5</td>
<td>6</td>
<td>3</td>
<td>Section C: Humanities</td>
<td>3B and 6A</td>
<td>3 semester units/ 4 quarter units</td>
<td>C2</td>
<td>3 semester units</td>
</tr>
<tr>
<td>Government &amp; Politics: U.S.</td>
<td>3, 4, 5</td>
<td>3</td>
<td>3</td>
<td>Section B1: American Institutions</td>
<td>4H and US-2</td>
<td>3 semester units/ 4 quarter units</td>
<td>D8+US-2</td>
<td>3 semester units</td>
</tr>
<tr>
<td>Government &amp; Politics: Comparative</td>
<td>3, 4, 5</td>
<td>3</td>
<td>3</td>
<td>Section B2: Social and Behavioral Sciences</td>
<td>4H</td>
<td>3 semester units/ 4 quarter units</td>
<td>D8</td>
<td>3 semester units</td>
</tr>
<tr>
<td>AP Subject Area</td>
<td>AP Score</td>
<td>Total Semester Units Awarded</td>
<td>Semester Units Applied Toward Associate Degree</td>
<td>Semester Units</td>
<td>Associate Degree GE Area Fulfilled</td>
<td>Graduation Competency Requirement Fulfilled Board Rule: Chapter VI: 6201.12</td>
<td>Title 5 American Institutions Requirement Fulfilled Board Rule: Chapter VI: 6201.14</td>
<td>IGETC Applicability (3 semester/ 4quarter) Source: IGETC Standards v 1.5</td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------</td>
<td>------------------------------</td>
<td>-----------------------------------------------</td>
<td>----------------</td>
<td>-------------------------------</td>
<td>-------------------------------------------------</td>
<td>-------------------------------------------------</td>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td>History: European</td>
<td>3, 4, 5</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>Section B2: Social and Behavioral Sciences AND Section C: Humanities</td>
<td>3B or 4F</td>
<td>3B or 4F and US-1</td>
<td>3B or 4F and US-1</td>
</tr>
<tr>
<td>History: U.S.</td>
<td>3, 4, 5</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>Section B1: American Institutions</td>
<td>American Institutions Satisfied</td>
<td>3B or 4F and US-1</td>
<td>3B or 4F and US-1</td>
</tr>
<tr>
<td>History: World</td>
<td>3, 4, 5</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>Section B2: Social and Behavioral Sciences</td>
<td>3B or 4F</td>
<td>3B or 4F and US-1</td>
<td>3B or 4F and US-1</td>
</tr>
<tr>
<td>Human Geography</td>
<td>3, 4, 5</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>Section B2: Social and Behavioral Sciences</td>
<td>4</td>
<td>3B and 6A</td>
<td>3B and 6A</td>
</tr>
<tr>
<td>Italian Language &amp; Culture</td>
<td>3, 4, 5</td>
<td>6</td>
<td>3</td>
<td>3</td>
<td>Section C: Humanities</td>
<td>3B and 6A</td>
<td>3B and 6A</td>
<td>3B and 6A</td>
</tr>
<tr>
<td>Japanese Language &amp; Culture</td>
<td>3, 4, 5</td>
<td>6</td>
<td>3</td>
<td>3</td>
<td>Section C: Humanities</td>
<td>3B and 6A</td>
<td>3B and 6A</td>
<td>3B and 6A</td>
</tr>
<tr>
<td>Latin Literature</td>
<td>3, 4, 5</td>
<td>6</td>
<td>3</td>
<td>3</td>
<td>Section C: Humanities</td>
<td>3B and 6A</td>
<td>3B and 6A</td>
<td>3B and 6A</td>
</tr>
<tr>
<td>Latin: Vergil</td>
<td>3, 4, 5</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>Section C: Humanities</td>
<td>3B and 6A</td>
<td>3B and 6A</td>
<td>3B and 6A</td>
</tr>
<tr>
<td>Mathematics – Calculus AB</td>
<td>3, 4, 5</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>Section D: Language &amp; Rationality: Area 2. Communication and Analytical Thinking</td>
<td>Mathematics Competency Satisfied</td>
<td>2A</td>
<td>2A</td>
</tr>
</tbody>
</table>

**History:**
- European
- U.S.
- World

**Languages:**
- Italian Language & Culture
- Japanese Language & Culture
- Latin Literature
- Latin: Vergil

**Mathematics:**
- Calculus AB
<table>
<thead>
<tr>
<th>AP Subject Area</th>
<th>AP Score</th>
<th>Total Semester Units Awarded Toward Associate Degree</th>
<th>Semester Units Applied Toward Associate Degree GE Requirements</th>
<th>Associate Degree GE Area Fulfilled Board Rule: Chapter VI: 6201.14</th>
<th>Graduation Competency Requirement Fulfilled Board Rule: Chapter VI: 6201.12</th>
<th>Title 5 American Institutions Requirement Fulfilled Board Rule: Chapter VI: 6201.14</th>
<th>IGETC Applicability (3 semester/ 4quarter) Source: IGETC Standards v 1.5</th>
<th>CSU GE Breadth Applicability Source: CSU Coded Memo AA-2014-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics – Calculus BC</td>
<td>3, 4, 5</td>
<td>6</td>
<td>6</td>
<td>Section D: Language &amp; Rationality: Area 2. Communication and Analytical Thinking</td>
<td>Mathematics Competency Satisfied</td>
<td>2A 3 semester units/ 4 quarter units</td>
<td>B4 3 semester units</td>
<td></td>
</tr>
<tr>
<td>Mathematics – Calculus BC/AB Subscore</td>
<td>3, 4, 5</td>
<td>3</td>
<td>3</td>
<td>Section D: Language &amp; Rationality: Area 2. Communication and Analytical Thinking</td>
<td>Mathematics Competency Satisfied</td>
<td>2A 3 semester units/ 4 quarter units</td>
<td>B4 3 semester units</td>
<td></td>
</tr>
<tr>
<td>Music Theory</td>
<td>3, 4, 5</td>
<td>6</td>
<td>3</td>
<td>Section C: Humanities</td>
<td></td>
<td>NA</td>
<td>C1 3 semester units (removal fall 09)</td>
<td></td>
</tr>
<tr>
<td>Physics 1</td>
<td>3, 4, 5</td>
<td>3</td>
<td>4</td>
<td>Section A: Natural Science</td>
<td></td>
<td>Under review by UC</td>
<td>B1 and B3 4 semester units</td>
<td></td>
</tr>
<tr>
<td>Physics 2</td>
<td>3, 4, 5</td>
<td>3</td>
<td>4</td>
<td>Section A: Natural Science</td>
<td></td>
<td>Under review by UC</td>
<td>B1 and B3 4 semester units</td>
<td></td>
</tr>
<tr>
<td>Physics B</td>
<td>3, 4, 5</td>
<td>6</td>
<td>3</td>
<td>Section A: Natural Science</td>
<td></td>
<td>5A and 5C 4 semester units/ 5 quarter units</td>
<td>B1 and B3 4 semester units (removal fall 13)</td>
<td></td>
</tr>
<tr>
<td>Physics C Mechanics</td>
<td>3, 4, 5</td>
<td>4</td>
<td>3</td>
<td>Section A: Natural Science</td>
<td></td>
<td>5A and 5C 3 semester units/ 4 quarter units</td>
<td>B1 and B3 4 semester units</td>
<td></td>
</tr>
<tr>
<td>Physics C Electricity &amp; Magnetism</td>
<td>3, 4, 5</td>
<td>4</td>
<td>3</td>
<td>Section A: Natural Science</td>
<td></td>
<td>5A and 5C 3 semester units/ 4 quarter units</td>
<td>B1 and B3 4 semester units</td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td>3, 4, 5</td>
<td>3</td>
<td>3</td>
<td>Section B2: Social and Behavioral Sciences</td>
<td></td>
<td>4 3 semester units/ 4 quarter units</td>
<td>D9 3 semester units</td>
<td></td>
</tr>
<tr>
<td>Spanish Language &amp; Culture</td>
<td>3, 4, 5</td>
<td>6</td>
<td>3</td>
<td>Section C: Humanities</td>
<td></td>
<td>3B and 6A 3 semester units/ 4 quarter units</td>
<td>C2 3 semester units</td>
<td></td>
</tr>
</tbody>
</table>
## LACCD Credit for Advanced Placement Exams

<table>
<thead>
<tr>
<th>AP Subject Area</th>
<th>AP Score</th>
<th>Total Semester Units Awarded</th>
<th>Semester Units Applied Toward Associate Degree</th>
<th>Associate Degree GE Area Requirements</th>
<th>Graduation Competency Requirement</th>
<th>Title 5 American Institutions Requirement</th>
<th>IGETC Applicability (3 semester/ 4quarter)</th>
<th>CSU GE Breadth Applicability Source: CSU Coded Memo AA-2014-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish Literature &amp; Culture</td>
<td>3, 4, 5</td>
<td>6</td>
<td>3</td>
<td>Section C: Humanities</td>
<td>3B and 6A</td>
<td>3 semester units/ 4 quarter units</td>
<td>C2</td>
<td>3 semester units</td>
</tr>
<tr>
<td>Statistics</td>
<td>3, 4, 5</td>
<td>3</td>
<td>3</td>
<td>Section D: Language &amp; Rationality: Area 2. Communication and Analytical Thinking</td>
<td>Mathematics Competency Satisfied</td>
<td>2A</td>
<td>B4</td>
<td>3 semester units</td>
</tr>
</tbody>
</table>
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.
1. The District may require that a student provide instructional or other materials, or the District may charge a fee for such materials, for a credit or noncredit course only if all of the following conditions exist:

a. The purpose of the material must be primarily for instructional purposes.

b. The material must be procured or possessed as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of the course (i.e., a course objective cannot be met but for the use of the material).

c. The material must have continuing value to the student outside of the classroom setting, including but not limited to, textbooks, tools, equipment, clothing, and those materials which are necessary for a student’s vocational training and employment. Materials provided through a license or access fee shall be available to the student for up to two years. However, students have the option of paying a lower price for a shorter access period.

d. The amount of materials that student must supply, or the amount of materials the student receives in exchange for the fee that is charged, must be consistent with the amount of material necessary to meet the required objectives of the course.

e. If a fee is charged (instead of also giving students the option to supply the materials themselves), the District must either: (1) have a health and safety reason to supply the materials, or (2) supply the material more cheaply than the material can be obtained elsewhere and at the District’s cost.

f. The material is not solely or exclusively available from the District.
2. The following definitions apply:

   a. “Instructional and other materials” means any personal property which is owned or primarily controlled by an individual student.

   b. “Required instructional or other materials” are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course.

   c. “Solely or exclusively available from the District” means that the material is not available except through the District or that the District requires that the material be purchased or procured from it. A material is not considered to be solely and exclusively available from the District if it is provided to the student at the District’s actual cost, or there are health and safety reasons for the District being the provider, or if the District is providing the material cheaper than it is available elsewhere.

   d. “Required instructional material and other materials which are of continuing value outside the classroom setting” are materials which can be taken from the classroom setting, and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course which are to be accomplished under the supervision of an instructor during class hours.

3. Instructors should take reasonable steps to minimize the cost and ensure the necessity of instructional materials.

4. Optional fees should be clearly described as optional and cannot be mistaken for required charges. Students shall be clearly advised when they have the option of providing their own materials or of purchasing those materials as the listed price from the District.

5. The District incorporates by reference the current version of Appendix A, “Application of Instructional Materials Regulations to Specific Situations” of the State Chancellor’s Office’s Student Fee Handbook (Legal Opinion 012-09), attached.
Chapter 2, item 2.5, sets forth a series of questions which are designed to help districts determine whether they have the authority to require students to provide materials or to charge students a fee for materials provided by the district. Those questions should assist districts in analyzing the application of Education Code section 76365 and title 5 regulations on instructional materials (§§ 59400-59408) in specific instances.

Over the years, a number of specific items have been considered under the instructional materials standards.

**Ammunition**

Ammunition that is used in connection with police science courses (shooting at the practice range) is a material that students can be required to provide. To the extent that shell casings can be reloaded, they can be taken from the course setting, and they are not wholly consumed, used up or rendered valueless as they are applied in achieving the required objectives of a course.

**Bluebooks**

Used bluebooks if returned to students, are materials of continuing value to the student outside of the classroom setting. If the district is the sole provider of bluebooks, they must be provided to students at the district's actual cost. If used bluebooks are not returned they are not of continuing value to the student and thus should be provided by the district.

**Chemicals**

See *Welding Rods (and other transformed materials)* below.

**Clay**

Clay is an example of a "transformed" material that, under most circumstances, can retain continuing value outside of the classroom setting. For instance, a district could require that a student provide 20 pounds of a given type of clay in order to take a course. The clay can be sold through the college bookstore if the student wishes to purchase it there. The clay, when converted into objects and fired in a kiln, can be taken from the classroom by the student. The clay is not wholly consumed, used up or rendered valueless in the process of becoming an object.
A critical distinction to apply with respect to transformed materials is whether the transformed material becomes part of something that a student will take from a class, or part of something that is just used for practice, and will not become the property of a student. Materials used in practice--objects that don't become the property of the student--should be provided by the district; whereas if the material is part of an object that becomes the property of the student, it can be required.

Another method to handle transformed materials such as clay is to provide the material for free, but to charge the student for any transformed material that he or she wishes to take from the classroom. Under this method, the material doesn't become the permanent property of the student until he or she chooses to buy it. In any case, if students are required to provide clay, the transformed objects must become their property.

Other examples of transformed materials which can have value to the student outside of the classroom setting include wood, metal, film, photographic paper, oil paints, canvas, cloth, food and paper generally.

**Clothing**
See **Uniforms and Clothing**, below.

**Computer Paper**
Computer paper is a material which can be used by many students, but which can have continuing value to students based on the information preserved on the paper during the course. For instance, a district could require that each student provide a specified quantity and brand of computer paper in order to enroll in a course. A student wouldn't necessarily be using the box of computer paper he or she bought, but as long as he or she was entitled to keep all printouts, and as long as the student would generate roughly the quantity of paper he or she provided, a student could be required to provide computer paper.

**CD-ROMS**
See **Recording Tape, Video Tape, Floppy Discs, CD-ROMS**, below.

**Diesel Fuel**
See **Welding Rods (and other transformed materials)** below.

**Equipment**
Education Code section 76365 specifically mentions equipment as a material that has continuing value to the student outside of the classroom setting. Thus, students can be required to provide their own equipment for classes.


**Equipment Use Charge**

In lieu of requiring students to provide certain expensive equipment, one suggestion is that students be given the option to "rent" the equipment from the district for the duration of the course. The instructional materials regulations do not address rental of equipment that is required by a district. Rather, the regulations only address the authority of districts to require the equipment.

Generally speaking, rental of equipment should be classified as an "optional fee," and thus would be authorized within the parameters of the permissive code. Districts should not subsidize their equipment budgets by renting equipment which students should not be expected to own. For instance, it would be improper to require students to provide a certain $5,000 television camera and then offer them the "option" of renting one for use during the class for $20 per semester.

**Floppy Discs**

See *Recording Tape, Video Tape, Floppy Discs, CD-ROMS*, below.

**Flowers and Food**

Flowers for a flower arrangement class are an example of a material which can be required, with the student having the option to purchase them from the district. The district can specify the required flowers which the student needs and then provide the student with an option to purchase all necessary flowers from the district for a specified price. The same is true of food for a cooking class. It is contemplated that students in culinary programs will be able to consume and/or to take food items purchased with their instructional materials fees. For example, students may consume or take away pastries they prepare in class. It would not be appropriate, however, for students to be required to supply all of the food for a culinary class unless those food materials have continuing value to the students outside the class. It would not be appropriate for students to pay for food that they prepare for non-students, such as through a dining room or food service program. Similarly, an instructional materials fee would be appropriate in a wine-making class if students are able to keep the wine that they bottle.

**Gasoline**

See *Welding Rods (and other transformed materials)* below.

**Gym Towels**

If having a towel is mandatory to the class, districts may require students to provide their own towels, or the district may provide them. However, the towels cannot be solely or exclusively available from the district based on
the health and safety definition of section 59402(c)(1) because district-only towels do not fulfill a health and safety requirement.

**Instructional Tapes/Videos**
Instructional tapes or videos that must be returned to the district cannot be the basis for an instructional materials fee. Students retain no tangible personal property when the materials must be returned. (See section 3.16 above.)

**Instructor-created Materials**
Instructor-created textbooks, syllabi and other instructional materials are generally prepared for specific courses offered by a college or district, and are often solely or exclusively provided by a district. Such materials, in most instances, have continuing value outside of the classroom setting. The district is required to provide these materials unless the exception to title 5, section 59402(c) can be applied. Specifically, the instructor-prepared instructional materials must be provided at the district's actual cost, in lieu of other generally available but more expensive material which would otherwise be required.

By way of example, a textbook, syllabus, or instructor-prepared material costing a district $15.00 to provide to a student could be required in lieu of requiring the students to secure a nationally published textbook on the same subject which retailed for $30.00. A district's "actual cost" of producing materials which it solely or exclusively provides can include a small markup necessary for selling the item through the college bookstore. The overall premise is that neither a district nor its employees ought to be making a profit on materials which the district solely or exclusively provides.

Instructor-prepared material can be classified as "optional" if it is not required by the district, or is not required to complete the required objectives of a course to be accomplished under the direction of an instructor during class hours. In this regard, a syllabus or other material could be "highly recommended" without being required. Also a material could be designated for "required reading" without it actually being a required material.

In Legal Opinion L 02-29 we addressed several issues concerning faculty authors, subsidy publishers, and the payment of royalties. We concluded that under current law a faculty author may require his or her students to purchase mandatory instructional materials the faculty member created and paid a subsidy publisher to produce even if the price of said materials includes a royalty payment provided the materials are not exclusively
available from the district and provided that local employment agreements or local conflict of interest rules do not prohibit the practice.

In Legal Opinion L 04-11, we addressed whether a student could be required to present proof of "recently purchased lecture notes" as a condition of enrollment. We determined that requiring a proof of purchase was inappropriate, and also determined that payment of a royalty for the instructor's lecture notes was problematic. Requiring "recently purchased lecture notes" raises the question of why a "purchase" is necessary, as opposed to other means of securing materials, such as using a library copy or copies already purchased by other students. Regardless of how they are acquired, unless materials are reasonably related to the achievement of the course objectives, they cannot be established as "required instructional materials" and students cannot be required to provide (or purchase) them. If the lecture notes do not qualify as required instructional materials, they can still be offered to students on a purely optional basis and students could be charged a reasonable optional fee.

If a district determines that lecture notes do qualify as a required instructional material, and the lecture notes are solely available through the college bookstore, a fee in the form of the bookstore purchase price may be appropriate, but the price may not include a faculty royalty.

**Lab Books, Workbooks, and Sheet Music**

Lab books and workbooks are distinguished from texts and instructor-produced materials in that they are written in extensively or have various exercises which result in pages being torn out. Generally speaking, even though such materials are altered, they retain some value to the student outside of the classroom setting, and therefore can be required of students. Sheet music is another example of workbook-type material which can be required.

**Laboratory Animals**

Under most conditions, required laboratory animals must be provided by the district because they have no continuing value to the student outside of the classroom setting. This general rule, however, does not require a district to provide an unlimited supply of laboratory animals. Laboratory animals in addition to those reasonably needed for completion of course objectives can be sold as "optional" materials.

Decomposable materials used in dissection are not instructional materials because students cannot reasonably retain the materials for future use outside of the classroom.
License Fees and Access Codes
License fees, access code fees, or software subscription fees that allow students to have temporary access to computer or internet programs are not tangible personal property as to the student. Additionally, such access is usually restricted to the term of the class and does not represent a continuing value to the student outside the classroom. For these reasons, access to such software or services generally do not qualify as instructional materials that students can be required to provide or for which instructional materials fees may be charged.

However, recent revisions to title 5, section 59402 allow districts to charge students instructional materials fees for access to instructional materials in electronic form, under certain circumstances. Under this regulation, the definition of "tangible personal property" was amended to verify that electronic data may be considered instructional materials, so long as the student has the ability to use the materials after the class in a manner comparable to the student's ability to use the materials during the class. If students are to be charged for electronic data, the tangible personal property should have a continuing educational value to students. The continuing educational value could be in the form of the electronic course content being equivalent to a textbook, study guide, solutions manual, or test bank that students have access to beyond the class session for which the instructional materials were purchased. Additionally, the student must be able to store and readily print the text, lessons, or problem materials. If the student can store and print materials that are of continuing educational value, charging students for access codes is permissible. (See also Textbooks, below.)

On the other hand, the amendments to section 59402 do not permit charging mandatory instructional materials fees for access to the Internet or large searchable databases. In this instance a student would not realistically be able to store and print every document available through the service and would not be able to conduct searches once the course for which access is provided has ended. (See section 4.11 above.)

Medical Supplies (such as Band-Aids, sterile syringes, and catheters)
See Welding Rods (and other transformed materials) below.

Models for Art Classes
Models for art classes have no continuing value to the student outside of the classroom setting. They are not owned or primarily controlled by individual students. Therefore, students cannot be required to pay for models in art classes.
Performances
Requiring a student to see a play, film, concert, or other performance is not an instructional or other material, and is not covered by the regulations. A district may require a student to see a specified play, film, concert or performance, but in order to generate FTES for the student's attendance at the performance, the district must provide for attendance free of charge to the student. If seeing a performance is accomplished through a field trip, students may be asked to pay for incidental expenses, including entrance fees to the performance, but no student can be denied the right to participate in the field trip due to lack of funds. (See Cal. Code Regs., tit. 5, §§ 55450-55451.)

Photographic Chemicals
Photographic chemicals are a material which can be used by many students, but which usually will have no continuing value to students outside of the classroom setting. Unlike computer paper, photographic chemicals can be tainted through misuse and tend to become used up in the classroom setting. If photographic chemicals are kept separate for each student and are given to students upon completion of the class, students can be required to provide them.

Recording Tape, Video Tape, Floppy Discs, CD-ROMs
Recording tape, video tape, floppy discs and other such reusable recording materials generally have continuing value to students outside of the classroom setting. They are generally available, tangible personal property of continuing value that is owned or controlled by the student.

Sheet Music

Syllabi
See Instructor-created Materials, above, and Textbooks, below.

Tests (Required)
Required tests are instructional materials, and have continuing value to the student, if they are returned. However, in instances where districts are the sole or exclusive provider of tests and neither of the exceptions in title 5, section 59402(c) apply, tests should be provided free.

Under the authority of the "permissive code" (Ed. Code, § 70902(a)) a district may charge for optional tests not required for entry or enrollment into a class.
Please note that this item describes tests that are used to evaluate classroom performance, as opposed to placement tests or assessments. See 4.9 of the Handbook for a discussion of fees for placement tests.

**Textbooks**

Education Code section 76365 specifically mentions textbooks as materials which have continuing value outside of the classroom. As such, the general rule is that districts may require students to provide their own textbooks. However, these textbooks can't be solely or exclusively available from the district unless the exception of title 5, section 59402(c) applies. If a district is the sole publisher of a textbook, placing copies of the text in local bookstores will not automatically make it generally available.

Until recently, it was not permissible to charge for online access to an electronic version of a textbook. However, title 5, section 59402 was amended in January 2006 to permit this, provided that the student can store and print the textbook for use after the course is over. Of course, as with any other type of instructional material, the district cannot charge for access to an online textbook if this access is solely or exclusively available from the district, unless one of the exceptions to the "solely and exclusively available" rule are applicable.

**Uniforms and Clothing**

Education Code section 76365 specifically itemizes clothing as a material which is of continuing value to a student outside of the classroom setting. Students can be required to provide their own uniforms and clothing.

**Video Tape**

See **Recording Tape, Video Tape, Floppy Discs, CD-ROMS**, above.

**Welding Rods (and other transformed materials)**

Welding rods are an example of a "transformed" material which, under most circumstances, have no continuing value outside of the classroom setting after being used. A welding rod is rendered valueless in the process of being used for practice welds. Hence, a district must provide those rods necessary to complete those required objectives of a course which are to be accomplished under the supervision of an instructor during class hours. Extra welding rods for practice or in addition to those needed to complete required objectives may be sold to the student as optional material.

Welding rods and other transformed materials can have continuing value under limited circumstances, however. If welding rods are used to make a project or material that a student will take from the class, the student can
be required to provide the rods that will be used for the project. For instance, if the welding rods are used to make an art object and the art object becomes the property of the student, welding rods may be required.

Other examples of transformed materials that are usually rendered valueless after use include chemicals, gasoline, diesel fuel, and medical supplies such as Band-Aids, sterile syringes, and catheters.

**Workbooks**

See *Lab Book, Workbooks, and Sheet Music*, above

*Original Issue Date: May 21, 2009*

*Initiated by: Educational Programs and Institutional Effectiveness Division*

*Dates of Changes: July 22, 2015*

*References: Education Code, section 76365, Title 5, C.C.R., Sections 59400-59408, LACCD Board Rules 6413, 6415*

The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by contacting the ADA Compliance Administrator, Mardell Kuntzelman, 770 Wilshire Boulevard, Los Angeles, CA 90017, (213) 891-2213 voice, (213)891-2408 TTY, (213) 891-2295 fax, kuntzeme@email.laccd.edu.
The August, 2008 revisions to Title 5, CRR, changed section 55002.5 to require an alignment between the total number of hours required for a course and the number of units for a given course. The regulation states that:

(a) One credit hour of community college work requires a minimum of 48 hours of lecture, study, or laboratory at colleges operating on the semester system or 33 hours of lecture, study or laboratory work at colleges operating on the quarter system.

(b) A course requiring 96 hours or more of lecture, study or laboratory work at colleges operating on the semester system or 66 hours or more of lecture, study, or laboratory work at colleges operating on the quarter system shall provide at least 2 units of credit.

(c) The amount of credit awarded shall be adjusted in proportion to the number of hours of lecture, study or laboratory work in half unit increments.

(d) A district may elect to adjust the amount of credit awarded in proportion to the number of hours of lecture, study or laboratory work in increments of less than one-half unit.

Title 5 now clearly defines the appropriate relationship between units and hours (frequently called the “Carnegie Unit Rule”) in terms of total hours required for lecture, study or laboratory work, rather than in terms of required hours per week. Sections “a” and “b” set the minimum hours required for 1 and 2 unit courses, respectively. Additionally, section “c” states that: “The amount of credit awarded shall be adjusted in proportion to the number of hours of lecture, study or laboratory work in half unit increments.” As the hours of a course increase, the unit value for the course must increase as well.

The table below provides a guide for complying with this requirement. It demonstrates these relationships in terms of “standard hours” as used by the LACCD – i.e., a “standard hour” is the number of hours per week a class would meet if the semester were 18 weeks long. The table ranges from .5 to 12 units, using ½ unit increments.

Please note that Title 5, section 55002.5 also permits colleges to “adjust the amount of credit awarded in proportion to the number of hours of lecture, study or laboratory work in increments of less than one-half unit.” Courses may increase units in ¼ unit increments but this is not a requirement.
### Total Units and Hours *(based on standard hours)*

**Required by Title 5, 55002.5**

<table>
<thead>
<tr>
<th>Units</th>
<th>Total Hours</th>
<th>Lecture Only</th>
<th>Lab #1</th>
<th>Lab #2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>In-Class</td>
<td>In-class</td>
<td>In-class</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Outside</td>
<td>Outside</td>
<td>Outside</td>
</tr>
<tr>
<td>.5</td>
<td>27</td>
<td>9</td>
<td>18</td>
<td>27</td>
</tr>
<tr>
<td>1.0</td>
<td>54</td>
<td>18</td>
<td>36</td>
<td>54</td>
</tr>
<tr>
<td>1.5</td>
<td>81</td>
<td>27</td>
<td>54</td>
<td>81</td>
</tr>
<tr>
<td>2.0</td>
<td>108</td>
<td>36</td>
<td>72</td>
<td>108</td>
</tr>
<tr>
<td>2.5</td>
<td>135</td>
<td>45</td>
<td>90</td>
<td>135</td>
</tr>
<tr>
<td>3.0</td>
<td>162</td>
<td>54</td>
<td>108</td>
<td>162</td>
</tr>
<tr>
<td>3.5</td>
<td>189</td>
<td>63</td>
<td>126</td>
<td>189</td>
</tr>
<tr>
<td>4.0</td>
<td>216</td>
<td>72</td>
<td>144</td>
<td>216</td>
</tr>
<tr>
<td>4.5</td>
<td>243</td>
<td>81</td>
<td>162</td>
<td>243</td>
</tr>
<tr>
<td>5.0</td>
<td>270</td>
<td>90</td>
<td>180</td>
<td>270</td>
</tr>
<tr>
<td>5.5</td>
<td>297</td>
<td>99</td>
<td>198</td>
<td>297</td>
</tr>
<tr>
<td>6.0</td>
<td>324</td>
<td>108</td>
<td>216</td>
<td>324</td>
</tr>
<tr>
<td>6.5</td>
<td>351</td>
<td>117</td>
<td>234</td>
<td>351</td>
</tr>
<tr>
<td>7.0</td>
<td>378</td>
<td>126</td>
<td>252</td>
<td>378</td>
</tr>
<tr>
<td>7.5</td>
<td>405</td>
<td>135</td>
<td>270</td>
<td>405</td>
</tr>
<tr>
<td>8.0</td>
<td>432</td>
<td>144</td>
<td>288</td>
<td>432</td>
</tr>
<tr>
<td>8.5</td>
<td>459</td>
<td>153</td>
<td>306</td>
<td>459</td>
</tr>
<tr>
<td>9.0</td>
<td>486</td>
<td>162</td>
<td>324</td>
<td>486</td>
</tr>
<tr>
<td>9.5</td>
<td>513</td>
<td>171</td>
<td>342</td>
<td>513</td>
</tr>
<tr>
<td>10.0</td>
<td>540</td>
<td>180</td>
<td>360</td>
<td>540</td>
</tr>
<tr>
<td>10.5</td>
<td>567</td>
<td>189</td>
<td>378</td>
<td>567</td>
</tr>
<tr>
<td>11.0</td>
<td>594</td>
<td>198</td>
<td>396</td>
<td>594</td>
</tr>
<tr>
<td>11.5</td>
<td>621</td>
<td>207</td>
<td>414</td>
<td>621</td>
</tr>
<tr>
<td>12.0</td>
<td>648</td>
<td>216</td>
<td>432</td>
<td>648</td>
</tr>
</tbody>
</table>

**EXAMPLE:**

A one-unit, one-standard hour, course should meet for a total of 18 hours (1 unit x 18 weeks). However, the requirements in Title 5, section 55002.5 not only address total class meeting hours but the total hours of outside work required as well. Thus, a one-unit, one standard hour class would meet for a total of 18 hours, but would require an additional total of 36 hours of outside work, for a total of 54 hours of combined classroom and study time. If a course has both lecture and lab, you will need to apply the chart separately to the lecture units and the lab units.
A. **BACKGROUND**

The Red Flags rules, issued by the Federal Trade Commission, are implementing regulations of the Federal Fair and Accurate Credit Transactions Act (“FACTA”). The Red Flags rules require that “financial institutions” or “creditors” holding “covered accounts” develop and implement identity theft prevention programs for new and existing accounts.

While the colleges are not “financial institutions,” the colleges may, within limited situations, be considered “creditors” offering “covered accounts” and consequently fall within the scope of the Red Flags rules. The purpose of this regulation is to detect Red Flags, and to prevent and mitigate identity theft.

B. **DEFINITIONS**

1. A “creditor” includes any person or entity that regularly extends, renews, or continues credit.

2. A “covered account” is an account which a creditor offers or maintains, for personal, family, or household purposes, that involves or is designed to permit multiple payments or transactions. Within the District, these include: (a) student accounts under the Federal Perkins Loan program, and (b) student profiles in DEC (or its successor) when the colleges opt to provide institutional loans, or offer plans for the payment of tuition throughout the semester rather than requiring full payment at the beginning.

3. “Personal identifying information” includes, but is not limited to, name, address, date of birth, phone number, student ID number, Social Security number (“SSN”).

4. A “Red Flag” is a pattern, practice, or specific activity that indicates the possible existence of identity theft, including but not limited to the following:

   a. **Alerts, notifications, or warnings from consumer reporting agencies**, such as fraud alerts, credit freezes, notices of address discrepancies, or consumer reports which indicate a pattern of activity that is inconsistent with the history and usual pattern of an applicant or customer.

   b. **Suspicious documents**, including but not limited to, documents which:
i. appear to have been altered or forged, or destroyed and reassembled;
ii. include photographs or physical descriptions which are not consistent with
the appearance of the individual presenting the document;
iii. include other information which is not consistent with information
provided by the student; or
iv. include other information which is not consistent with readily accessible
information that is on file with the college.

c. **Suspicious personal identifying information**, including but not limited to,
information which:

i. is inconsistent when compared against information provided by the
student or against external information sources used by the college;
ii. is associated with known fraudulent activity as indicated by the college’s
records or by external information sources used by the college (e.g., the
address and/or phone number provided is the same as those provided on a
fraudulent application);
iii. is of a type commonly associated with fraudulent activity (e.g., the address
on the application is fictitious, a mail drop, or a prison; or the phone
number is invalid or is associated with a pager or answering service);
iv. is the same or similar to that provided by other persons (e.g., the SSN,
address, phone number provided is identical to those provided by other
persons);
v. is incomplete (e.g., the individual fails to provide all requested personally
identifiable information on an application, or in response to a notification
that the application is incomplete); or
vi. is inconsistent with information on file with the college.

d. **Unusual use or suspicious activity**, including but not limited to the following:

i. material changes in payment or use patterns not consistent with the
established patterns on the account (e.g., nonpayment when there is no
history of late or missed payments);
ii. mail sent to the student is returned repeatedly as undeliverable;
iii. notification to the college that the student is not receiving paper account
statements; or
iv. notification to the college of unauthorized charges or transactions.

e. **Notice from students, victims of identity theft, law enforcement authorities,
or other persons regarding possible identity theft in connection with a
covered account.**

5. A “service provider” means a person or entity that provides a service directly to the
college.
C. DETECTION OF RED FLAGS

Red Flags may be detected in the following circumstances:

1. New covered accounts
   a. With respect to new applications for admission, the colleges shall collect all required personally identifiable information. However, submission of picture identification is not required with the initial admissions application. (Administrative Regulation E-108.)
   b. With respect to applications for financial aid (e.g., Perkins Loans), the colleges shall collect all required personal identifying information, and take appropriate measures to verify the applicant’s identity, such as examining presented government issued photo identification.

2. Existing covered accounts
   a. The colleges shall take appropriate measures to verify the identity of students seeking to make changes to components of their personal identifying information with respect to covered accounts. Picture identification is required for all in-person transactions that would otherwise require a personal identification number (PIN) if conducted online.
   b. The colleges shall take appropriate measures to safeguard the confidentiality of records containing personal identifying information, including ensuring the physical security of records and limiting access to such records to only those employees who have a legitimate business related reason. (Board Rule 8404.)

D. RESPONSES TO RED FLAGS

1. Once a Red Flag is detected, the college shall investigate the matter further and take appropriate steps to mitigate identity theft. Appropriate responses may include the following:
   a. cancelling or voiding the attempted transaction;
   b. notifying the affected student(s) or individual(s);
   c. notifying and communicating with other college departments;
   d. assisting in the changing of passwords, PIN’s or other security devices which permit access to a covered account;
   e. consolidating two or more covered accounts;
   f. suspending collection on the covered account;
   g. monitoring the covered account for indications of identity theft;
h. closing the covered account;
i. notifying appropriate law enforcement authorities;
j. referring the student for disciplinary action by the Office of Student Services; or
k. determining that no further action is warranted under the particular circumstances.

2. In the event that an unauthorized breach of personal identifying information occurs, the college shall make efforts to inform, as soon as practicably possible, the affected students or individuals, by sending them written notice that a breach has occurred. The notice may advise students about initiating credit freezes with the three major credit reporting bureaus, Equifax, Experian, and TransUnion.

E. SERVICE PROVIDERS

1. The colleges shall ensure that service providers who provide services in connection with covered accounts have appropriate identity theft prevention policies in place.

2. Contracts and written agreements with third party service providers, by way of appropriate contractual provisions, shall require that such service providers have reasonable identity theft prevention policies to detect Red Flags in connection with the service providers’ activities and that mechanisms exist to allow for the updating of such policies.

F. ADMINISTRATION, REPORTS AND UPDATES TO THE IDENTITY THEFT PREVENTION PROGRAM

1. The District shall designate a Program Administrator for the oversight of the Identity Theft Prevention Program.

2. District committees involved with the implementation of the Identity Theft Prevention Program should, on at least an annual basis, provide reports to the Program Administrator regarding the effectiveness of Red Flag policies and procedures, service provider arrangements, significant incidents involving identity theft, and any recommendations for changes to the Program.

3. Training may be provided as appropriate to apprise District employees of their obligations under this Program.
1. Basic Principles

- For the purposes of this policy, the term “discipline” means Minimum Qualification (MQ) Area.
- As an “academic and professional matter,” the DAS recommends the assignment of appropriate discipline/MQ area to courses taught at LACCD colleges.
- Disciplines/MQ areas must be selected from the “disciplines” listed in Minimum Qualifications for Faculty and Administrators in California Community Colleges developed by the State Academic Senate and published by the CCC System Office or from minimum qualifications found in Title 5, CCR.
- If a Minimum Qualification (MQ) Area is assigned to a single course or subset of courses within a subject, the Educational Support Services Division will code the course or courses in such a way that the course or courses can be distinguished from courses with different MQs.
- More than one discipline/MQ Area can be assigned to a subject.

2. Procedures

a. A comprehensive review of the alignment of all subjects to Discipline/MQ Area will occur every 6 years.

b. The alignment of a subject or subjects with disciplines (minimum qualification area) will also occur if a new subject is created, if alternate degree titles or criteria are developed by the Educational Policy Advisory Committee (EPAC) OR if any of the following constituency groups or administrative units request to have the minimum qualification for a particular subject, course or courses reviewed:

   - District Academic Senate or one of its committees (Educational Policies/Equivalencies Committee, District Curriculum Committee)
   - Districtwide Discipline Committee
   - Human Resources Division
   - Educational Support Services Division
c. Minimum Qualifications Review

STEP 1: The appropriate Districtwide Discipline Committees will make recommendations for any realignment of subjects within disciplines (minimum qualification area), add alternate degree titles or criteria to existing minimum qualifications, or shall suggest the most appropriate discipline for a new subject.

STEP 2: If there is no Districtwide Discipline Committee for the subject(s) in question or if the Districtwide Discipline Committee fails to take action within 30 working days (the Discipline Committee may request a 20 working day extension of this deadline), the request will be sent directly to the EPAC for review.

STEP 3: The EPAC reviews the request and make a recommendation to the District Academic Senate.

STEP 4: The Chair of EPAC sends out the committee’s recommendations to the District Curriculum Committee, the Vice Presidents of Academic Affairs and the College Academic Senate Presidents, who shall have 20 working days to forward any concerns in writing to the District Academic Senate (DAS) President.

STEP 5: The DAS reviews the recommendations at it next scheduled meeting and make a final decision on EPAC’s recommendations.

STEP 6: The DAS President forwards the DAS recommendations to the Human Resources Division which shall update the District’s master list of aligned subjects and disciplines (MQ areas).

3. Teaching Load for New Subjects

When a new subject is created, which occurs when a new course or courses are created in subject that does not currently exist at any college in the LACCD, the Educational Support Services Division will notify the Human Resources Division and the AFT Faculty Guild, so that the teaching load can be negotiated.

4. Definitions

a. “Working day” – a day when the majority of the colleges in the District are in session, excluding Saturdays, Sundays, and holidays, with the exception that days occurring between July 1 and August 15 will not be counted as working days.
1. **Academic Standards.**

   Academic standards applicable to courses of independent study shall be the same as those applied to other credit or noncredit courses, as appropriate, at the college.

2. **Student Progress.**

   Procedures for evaluation of student progress shall be in accordance with regulations established by the college. A report by an instructor on appropriate records bearing the student's name for purposes of state apportionment shall certify that adequate and proper progress toward accomplishment of the course objectives is being maintained by the student.

3. **Availability of Instructor.**

   The college shall provide access to the instructor for the students enrolled in courses offered pursuant to this article at least equivalent to that commonly available to students enrolled in courses conducted by other instructional methods in addition to regularly scheduled office hours as practiced at that college.

4. **Instruction.**

   The instructor assigned to a course conducted pursuant to this article shall:

   (a) Be qualified to provide service in that capacity during the period in which that service is rendered;
   (b) Be responsible for the supervision, control, and evaluation of the course and the enrolled students;
   (c) Provide orientation, guidance, and information regarding course content materials and services for each student as soon as possible subsequent to the student's official enrollment by the college; and
   (d) Provide each student with the instructor's consultation schedule for the semester, quarter, or other prescribed term of the course. This schedule is to be included in the written record of student progress required by Title 5, CCR, section 55234.
I. BACKGROUND

CalWORKs funds are for the purpose of assisting welfare recipient students and those in transition off of welfare to achieve long-term self-sufficiency through coordinated student services offered at community colleges including: work study, job placement, child care, coordination, curriculum development and redesign, and under certain conditions post-employment skills training, and instructional services.

Child care is a critical component to ensuring the success of CalWORKs students while they are enrolled in the community college and participating in work activities. CalWORKs students must have child care that meets their individual needs including providing services to children of various ages and providing child care during weekends and evenings if needed.

II. DISTRICT CALWORKS ON-CAMPUS CHILD CARE POLICY

CalWORKs Directors and Child Development Center Directors will use the following procedures to use State allocated CalWORKs Child Care funds:

At the beginning of the fiscal year, a portion of the CalWORKs funding allocated to colleges CalWORKs programs by the state for child care will be directly provided to the Child Development Centers for the purpose of serving children of CalWORKs students. The amount/size of allocation is calculated using historical data and/or projections provided by the CDC Directors. Provisions must be made for parental choice of child care, and if necessary funds will be made available for this purpose.

Each college’s Child Development Center and CalWORKs program will develop a Memorandum of Understanding that describes the methodology of the allocation of CalWORKs Child Care funds to the Child Development Centers. This memorandum of understanding will contain the reporting timelines and the data to be reported, as well as timelines for returning unspent funds to the CalWORKs programs. Reporting will include individual college fiscal reports of cumulative CalWORKs children by age group, total days of enrollment and attendance, and hours (full time or part time status) and adjusted days of enrollment to the CalWORKs department.

Child Development Centers and CalWORKs programs will provide referrals to each other’s programs. The final determination of CalWORKs eligibility will be made by CalWORKs staff. Copies will be kept in the student’s CalWORKs file.
1. Credit for military service will be awarded toward Associate Degree requirements as follows:
   - Three units of credit towards LACCD Associate Degree general education Area E: Health and Physical Education (Board Rule 6201.14)
   - Three units of elective credit toward the 60 units required for an associate degree.

2. Application Requirements
   - Complete an LACCD Application
   - Arrange for all transcripts (including AARTS, SMART, and CCAF) and other application materials to be sent to the LACCD campus of attendance
   - Provide verification of U.S. military service, as follows:
     - Military Personnel on Active Duty: documentation must verify at least 181 days of active duty
     - Former Military Personnel currently NOT on Active Duty: Active Duty documentation (DD 214) must indicate student’s length of service, which must include 181 days of active duty

3. Acceptable Documentation for Verifying Military Course Completion
   - Army/American Council on Education Registry Transcript System (AARTS)
   - Form DD 295, "Application for the Evaluation of Learning Experiences During Military Service."
   - DD Form 214, "Armed Forces of the United States Report of Transfer or Discharge."
   - Course completion certificates
   - Sailor/Marine American Council on Education Registry Transcript (SMART)
   - Community College of the Air Force (CCAF) Transcript
   - Defense Acquisition University (DAU) Transcript

4. There is no LACCD residency requirement. Students may receive military credit upon entrance to any college within the LACCD.
5. Transcript Annotation

Military credit will be posted on student transcripts in keeping with the provisions of Administrative Regulation E-118.
The colleges within the LACCD will accept upper division coursework completed at other colleges for the purpose of fulfilling Associate Degree requirements using the following guidelines:

1. Coursework must be completed at a United States regionally accredited institution.*
2. A student must submit official transcripts from the originating institution.
3. Upper division courses may be applied to an LACCD general education area or major and/or elective requirements based on content equivalency to a general education, major or elective course offered at an LACCD campus.
4. Upper division courses in math or English composition may be used to satisfy competency requirements for the Associate Degree.

**Use of Upper Division Courses to Satisfy IGETC or CSU GE Breadth**

Policy on the use of upper-division coursework on the IGETC and CSU GE is governed by the University of California and California State University systems. Consult the IGETC Standards and CSU Executive Order 1033 for complete details.

* For policies for granting credit for courses from institutions outside the U.S. see: Administrative Regulation E-101 – Credit for Courses Taken at Institutions of Higher Learning Outside the United States.
Transcript notations should be posted on student transcripts consistently across all LACCD campuses. Only approved transcript notations shall be posted in the memorandum field of the transcript. Where appropriate and applicable, campuses shall make transcript notations from the approved list, below.

1. External Exam Scores:

External Exam scores can be transcripted under LACCD regulations governing approved external exams such as Advanced Placement Exams and International Baccalaureate Exams. The following format shall be used for transcript notation:

   a) Exam name
   b) Exam score
   c) LACCD Associate Degree general education area met: note the number of units awarded, if applicable
   d) LACCD Associate Degree elective credit: note number of units awarded, if applicable
   e) LACCD graduation competency requirement met: if applicable

   Examples: AP English Language: Score 3; AA/AS GE Area D1, 3 units; AA/AS electives, 3 units; Competency requirement met; IB Biology HL: Score 5; AA GE Area A, 3 units; AA electives, 3 units.

2. Credits

   a) Credit by exam: notation to specify the name(s) of the course(s) that were taken on a credit by exam basis.
   Examples: English 101 taken credit-by-exam; Psych 1 taken credit by exam.
   b) Transfer credits from other colleges: notation to specify the name(s) of the college(s) and the number of units awarded.
   c) Military credit awarded under E-107: notation to specify AA Area E (Health & PE), 3 units; AA Electives, 3 units.
   d) Law enforcement academy training awarded under E-12: notation to specify LACCD campus, course name/number of units, e.g. Law
Enforcement Academy Training, 300 hours, course credit awarded ADM JUS 001, 3.0 units.
e) Up to 30 units for credit for work done at foreign institutions: notation to specify the foreign institution(s) and the number of units awarded.
f) Credit(s) granted by petition from non-accredited institutions: notation to specify the institution(s) and note that they are non-accredited.

3. IGETC and CSU GE Breadth Certification
   a) IGETC Full or Partial Certification: if partial, indicate course(s)/area missing
   b) Foreign language requirement met for IGETC: notation to specify the language(s)
   c) CSU GE Breadth full or subject area certification
   d) CSU Graduation Requirement in American Ideals, US-1, US-2, US-3: notation to indicate satisfied, partially satisfied [indicate area(s)], or not satisfied

4. Course Equivalency
   Course equivalency may be awarded for External Exams and Military Credit. Credit shall be granted and noted one time. Students may not receive duplicative credit for the same course in differing areas.

   Examples: AP English Language: Score 3; AA/AS GE Area D1, 3 units, AA/AS major course equivalency: English 28; AA/AS electives, 3 units; Competency requirement met; AP Calculus BC: Score 5; AA GE Area D2, 6 units; Competency requirement met; AA/AS major course equivalency Math 261 and Math 262.

5. Graduation Honors: specify Magna, Summa, Cum Laude or Valedictorian

6. Student Activities: specify honor societies; ASO officer positions and applicable date(s).

7. ITV: specify: “This transcript contains only ITV classes taken at Mission College.”

8. Waivers or substitutions of classes: for substitutions, list both the required class and the class being used as the substitution. For waived classes, specify “Class waived by petition”

9. Expulsions: notation to specify: “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).”
10. Records exist prior to 1974: *specify location(s.*)

11. Records exist under multiple IDs: *specify the other IDs.*

12. Other waivers and notations as granted by Board Rules and Administrative Regulations.
CONDITIONS FOR TERMINATION OF SERVICES

1. The Child Development Center will notify parents in writing of the conditions for termination of Child Development Center (“CDC”) services.

   For purposes of this regulation, “parent” refers to a biological parent, adoptive parent, stepparent, foster parent, caretaker relative, and legal guardian, domestic partner of the parent as defined in Family Code section 297, or any other adult living with a child who has responsibility for the care and welfare of the child.

2. The Child Development Center Director will designate a CDC employee (an “agency representative”) to make decisions regarding termination of services as disclosed in the college child development center Parent Handbook. The representative’s name and contact information will be on the Notice of Action as described below.

3. Reasons for suspension or termination of CDC services may include, but are not limited to:
   - The child is not benefiting from the program. Ability to benefit as defined in each college’s parent handbook i.e. inappropriate behavior, developmental difficulties, etc.
   - Violation of the CDC Parent Handbook and Policies
   - Violation of the Student Code of Conduct

4. In conditions where there is an immediate threat to the health or safety of children, staff, students and any other persons at the CDC, services may be immediately suspended and/or terminated by the CDC Director.

PROCEDURE FOR TERMINATION OF SERVICES FOR VIOLATIONS OF CDC PARENT HANDBOOK AND POLICIES

1. Where the parent is receiving subsidized childcare from the California State Department of Education, Child Development Division, the following process will apply:
a. When a college CDC agency representative has cause to terminate childcare services, the CDC must issue a written Notice of Action to the parent. The Notice of Action must be on the prescribed form from the California Department of Education (Form CD 7617). A copy of the Notice of Action will be forwarded to the Vice President of Student Services.

b. Upon parental receipt of the Notice of Action, the parent has 14 calendar days to request a hearing appealing the decision.

c. The CDC will schedule a hearing within 10 calendar days after receipt of a written appeal. The hearing will be conducted by the CDC Director. If the parent does not attend the hearing he/she will be considered to have abandoned his/her rights to appeal and the Notice of Action stands.

d. The CDC must respond with a written decision within 10 calendar days after the hearing. If the parent disagrees with the decision of the CDC hearing, he/she has 14 calendar days to file a written appeal with the California Department of Education / Child Development Division (“CDE/CDD”).

e. Within 30 calendar days of receipt of the parent’s appeal, CDE/CDD will provide a written statement specifying the reasons for the final decision. If the appeal is denied, childcare services will be terminated immediately.

2. Where the parent is not receiving any state subsidies for child care, the following process will apply:

a. When a college CDC agency representative has cause to terminate childcare services, the CDC must issue a written notification to the parent. A copy of the written notification will be forwarded to the Vice President of Student Services.

b. Upon parental receipt of the written notification, the parent has 14 calendar days to request a hearing appealing the decision.

c. The CDC will schedule a hearing within 10 calendar days after receipt of a written appeal. If the parent does not attend the hearing he/she will be considered to have abandoned his/her rights to appeal and the written notification stands.

d. The CDC must respond with a written decision within 10 calendar days after the hearing. If the parent disagrees with the decision of the CDC hearing, he/she has 14 calendar days to file a written appeal to the Vice President of Student Services.
e. Within 30 calendar days, upon receipt of the parent’s appeal, the Vice President of Student Services will provide a written statement specifying the reasons for the final decision. If the appeal is denied, childcare services will be terminated immediately.

3. Grounds for immediate suspension or termination of childcare services are set forth in the CDC Parent Handbook. The parent has the right to appeal while services are suspended or terminated. If the parental appeal process is successful, childcare services will be reinstated.

PROCEDURE FOR TERMINATION OF SERVICES FOR VIOLATIONS OF THE STUDENT CODE OF CONDUCT

1. All students and non-students who use the District’s childcare services are subject to the Los Angeles Community College District’s Code of Conduct. (LACCD Board Rules, Chapter 9, Article 9).

2. Students who violate the Los Angeles Community College District’s Student Code of Conduct are subject to the LACCD’s student discipline procedures (LACCD Board Rules, Chapter 9, Article 11).
This regulation defines the International Baccalaureate Diploma and the conditions under which the District will accept it for the purposes of award/annotate credit, equivalency or competency in student records.

Definition:

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. It is widely recognized for its high academic standards.

- The two-year curriculum is rigorous and intellectually coherent, encouraging critical thinking through the study of a wide range of subjects in the traditional academic disciplines while encouraging an international perspective.
- Beyond completing college-level courses and examinations, Diploma Program students are also required to engage in community service, individual research, and an inquiry into the nature of knowledge.
- The two-year course of study leads to final examinations in six subject areas.

The IB governance is composed of:

- An IB Board of Governors
- Six committees (access and advancement, audit, compensation, education, finance and governance)

Requirements:

1. Course Equivalency

Course equivalency for IB (International Baccalaureate) exams, for purposes other than meeting General Education and graduation competency requirements for the Associate Degree, shall be determined by the college, using policies developed in consultation with the college’s Academic Senate, in accordance with the provisions of LACCD Board Rules, Chapter XVIII, Article I.
Course equivalency does not award unit credit. For unit credit policy, see item 3 below.

2. Use of IB Exams for meeting General Education Requirements and Graduation Competency Requirements for the Associate of Arts and Associate of Science Degrees

IB Exams shall be used toward meeting General Education requirements and Graduation Competency for the Associate of Arts and Associate of Science Degrees, as defined in Board Rule Chapter VI, Article II.

Students must receive a minimum score of 4 on most IB exams; other exams may require a score of 5 as noted in Appendix A.

Credit will only be given for Higher Level (HL) exams. No credit is given for Standard Level (SL) exams.

Students who take an Advanced Placement (AP) exam, an International Baccalaureate (IB) exam or College-Level Examination (CLEP) exam in the same topic area will receive credit for only one exam. (For example, if a student takes both the AP exam in Biology and the IB Biology HL exam, they will only receive credit for one exam because the topics are duplicative). The college should award credit for the exam that most benefits the student.

3. IB Unit Credit

For the purpose of granting unit credit towards meeting General Education and graduation competency requirements, the LACCD shall follow the guidelines for IB credit set by the International Baccalaureate Organization:

*Students can receive a score of 1 (poor or elementary) to 7 (excellent) for each subject studied. Universities and colleges typically expect individual HL subject scores to be a minimum of 4 (satisfactory) or sometimes 5 (good) for credit consideration.*

4. CSU GE Breadth and IGETC

The placement of courses in the California State University General Education Breadth (CSU GE Breadth) and the Intersegmental General Education Transfer Curriculum (IGETC) Plans is determined by the University of California and California State University systems respectively; therefore it is not necessary for the college to grant course equivalency for this to occur. Appendix A indicates how IB exams are used to meet these requirements.
5. **Annotation of IB GE/ Elective Credit on LACCD Transcripts**

IB credit should be annotated on LACCD transcripts using the following format:

IB Exam name: Score received; AA GE Area met; units awarded (if applicable); AA electives; units awarded (if applicable); competency met (if applicable).

Example: *IB Biology HL: Score 5; AA GE Area A, 3 units; AA electives, 3 units.*

*IB Mathematics HL: Score 4; AA GE Area D2, 3 units; AA elective, 3 units; Competency req. met.*
## APPENDIX A

**LACCD Credit for International Baccalaureate (IB) Exams**

| IB Subject Area                   | Minimum Passing Score | Total Semester Units Awarded Toward Associate Degree | Semester Units Applied Toward Associate Degree GE Requirements | Associate Degree GE Area Fulfilled Board Rule: Chapter VI: 6201.14 | Graduation Competency Requirement Fulfilled Board Rule: Chapter VI: 6201.12 | Title 5 American Institutions Requirement Fulfilled Board Rule: Chapter VI: 6201.14 | IGETC Applicability Source: IGETC Standards v 1.3 | CSU GE Breadth Applicability Source: CSU Coded Memo AA-2010-09 |
|----------------------------------|-----------------------|-----------------------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| **IB Biology HL**               | 5 (ALL)               | 6                                                   | 3                                                             | Section A: Natural Science                                  | 5B (without lab) 3 semester/4 quarter units                          | B2 3 semester units                                                   | **Refer below to IB Language A1 (any language) HL for IGETC Area applicability**                                         | **Refer below to IB Language A1 (any language) HL for CSU GE Area applicability**                                          |
| **IB Chemistry HL**             | 5 (ALL)               | 6                                                   | 3                                                             | Section A: Natural Science                                  | 5A (without lab) 3 semester/4 quarter units                          | B1 3 semester units                                                   | **Refer below to IB Language A1 (any language) HL for IGETC Area applicability**                                         | **Refer below to IB Language A1 (any language) HL for CSU GE Area applicability**                                          |
| **IB Economics HL**             | 5 (ALL)               | 6                                                   | 3                                                             | Section B2: Social and Behavioral Sciences                  | 4B 3 semester/4 quarter units                                      | D2 3 semester units                                                   | **Refer below to IB Language A1 (any language) HL for IGETC Area applicability**                                         | **Refer below to IB Language A1 (any language) HL for CSU GE Area applicability**                                          |
| **IB Geography HL**             | 5 (ALL)               | 6                                                   | 3                                                             | Section B2: Social and Behavioral Sciences                  | 4E 3 semester/4 quarter units                                      | D5 3 semester units                                                   | **Refer below to IB Language A1 (any language) HL for IGETC Area applicability**                                         | **Refer below to IB Language A1 (any language) HL for CSU GE Area applicability**                                          |
| **IB History (any region) HL**  | 5 (ALL)               | 6                                                   | 3                                                             | Section B2: Social and Behavioral Sciences                  | 3B or 4F 3 semester/4 quarter units                               | C2 or D6 3 semester units                                             | **Refer below to IB Language A1 (any language) HL for IGETC Area applicability**                                         | **Refer below to IB Language A1 (any language) HL for CSU GE Area applicability**                                          |
| **IB Language A1 (English) HL** | 4 (AA/AS)             | 6                                                   | 3                                                             | Section D Language & Rationality: Area 1. English Composition Reading and Written Expression Competency Satisfied | Refer below to IB Language A1 (any language) HL for IGETC Area applicability | **Refer below to IB Language A1 (any language) HL for CSU GE Area applicability** | **Refer below to IB Language A1 (any language) HL for IGETC Area applicability**                                         | **Refer below to IB Language A1 (any language) HL for CSU GE Area applicability**                                          |
| **IB Language A2 (English) HL** | 4 (AA/AS)             | 6                                                   | 3                                                             | Section D Language & Rationality: Area 1. English Composition Reading and Written Expression Competency Satisfied | Refer below to IB Language A2 (any language) HL for IGETC Area applicability | **Refer below to IB Language A1 (any language) HL for CSU GE Area applicability** | **Refer below to IB Language A1 (any language) HL for IGETC Area applicability**                                         | **Refer below to IB Language A1 (any language) HL for CSU GE Area applicability**                                          |
| **IB Language A1 (any language, except English) HL** | 4 (AA/AS) 5 (IGETC) | 6                                                   | 3                                                             | Section C: Humanities                                            | 3B and 6A 3 semester/4 quarter units                               | N/A 3 semester/4 quarter units                                      | **Refer below to IB Language A1 (any language) HL for IGETC Area applicability**                                         | **Refer below to IB Language A1 (any language) HL for CSU GE Area applicability**                                          |
| **IB Language A2 (any language, except English) HL** | 4 (AA/AS) 5 (IGETC) | 6                                                   | 3                                                             | Section C: Humanities                                            | 3B and 6A 3 semester/4 quarter units                               | N/A 3 semester/4 quarter units                                      | **Refer below to IB Language A1 (any language) HL for IGETC Area applicability**                                         | **Refer below to IB Language A1 (any language) HL for CSU GE Area applicability**                                          |
| **IB Language A1 (any language) HL** | 4 (AA/AS) 4 (CSU GE) | 6                                                   | 3                                                             | Section C: Humanities                                            | 3B 3 semester/4 quarter units                                     | C2 3 semester units                                                   | **Refer below to IB Language A1 (any language) HL for IGETC Area applicability**                                         | **Refer below to IB Language A1 (any language) HL for CSU GE Area applicability**                                          |
**APPENDIX A**

**LACCD Credit for International Baccalaureate (IB) Exams**

<table>
<thead>
<tr>
<th>IB Subject Area</th>
<th>Minimum Passing Score AA/AS CSU GE IGETC</th>
<th>Total Semester Units Awarded Toward Associate Degree</th>
<th>Semester Units Applied Toward Associate Degree GE Requirements</th>
<th>Associate Degree GE Area Fulfilled Board Rule: Chapter VI: 6201.14</th>
<th>Graduation Competency Requirement Fulfilled Board Rule: Chapter VI: 6201.12</th>
<th>Title 5 American Institutions Requirement Fulfilled Board Rule: Chapter VI: 6201.14</th>
<th>IGETC Applicability Source: IGETC Standards v 1.3</th>
<th>CSU GE Breadth Applicability Source: CSU Coded Memo AA-2010-09</th>
</tr>
</thead>
<tbody>
<tr>
<td>IB Language A2 (any language) HL</td>
<td>4 (AA/AS) 4 (CSU GE) 5 (IGETC)</td>
<td>6</td>
<td>3</td>
<td>Section C: Humanities</td>
<td>3B 3 semester/4 quarter units</td>
<td>C2 3 semester units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IB Language B (any language) HL</td>
<td>4 (AA/AS) 4 (CSU GE) 5 (IGETC)</td>
<td>6</td>
<td>3</td>
<td>Section C: Humanities</td>
<td>6A Meets proficiency req.</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IB Mathematics HL</td>
<td>4 (AA/AS) 4 (CSU GE) 5 (IGETC)</td>
<td>6</td>
<td>3</td>
<td>Section D: Language &amp; Rationality: Area 2. Communication and Analytical Thinking Mathematics Competency Satisfied</td>
<td>2A 3 semester/4 quarter units</td>
<td>B4 3 semester units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IB Physics HL</td>
<td>5 (ALL)</td>
<td>6</td>
<td>3</td>
<td>Section A: Natural Science</td>
<td>5A (without lab) 3 semester/4 quarter units</td>
<td>B1 3 semester units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IB Psychology HL</td>
<td>5 (ALL)</td>
<td>3</td>
<td>3</td>
<td>Section B2: Social and Behavioral Sciences</td>
<td>4I 3 semester/4 quarter units</td>
<td>D9 3 semester units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IB Theater HL</td>
<td>4 (AA/AS) 4 (CSU GE) 5 (IGETC)</td>
<td>6</td>
<td>3</td>
<td>Section C: Humanities</td>
<td>3A 3 semester/4 quarter units</td>
<td>C1 3 semester units</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1The IB curriculum offers language at various levels for native and non-native speakers. Language B courses are offered at the intermediate level for non-natives. Language A1 and A2 are advanced courses in literature for native and non-native speakers, respectively.

Sources:
- [http://www.universityofcalifornia.edu/admissions/counselors/ib-credits/index.html](http://www.universityofcalifornia.edu/admissions/counselors/ib-credits/index.html)
- [http://www.calstate.edu/AcadAff/codedMemos/AA-2010-09.pdf](http://www.calstate.edu/AcadAff/codedMemos/AA-2010-09.pdf)
- [http://www.ibo.org/](http://www.ibo.org/)
1. **Course Equivalency**

   Course equivalency for CLEP (College-Level Examination Program) exams, for purposes other than meeting General Education and Graduation Competency requirements for the Associate Degree, shall be determined by the college, using policies developed in consultation with the college’s Academic Senate, in accordance with the provisions of LACCD Board Rules, Chapter XVIII, Article I.

   Course equivalency does not award unit credit. For unit credit policy, see item 3 below.

2. **Use of CLEP exams for meeting General Education Requirements and Graduation Competency Requirements for the Associate of Arts and Associate of Science Degrees**

   CLEP Exams shall be used toward meeting General Education requirements and Graduation Competency for the Associate of Arts and Associate of Science Degrees, as defined in Board Rule Chapter VI, Article II.

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

   Students who take an Advanced Placement (AP) exam, an International Baccalaureate (IB) exam or College-Level Examination Program (CLEP) exam in the same topic area will receive credit for only one exam. (For example, if a student takes both the CLEP exam in Biology and the AP exam in Biology, they will only be awarded credit for one exam because the topics are duplicative). The college should award credit for the exam that most benefits the student.

3. **CLEP Unit Credit**

   For the purpose of granting unit credit towards meeting General Education and Graduation Competency requirements, the LACCD shall follow the guidelines for CLEP credit set by the American Council on Education:

   - 3 semester hours are recommended in the case of a half-year course.
   - 6 semester hours for most full-year courses.
   - 12 semester hours for Level 2 Foreign Language exams equivalent to four semesters of college level foreign language course work.
# APPENDIX A
LACCD Credit for College-Level Examination Program (CLEP) Exams

<table>
<thead>
<tr>
<th>CLEP Exam</th>
<th>ACE Recommended Score</th>
<th>Total Semester Units Awarded Toward Associate Degree</th>
<th>Semester Units Applied Toward Associate Degree GE Requirements</th>
<th>Associate Degree GE Section Fulfilled Board Rule: Chapter VI: 6201.14</th>
<th>Graduation Competency Requirement Fulfilled Board Rule: Chapter VI: 6201.12</th>
<th>Title 5 American Institutions Requirement Fulfilled Board Rule: Chapter VI: 6201.14</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Exams</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>50</td>
<td>3</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Systems and Computer Applications</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Section D2: Communication and Analytical Thinking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introductory Business Law</td>
<td>50</td>
<td>3</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principles of Management</td>
<td>50</td>
<td>3</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>50</td>
<td>3</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Composition and Literature</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Literature</td>
<td>50</td>
<td>6</td>
<td>3</td>
<td>Section C: Humanities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Analyzing and Interpreting Literature</td>
<td>50</td>
<td>6</td>
<td>3</td>
<td>Section C: Humanities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Composition</td>
<td>50</td>
<td>6</td>
<td>3</td>
<td>Section D: Language &amp; Rationality: Area 1. English Composition; B1: American Institutions Satisfied</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replaces English Composition w/essay effective 07/01/10</td>
<td>50</td>
<td>6</td>
<td>3</td>
<td>Section D: Language &amp; Rationality: Area 1. English Composition; B1: American Institutions Satisfied</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Composition Modular</td>
<td>50</td>
<td>6</td>
<td>3</td>
<td>Section D: Language &amp; Rationality: Area 1. English Composition; B1: American Institutions Satisfied</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replaces English Composition and Freshman College Composition exams effective 07/01/10</td>
<td>50</td>
<td>6</td>
<td>3</td>
<td>Section D: Language &amp; Rationality: Area 1. English Composition; B1: American Institutions Satisfied</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>6</td>
<td>3</td>
<td>Section C: Humanities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>50</td>
<td>6</td>
<td>3</td>
<td>Section C: Humanities</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Foreign Languages</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>French Language, Level 1</td>
<td>50</td>
<td>6</td>
<td>3</td>
<td>Section C: Humanities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>French Language, Level 2</td>
<td>50</td>
<td>12</td>
<td>3</td>
<td>Section C: Humanities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>German Language, Level 1</td>
<td>50</td>
<td>6</td>
<td>3</td>
<td>Section C: Humanities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>German Language, Level 2</td>
<td>60*</td>
<td>12</td>
<td>3</td>
<td>Section C: Humanities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish Language, Level 1</td>
<td>50</td>
<td>6</td>
<td>3</td>
<td>Section C: Humanities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish Language, Level 2</td>
<td>63</td>
<td>12</td>
<td>3</td>
<td>Section C: Humanities</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>History and Social Sciences</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Government</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Section B1: American Institutions</td>
<td>American Institutions Satisfied</td>
<td></td>
</tr>
<tr>
<td>History of the United States I: Early Colonization to 1877</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Section B1: American Institutions</td>
<td>American Institutions Satisfied</td>
<td></td>
</tr>
<tr>
<td>History of the United States II: 1865 to present</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Section B1: American Institutions</td>
<td>American Institutions Satisfied</td>
<td></td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Section B2: Social and</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Level 1 – equivalent to the first two semesters (or 6 semester hours) of college-level foreign language course work
Level 2 – equivalent to the first four semesters (or 12 semester hours) of college-level foreign language course work
## APPENDIX A
### LACCD Credit for College-Level Examination Program (CLEP) Exams

<table>
<thead>
<tr>
<th>CLEP Exam</th>
<th>ACE Recommended Score</th>
<th>Total Semester Units Awarded Toward Associate Degree&lt;sup&gt;1&lt;/sup&gt;</th>
<th>Semester Units Applied Toward Associate Degree GE Requirements</th>
<th>Associate Degree GE Section Fulfilled Board Rule: Chapter VI: 6201.14</th>
<th>Graduation Competency Requirement Fulfilled Board Rule: Chapter VI: 6201.12</th>
<th>Title 5 American Institutions Requirement Fulfilled Board Rule: Chapter VI: 6201.14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Educational Psychology</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Section B2: Social and Behavioral Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Section B2: Social and Behavioral Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Section B2: Social and Behavioral Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Section B2: Social and Behavioral Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Section B2: Social and Behavioral Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Sciences and History</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Section B2: Social and Behavioral Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Western Civilization I: Ancient Near East to 1648</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Section B2: Social and Behavioral Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Western Civilization I: 1648 to Present</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Section B2: Social and Behavioral Sciences</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Science and Mathematics

<table>
<thead>
<tr>
<th>CLEP Exam</th>
<th>ACE Recommended Score</th>
<th>Total Semester Units Awarded Toward Associate Degree&lt;sup&gt;1&lt;/sup&gt;</th>
<th>Semester Units Applied Toward Associate Degree GE Requirements</th>
<th>Associate Degree GE Section Fulfilled Board Rule: Chapter VI: 6201.14</th>
<th>Graduation Competency Requirement Fulfilled Board Rule: Chapter VI: 6201.12</th>
<th>Title 5 American Institutions Requirement Fulfilled Board Rule: Chapter VI: 6201.14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>50</td>
<td>6</td>
<td>3</td>
<td>Section A: Natural Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculus</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Section D2: Communication and Analytical Thinking</td>
<td>Mathematics Competency Satisfied</td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td>50</td>
<td>6</td>
<td>3</td>
<td>Section A: Natural Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Algebra</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Section D2: Communication and Analytical Thinking</td>
<td>Mathematics Competency Satisfied</td>
<td></td>
</tr>
<tr>
<td>College Mathematics</td>
<td>50</td>
<td>6</td>
<td>3</td>
<td>Section D2: Communication and Analytical Thinking</td>
<td>Mathematics Competency Satisfied</td>
<td></td>
</tr>
<tr>
<td>Precalculus</td>
<td>50</td>
<td>3</td>
<td>3</td>
<td>Section D2: Communication and Analytical Thinking</td>
<td>Mathematics Competency Satisfied</td>
<td></td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>50</td>
<td>6</td>
<td>3</td>
<td>Section A: Natural Sciences</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<sup>1</sup> The scores and credit hours that appear in this table are the credit-granting scores and semester hours recommended by the American Council on Education (ACE). The scores listed above are equivalent to a grade of C in the corresponding course.

<sup>2</sup> This score is recommended for exams administered after June 30, 2008. Sources: [http://www.collegeboard.com/student/testing/clep/about.htm](http://www.collegeboard.com/student/testing/clep/about.htm)
"Remedial coursework" refers to courses having both a non degree-applicable and basic skills designation in the areas of reading, writing, computation, and English as a Second Language (Title 5, CCR, section 55000).

Unless exempt, students are limited to a maximum of 30 units credit for remedial coursework. Students exceeding this limitation shall be referred for further remedial work to appropriate noncredit courses provided by a college, adult school, community-based organization, or other local provider.

The following students are exempted from this restriction:

(1) Students enrolled in one or more courses of English as a Second Language (ESL); and/or

(2) Students with an identified learning disability.

Colleges may provide a one-semester, renewable waiver of this limitation to students showing significant, measurable progress toward the development of skills appropriate to his or her enrollment in degree-applicable credit courses.

Waivers shall be reviewed and approved by the CSSO or their designe.
Contact Information
Name of person needing accommodation:
Date of request:
Address:
Telephone Number:
E-mail address:
Is the person needing an accommodation a:   Student ☐ Employee ☐ Visitor ☐

If the person needing an accommodation is not the individual completing this form, please provide your information.
Name:
Telephone Number:
E-mail address or other contact information:

Request
Check one:   Accommodation ☐ Barrier Removal ☐
Accommodation needed or location of barrier:

Brief statement of why the accommodation or the barrier removal is needed:

Program or Facility Location:   DISTRICT OFFICE ☐ CITY ☐ EAST ☐ HARBOR ☐
MISSION ☐ PIERCE ☐ SOUTHWEST ☐ TRADE TECH ☐ VALLEY ☐ WEST ☐ VAN
DE KAMP ☐ SOUTH GATE ☐

Date accommodation is needed:

Signature:   _____________________________________________

Date:

Please submit the completed form to the College or Education Services Center department where the accommodation is needed. Please keep a copy of the completed form for your records and future reference.

For more information or assistance in completing the form, please contact the ADA Compliance Administrator, Mardy Kuntzelman, 770 Wilshire Boulevard, Los Angeles, CA 90017, (213) 891-
2213 voice, (213)891-2408 TTY, (213) 891-2295 fax, kuntzeme@email.laccd.edu. The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by contacting the ADA Compliance Administrator.
LOS ANGELES COMMUNITY COLLEGE DISTRICT
FORM B-31B: ADA Accommodation Appeal Form

Contact Information
Name of Requesting Individual:
Date of request:
Address:
Telephone Number:
E-mail address:

If the person needing an accommodation is not the individual completing this form, please provide your information.
Name:
Telephone Number:
E-mail address or other contact information:

Appeal Information
Program/facility alleged to be inaccessible:

Location and date when original request was submitted:

Describe how the program/facility is not accessible. If possible, provide the name(s) of the individuals who were informed of the request, and any documentation of photographs supporting the original request:

Have efforts been made to resolve your need through the Process for Request for Accommodation or Barrier Removal? YES ☐ NO ☐
If yes, what were the results:

What remedy do you propose?

Signature: ________________________________

Date:

Please keep a copy of the completed form for your records and future reference.
Please send the completed form to the ADA Compliance Administrator, Mardy Kuntzelman, 770 Wilshire Boulevard, Los Angeles, CA 90017, (213) 891-2213 voice, (213) 891-2408 TTY, (213) 891-2295 fax, kuntzeme@email.laccd.edu

The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by contacting the ADA Compliance Administrator.
LOS ANGELES COMMUNITY COLLEGE DISTRICT
FORM B-32A: Employee Accommodation Request Form

Employee Information
Name: ___________________________
Phone Number: _______________________
E-mail: ____________________________
Position: ___________________________
Department: _________________________
Location: ___________________________
Name of Immediate Supervisor: ________
Name of Department Head: ____________

Questions to Clarify Accommodation Requested
What specific accommodations are you requesting?

If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore? YES ☐ NO ☐

If yes, please explain:

Is your accommodation request time sensitive? YES ☐ NO ☐

If yes, please explain:

Questions to Document the Reason for the Accommodation Request
What, if any, job function are you having difficulty performing?

What, if any, employment benefit are you having difficulty accessing?

What limitation is interfering with your ability to perform your job or access an employment benefit?
Have you had any accommodation in the past for this limitation?  YES □  NO □

If yes, what were they and how effective were they?

How long was the accommodation provided?

If you are requesting a specific accommodation, how will that accommodation assist you?

Please provide any additional information that might be useful in processing your accommodation request:

Signature: _____________________________________________

Date:

All medical information shared with the District through the good faith reasonable accommodation process will be maintained separately from personnel files and in accordance with all federal and state requirements.

The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by contacting the ADA Compliance Administrator.
Employee Information
Name: 
Phone Number: 
Work Location: DISTRICT OFFICE ☐ CITY ☐ EAST ☐ HARBOR ☐ MISSION ☐ PIERCE ☐ SOUTHWEST ☐ TRADE TECH ☐ VALLEY ☐ WEST ☐ VAN DE KAMP ☐ SOUTH GATE ☐

Date of Examination:

Questions to Help Determine Whether an Employee Has a Disability
For reasonable accommodation under the Americans With Disabilities Act (“ADA”) and the Fair Employment and Housing Act (“FEHA”), an employee has a disability if he or she has an impairment that limits one or more major life activities or a record of such an impairment. The following questions may help determine whether an employee has a disability.

I have reviewed the Job Description/Job Analysis for the employee’s position of , and can provide the following clarifications (check boxes and insert text as appropriate):

1. Does the employee have a physical or mental impairment that limits his/her ability to engage in a major life activity, such as the ability to work, care for his/herself, perform manual tasks, walk, see, hear, eat, sleep or engage in social activities?

   YES ☐ the employee has a ☐ PHYSICAL and/or ☐ MENTAL impairment that limits his/her ability to engage in a major life activity.

   NO ☐ the employee does not have a physical or mental impairment that limits his/her ability to engage in a major life activity.

2. If the answer to question number one is yes, does the impairment currently affect the employee’s ability to perform the essential functions of a , (see attached job description)?

   YES ☐ the employee’s impairment does affect his/her ability to perform the essential functions of his/her position.

   NO ☐ the employee’s impairment does not limit his/her ability to perform the essential functions of his/her position.

3. If the answer to question number two is yes, what work restriction(s) or functional limitation does his/her disability produce that are in need of accommodation? Please be as specific as possible (e.g., if providing a restriction to standing, how many minutes before the employee would need to sit, etc.). List all necessary work restrictions with sufficient detail so all parties will understand how to interpret and apply them:

   □ Restrictions are PERMANENT

   □ Restrictions are TEMPORARY through date.
List all physical activity restrictions:

- No repetitive lifting/carrying of _______ pounds or more
- No lifting/carrying of _______ pounds or more
- No repetitive pushing/pulling of _______ pounds or more
- No pushing/pulling of _______ pounds or more
- No at or above shoulder level reaching greater than _______ seconds/minute
- No repetitive bending/stooping greater than _______ times/row
- No repetitive keyboarding in excess of _______ minutes per hour
- No prolonged walking in excess of _______ minutes
- No repetitive squatting/kneeling greater than _______ times/row
- No prolonged standing in excess of _______ minutes
- No prolonged sitting in excess of _______ minutes
- Must alternate sitting/standing every _______ minutes
- No running
- No jumping
- No climbing
- Other (please be specific):

Additional clarifications/restrictions:

4. Additional restriction/accommodation suggestions: Please use the space below to include any additional information that you believe would be helpful to the interactive process for this employee.

Licensed Health Care Provider’s Signature: ____________________________________________

Date: 

Print Name: 

California Physician License Number:

PLEASE RETURN A COPY OF THIS FORM VIA FAX TO:

All medical information shared with the District through the ADA/ADAAA and FEHA evaluation and/or reasonable accommodation process will be maintained separate from personnel files and in accordance with State and Federal requirements.

The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by contacting the ADA Compliance Administrator.
The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by Title II of GINA from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.
1. **ATTENDANCE WITH SALARY EXPENSES**

An employee may be directed to attend a conference without loss of salary and with reimbursement for actual and necessary traveling expenses when:

a. the employee occupies an administrative or supervisory position with responsibility relating to a field or subject which will be considered and discussed at the conference, or

b. the employee has a special curricular interest in and qualifications relating to a field or subject which will be considered and discussed at the conference, and the individual is qualified to offer a significant contribution to the District on his/her return from the conference, or

c. attending of the employee is considered to be of such importance or value that the Chancellor initiates the request.

2. **ATTENDANCE WITH SALARY BUT WITHOUT EXPENSES**

An employee may be authorized to attend conferences without loss of salary, but with no reimbursement for expenses when:

a. the conference is one in which the employee has responsibility in an official capacity or as a part of the program, or

b. the employee is attending in order to improve himself/herself as an employee, or for the improvement of his/her position directly or indirectly, with limited benefits to the District, or

c. attendance of the employee at the conference is approved but not necessarily requested by the Chancellor.

The Chancellor reserves the option of refusing to recommend that salary be paid to an employee in cases where it is known to the Chancellor that the purpose of the trip may be to lobby on a subject before the legislature or one of its committees in opposition to a definite stand or official action taken by the Board of Trustees.
3. **ATTENDANCE WITHOUT SALARY AND WITHOUT EXPENSES**

An employee may be granted an informal leave of absence to attend a conference without salary and with no reimbursement for expenses in accordance with leave of absence rules of the Board of Trustees and the Personnel Commission.

4. **WHEN ATTENDANCE NOT RECOMMENDED**

An employee’s request for conference attendance may not be approved when:

a. the number of requests made by other employees for attendance at conferences covering the same period of time is so large that the conference attendance of additional employees would seriously interfere with the service of the District, or

b. the Chancellor or his/her designee is of the opinion that the absence of the employee from duty would materially interfere with the operation of the District.

5. **UTILIZATION OF INFORMATION**

Presidents shall discuss purpose, itineraries, and other details with the employees attending conferences. An employee attending a conference shall be requested to utilize every opportunity for gaining information and materials, to evaluate what he/she has gained through conference attendance, to consider how the knowledge and materials gained may be applied and disseminated, and upon return, to review the values gained with others in the field.

6. **ATTENDANCE AT CERTAIN CONFERENCES LIMITED TO MEMBERS OF PRESIDENT’S COUNCIL**

Conference that are of concern only to a limited number of people, as determined by the Chancellor, shall be attended only by those employees who are members of the President’s Council.
1. All requests for information concerning employees by employee organizations should be referred to the Office of Staff Relations at the District Administrative Offices.

2. Release of information regarding employees is delineated in Personnel Guide B406. Information should be provided to employee organizations, including the exclusive employee representative, only in conformance with this Personnel Guide.

3. Referral of all requests by these organizations to Staff Relations will assist the District in maintaining consistency in responding which should eliminate misunderstandings and possible unfair labor practice charges.

4. Persons having questions regarding the above should contact the Director of Staff Relations.
1. **PURPOSE AND SCOPE**

   a. The purpose of this regulation is to outline the District policy on volunteers serving at the colleges and at the District Office.

   b. This policy does not apply to volunteers serving in single day college "clean up" events.

   c. This regulation specifically excludes those individuals serving as volunteers in Associated Student Organization officer positions at the colleges. ASO officers are not entitled to defense and indemnity by the District.

   d. A college president may authorize suspension of the screening process set forth in this policy for special events, when he/she believes that this process is not necessary for the volunteers serving in the particular event.

2. **GENERAL**

   a. The colleges and District welcome the services of volunteers. Board Rule 101800 et seq. authorizes the use of volunteers subject to certain limitations and guidelines.

   b. The District and the colleges may look to outside organizations for volunteers. Each volunteer is subject to the screening process set forth in this policy.

   c. The District may enter into agreements with outside organizations to provide volunteers to the District to work at either the District Office or college locations. Such agreements will contain appropriate
defense and indemnification language to protect the District from liability in connection with the volunteer services.

d. Volunteers serve the District in an "at will" capacity. The District may terminate a volunteer's services for any reason or no reason at all, except for the exercising of free speech rights with respect to issues of public concern.

e. Pursuant to Government Code section 3119.5, no person aged 60 years or older may be excluded from volunteer service if the person is physically, mentally and professionally capable of performing the services involved. A person shall be deemed "professionally capable" if he/she can demonstrate reasonable proficiency or relevant certification and performs his/her professional duties in accordance with laws, regulations or the technical standards which govern his/her area of volunteer responsibility.

f. Volunteers may not be used in lieu of classified employees. Neither the District Office nor a college may refuse to employ a person in a vacant classified position and use volunteers instead, nor may they abolish any of their classified positions and use volunteers instead.

3. **SCREENING**

a. Each of the colleges in the District and the District Office shall establish and maintain a written procedure for choosing volunteers to serve at the college and District Office locations. The procedures shall include a written application form which requires, at a minimum, the volunteer's name, address, phone number and history of convictions.

b. A volunteer's service record shall be maintained by the District/college location where the volunteer served.

c. Subject to the limitations of this policy, employees assigned to other positions within the District may serve as volunteers during off-hours.

d. Fingerprints of each volunteer may be required by the location where the volunteer is serving. It is highly recommended that volunteers with on-going assignments and volunteers who interact with minors be required to provide the Division of Human Resources with a complete set of finger-prints for the purpose of running a criminal background check.
e. No person may serve as a volunteer in the District if:

1) He/she has been convicted of or if he or she has charges pending which pertains to any sex offense, such as child molestation (as defined in Education Code section 87010), or controlled substance offense (as defined in Education Code section 87011).

2) He/she has been convicted of a crime and a College President or District Administrator determines:
   a) the nature of the crime is too serious to serve as a volunteer;
   b) the crime was too recent; and/or
   c) the crime is inconsistent with obligations in performing assigned duties as a volunteer.

   This does not limit a College President’s or District Administrator’s ability to hire a volunteer whose conviction is over 10 years old and is not related to his/her duties as a volunteer.

3. He/she has a health condition which would preclude him/her from satisfactorily performing essential duties of the position.

4. He/she makes a false statement or omits a statement as to any material fact on the application form.

4. INCIDENTAL EXPENSES

Persons serving without pay as volunteers may receive reimbursement for incidental expenses.

5. BENEFITS

Volunteers are employees of the District only for the purpose of entitlement to worker’s compensation benefits for injuries sustained while engaged in the performance of any service under the direction and control of the District.

With the exception of worker’s compensation (Education Code section 72401), volunteers shall serve without any type of compensation or any other benefits granted to District employees. Volunteers shall not be entitled to defense and indemnity from the District.
SECTION 1. VOLUNTEER APPLICANT INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STREET ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOME TELEPHONE</th>
<th>ALTERNATE TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE OF BIRTH</th>
<th>CA DRIVER’S LICENSE NO.</th>
<th>SOCIAL SECURITY NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

EMERGENCY CONTACT

<table>
<thead>
<tr>
<th>ADDRESS</th>
<th>PHONE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SECTION 2. VOLUNTEER JOB DESCRIPTION (TO BE COMPLETED BY SUPERVISING ADMINISTRATOR)

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTACT PERSON/SUPERVISOR</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JOB DESCRIPTION:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATES NEEDED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRAINING REQUIRED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ YES  ☐ NO</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QUALIFICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EDUCATION</th>
<th>SPECIAL SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPERIENCE</th>
<th>USE OF AUTOMOBILE</th>
<th>LICENSE PLATE NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

INSTRUCTIONS

Volunteer: Complete Sections 1, 3 and 4 and forward the form to the volunteer service area administrative supervisor.

Supervising Administrator: Complete Section 2 and forward the original form to the Division of Human Resources, District Office.
SECTION 3. REPORT OF CONVICTIONS

No person may serve as a volunteer in the District if:

1. He/she has been convicted of or if he/she has charges pending which pertains to any sex offense, such as child molestation (as defined in Education Code Section 87010), or controlled substance office (as defined in Education Code Section 87011).

2. He/she has been convicted of a crime and a College President or District Administrator determines:
   (i) the nature of the crime is too serious to serve as a volunteer;
   (ii) the crime was too recent;
   (iii) and/or the crime is inconsistent with obligations in performing assigned duties as a volunteer.

3. He/she has a health condition which would preclude him/her form satisfactorily performing essential duties of the position.

4. He/she makes a false statement or omits a statement as to any material fact on the application form.

If you have a record of convictions for offenses other than minor traffic citations, please give details in the space below. Also, list any arrests for which you are currently on bail or out on your recognizance, pending trial.

If he answer is “NONE”, write it across the first line and sign your name at the end of the application.

CONVICTIONS/ARRESTS PENDING TRIAL:

<table>
<thead>
<tr>
<th>Date, City &amp; State of Arrest</th>
<th>Charge or reason given by police for</th>
<th>Date and location of trial</th>
<th>Explanation (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SECTION 4. ADDITIONAL CONDITIONS FOR SERVING AS A VOLUNTEER IN THE LOS ANGELES COMMUNITY COLLEGE DISTRICT

(1) Volunteer applicant acknowledges and understands that he/she serves the District in an “at will” capacity. The District may terminate a volunteer’s services for any reason at all, except for the exercising of free speech rights with respect to issues of public concern.

(2) Volunteers are considered to be independent contractors and are employees of the District only for the purpose of entitlement to workers’ compensation benefits for injuries sustained while engaging in the performance of any services under the direction and control of the District.

(3) With the exception of workers’ compensation, volunteers serve without any type of compensation or benefits granted to District employees. Volunteers shall not be entitled to defense and indemnity from the District.

(4) Individuals serving in Associated Student Organization officer positions at the colleges are not considered to be volunteers under the District’s volunteer policy and are not entitled to defense and indemnity from the District.

(5) Volunteers are subject to Los Angeles Community College District Board Rule 101800 et seq. and Los Angeles Community College District Administrative Regulation PS-5. (copy attached)

I certify that the information I provided on this application form is true to the best of my knowledge and belief. I also accept the terms and conditions set forth by the District in connection with my volunteer service.

Signature_____________________________________________ Date__________________________

LACCD Form HR R-331 10/04/10 st
1. **PURPOSE AND SCOPE**

To outline administrative procedures to be followed in cases of suspected child abuse. This procedure addresses the reporting of the sexual assault, sexual exploitation, and/or sexual abuse of a child; the willful cruelty or unjustifiable punishment of a child; incidents of corporal punishment or injury against a child; abuse in out-of-home care; and the severe and/or general neglect of a child.

2. **LEGAL AND POLICY BASIS**


b. Failure to report suspected child abuse is a misdemeanor and punishable by confinement in county jail for a term not to exceed six months or by a fine of not more than one thousand dollars ($1,000) or by both. (Penal Code section 11172e)

c. No child care custodian (which includes teachers and is defined in section 4a, below) who reports a known or suspected instance of child abuse shall be civilly or criminally liable for any report required or authorized by the Penal Code. (Penal Code section 11172a). Any person other than a child care custodian reporting a known or suspected instance of child abuse shall not incur any liability as a result of making any report of child abuse, unless it can be proven that a false
report was made and the person knew that the report was false. (Penal Code Section 11172a)

3. **DEFINITIONS**

a. **Child** - A person under the age of 18 years.

b. **Child Abuse** - A physical injury inflicted by other than accidental means on a child by another person; sexual assault of a child; willful cruelty or unjustifiable punishment of a child including mental suffering (Penal Code section 273a); corporal punishment or injury against a child (Penal Code section 273d); neglect of a child; or abuse in out-of-home care. (Penal Code section 11165 et seq.

**NOTE:** Also included are traditional or cultural health practices. Reports of physical evidence of such health practices are required by law.

c. **Sexual Assault** - Conduct including rape (Section 261), group rape (Section 264.1), incest (Section 285), sodomy (Section 286), lewd or lascivious acts upon a child under 14 years of age (Section 288 (a) and (b)), oral sex (Section 288a), penetration of a genital or anal opening by a foreign object (Section 289,) and child molestation (Section 647a). (Penal Code section 11165.1)

d. **Neglect** - Negligent treatment or maltreatment of a child by a person responsible for a child’s welfare such that harm or threatened harm to the child’s health or welfare may result. This includes both acts and omissions on the part of the responsible person. (Penal Code section 11165.2)

1) **Severe Neglect** - The negligent failure of a child’s caretaker to protect that child from severe malnutrition or medically diagnosed failure to thrive. This includes those situations of neglect where a child’s care taker willfully causes or permits the person or health of that child to be placed in a situation such that his or her person or health is endangered, such as intentionally failing to provide adequate food,
clothing or shelter. (Penal Code section 11165.2(a))

2) General Neglect - The negligent failure of a person having the care or custody of a child to provide adequate food, clothing, shelter or supervision even where no physical injury to the child has occurred. (Penal Code section 11165.2(b))

e. Willful cruelty or unjustifiable punishment of a child - A situation where a person willfully causes or permits a child to suffer, or inflicts unjustifiable physical pain or mental suffering on a child, or a situation where a caretaker willfully causes or permits the person or health of the child to be endangered. (Penal Code section 11165.e)

f. Corporal punishment or injury - A situation where a person willfully inflicts upon any child any cruel or inhuman corporal punishment or injury that results in a traumatic condition. (Penal Code section 11165.4)

g. Abuse in out-of-home care - Physical injury is inflicted upon a child by nonaccidental means, sexual assault or neglect, unlawful corporal punishment, or the willful cruelty or unjustifiable punishment of a child, as defined above, where the child’s caretaker is a foster parent or the administrator or an employee of a public or private residential home, school or other institution or agency. This does not include injuries caused by reasonable and necessary force used by a peace officer. (Penal Code section 11165.5)

h. Reasonable suspicion - According to the Penal Code, a person has a “reasonable suspicion” when it is objectively reasonable to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse. (Penal Code section 11166a)

According to the State Office of Child Abuse and Prevention, the following warning signals are sufficient to presume abuse: fractures; lacerations;
bruises that cannot be explained or explanations that are not compatible with the injury; unexplained or implausibly explained burns and/or facial injuries; self-destructive behavior; extreme fear or withdrawn behavior around others; complaints by the child of being sexually molested; indications by the child of pain from an inflicted injury; and/or suspicion of substantial neglect.

Examples of incidents that trigger reporting duties include: observing a minor with signs of abuse; hearing of abuse from a fellow employee; reading a minor student’s writing indicating the minor student is being abused; reading an adult student’s writing indicating that he/she abuses his/her child; and/or observing actual abuse.

i. Child Protective Agency - A police or sheriff’s department, a county probation department, or a county welfare department. (Penal Code section 11165.9). The College’s Safety and Police Services are expressly not included within the definition of a “Child Protective Agency.”

4. REPORTERS

a. The following persons known as “Child Care Custodians” are required to report instances of suspected child abuse where they have a reasonable suspicion of the abuse (see the definition of reasonable suspicion in Section 3h, above):

Teacher; instructional aide; teacher’s aide; teacher’s assistant; administrative officer; supervisor of child welfare and attendance; or certificated pupil personnel employee of any public or private school; an administrator of a public or private day camp; an administrator of a public or private youth center, program, or organization; a licensed day care worker; an administrator of a community care facility licensed to care for children; Headstart teacher; public assistance worker; employee of a child care institution including, but not limited to, foster parents, group home personnel and personnel of residential care facilities; a social worker or a probation officer; an administrator, presenter, or counselor for a child
abuse prevention program in any school; a district attorney investigator; inspector or family support officer unless working with an appointed attorney; and/or a peace officer, including campus police. (Penal Code section 11165.7; Education Code section 72330)

b. Reporting by persons other than “child care custodians” is permissive and not subject to the broad immunity for the making of false reports provided to “child care custodians” by the Penal Code. (Penal Code sections 11165.7, 11166a and 11172a; Section 2c, above.

c. Individuals listed in 4a must report when they have knowledge of or observe a child in their professional capacity or within the scope of their employment, who they know or who they reasonably suspect has been the victim of child abuse. This includes evidence of traditional or cultural health practices as noted in 3b. (Penal Code section 11166a)

d. The reporting duties imposed under Penal Code section 11166 are individual, and no supervisor or administrator may impede or inhibit an individual’s obligation to report, and no person making such a report may be subject to any sanction for making the report. (Penal Code section 11166f)

e. Any mandatory reporter who has knowledge of or who reasonably suspects that mental suffering has been inflicted upon a child or that his or her emotional well-being is endangered in any other way may report the known or suspected instance of child abuse to a child protective agency.

5. REPORTING

a. Under the circumstances described in Section 3b above a child care custodian as defined in Section 4a must report a known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone. In addition, the individual making the telephone report must prepare and send a written report thereof within 36 hours of
receiving the information concerning the incident. (Penal Code section 11166a)

1) The person reporting an incident may contact:
   a) Child Abuse Hotline: Dial “O” - Ask for “ZENITH 21234”;
   b) 24-Hour Service: 1-800-540-4000; or
   c) The local child protective agency (the local city police department or L.A. County Sheriff’s Department).

2) Information Required:

   The telephone report of a known or suspected instance of child abuse must include the name of the person making the report, the name of the child, the present location of the child, the nature and extent of the injury, and any other information requested by the child protective agency, including information that led the person reporting to suspect child abuse. (Penal Code section 11167). Persons who are not required to report pursuant to Penal Code section 11165.7, are not required to include their names in the report to the child protective agency.

3) If the suspected child abuse may be a result of traditional or cultural health practices (as noted in Section 3b, above), such suspicions must also be reported by telephone to the Child Abuse Hotline or other child protective agency and in writing, as described above.

4) Each College shall designate a location on campus where child abuse reporting forms will be available (e.g., the Academic Affairs Office or Police Services Office).

5) Each College may designate a faculty member on campus who will be available to assist persons with filling out forms and answering questions on
a confidential basis. This assistance will be completely voluntary and reporters are not required to consult with this person prior to making a report.

b. The identity of all persons who report a known or suspected incident of child abuse pursuant to Penal Code section 11164 et seq. shall be confidential and disclosed only to:

1) child protective agencies;
2) counsel representing a child protective agency;
3) the District Attorney in a criminal prosecution or in an action initiated under Section 602 of the Welfare and Institutions Code arising from alleged child abuse;
4) counsel appointed pursuant to Section 318 of the Welfare and Institutions Code;
5) County Counsel or District Attorney in an action initiated under Family Code sections 7802, 7807, 7808, 7820-7829, 7890, 7892, or section 300 of the Welfare and Institutions Code, or when those persons waive confidentiality; or
6) to comply with a court order. (Penal Code section 11167d)

6. LAW ENFORCEMENT INVESTIGATION

Investigation of suspicion of child abuse is a function for local law enforcement agencies or child protective agencies. Legal charges, if deemed warranted, are filed by law enforcement agencies. Campus personnel must keep in mind that investigation of suspected child abuse is the responsibility of the child protective agencies and, unless appropriate, it is not the responsibility of campus personnel.

7. NOTICE AND RELEASE OF INFORMATION

a. Notice to Parents or Guardian:

When a campus Child Development Center director or other college administrator releases a minor pupil to a peace officer for the purpose of removing the minor
from the campus, the college official shall take immediate steps to notify the parent or guardian regarding the release of the minor to the officer, and regarding the place to which the minor is reportedly being taken (Education Code section 87044), except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165 of the Penal Code, or pursuant to Section 305 of the Welfare and Institutions Code. In those cases, the college official shall provide the peace officer with the address and telephone number of the minor’s parent or guardian.

**NOTE:** The peace officer should take immediate steps to notify the parent, guardian, or responsible relative of the minor that the minor is in custody and of the place where he or she is being held. If the officer has a reasonable belief that the minor would be endangered by a disclosure of the place where the minor is to be held, or that the disclosure would cause the custody of the minor to be disturbed, the officer may refuse to disclose the place where the minor is being held for a period not to exceed 24 hours. The officer shall, however, inform the parent, guardian, or responsible relative whether the child requires and is receiving medical or other treatment. The juvenile court shall review any decision not to disclose the place where the minor is being held at a subsequent detention hearing.

**b. Release of Information:**

1) Non-accidental physical injury is considered to be a health and safety emergency, and parental consent is not required for release of student information under the Family Education Rights and Privacy act, or the California Student Records Act. See Education Code section 76200 et seq.

2) Information relevant to the incident of child abuse may be given to an investigator from a child protective agency who is investigating the known or suspected cause of child abuse. (Penal Code section 11167b)
1. The Chancellor designates the following senior executive positions as being eligible for reimbursement for travel expenses, travel payments to vendors or teleconferencing expenses incurred in connection with interviews with District selection processes:

   Chancellor
   Deputy Chancellor
   Vice Chancellors
   College Presidents
   General Counsel

2. The Chancellor or Deputy Chancellor shall have discretion to authorize reimbursement, travel payments to vendors or teleconferencing expenses for additional senior executive employment positions as he or she deems appropriate.

3. Job candidates may be reimbursed or have travel expenses paid to vendors as follows:

   (a) If a job candidate lives within the Los Angeles, Orange, Ventura, San Bernardino or Riverside counties, he/she is not eligible for reimbursement or travel expenses to be paid to vendors.

   (b) If a job candidate lives within the State of California and outside the counties listed above, he/she may be reimbursed, or have travel expenses paid to vendors, up to $500.00 per trip for a maximum of three trips per open position. With advance approval of the current Chancellor, a candidate for the position of Chancellor may be reimbursed up to $1,000.00 per trip for a maximum of two trips.

   (c) If a job candidate lives outside the State of California, he/she may be reimbursed, or have travel expenses paid to vendors, up to $1500.00 per trip for a maximum of three trips per open position. With advance approval of the current Chancellor, a candidate for the position of Chancellor may be reimbursed up to $3,000.00 per trip for a maximum of two trips. These
amounts may be doubled if necessary to cover expenses if a job candidate receives less than one week’s notice to interview with the District or he/she is required to stay more than one night in order to participate in the interview process.

4. Any candidate eligible for reimbursement pursuant to this regulation may submit a request for reimbursement for travel expenses, with appropriate proof of such expenses (e.g., invoice or airline ticket), to the Chancellor or his or her designee for processing.

5. For the positions identified in paragraph 1, the source of funds shall be the applicable budget from the Human Resources Division. For any other positions, the source of funds shall be the location to which the position will be assigned.
I. Background

The Chancellor's Cabinet determined that the District had a need for a Human Resources Council to:

- Serve as a clearinghouse for issues surrounding the creation, modification and elimination of classified positions
- Serve as a forum for the discussion of issues impacting all employees of the District
- Serve as a consultation body to recommend human resources policies to the Chancellor and the Board outside the scope of collective bargaining
- Serve as a consultation body to recommend District policies regarding the classified service to the Personnel Commission
- Serve as an advocate for employee needs that also benefit the District, such as training and professional development, clarification of job roles and duties as they relate to the needs of the District and its colleges in carrying out our mission and goals.

In March, 2005, the Chancellor's Cabinet formed the District Human Resources Council.

II. Composition

The District Human Resources Council shall be constituted as follows:
• 2 Presidents serving as Co-Chairs
• 2 Vice Presidents of Academic Affairs
• 2 Vice Presidents of Administrative Services
• 2 Vice Presidents of Student Services
• Personnel Director of the Personnel Commission serving as a resource person
• Senior Associate Vice Chancellor of the Human Resources Division serving as a resource person
• Additional resource persons as determined by the Chancellor's Cabinet

III. Authority of the District Human Resources Council

The District Human Resources Council shall:

• Hear matters regarding classified service brought to it from the VP Councils and the Personnel Commission. (District Human Resources Council replaces the Personnel Subcommittee.)
• Serve as a management consultative body on matters outside the scope of collective bargaining
• Serve as a consultative body on human resources policies and other matters that relate to the implementation of the systems modernization project
• Have additional responsibilities and duties as may be determined by the Chancellor's Cabinet

No quorum is required for the District Human Resources Council to meet and conduct business. Four affirmative votes of the members of the District Human Resources Council shall be required to approve a HR Guide or any other policy. However, if prior to or during any meeting, any member of the District Human Resources Council informs a Co-Chair that the member wishes to comment on a proposed HR Guide or other policy, or to have additional time to review the proposed HR Guide or other policy, the proposed HR Guide or policy will be tabled until the next meeting.
IV. **Attendance Policy**

Members of the Human Resources Council are expected to attend the Council meetings. If a Council member has three unexcused absences in a fiscal year, the Council reserves the right to request that the member be removed and that a replacement representative be appointed by the body for which the vacancy exists.
1. ASSOCIATED STUDENT ORGANIZATION

a. The Associated Student Organization (ASO) is the organization established to promote the general welfare and morale of the students.

b. The official Associated Student Organization is that organization, authorized by the college administration in accordance with the provisions of Board Rule 9100, whose officers are elected by students who are officially enrolled in the college. It is not a separate legal entity.

c. The governing body of the Associated Student Organization shall have responsibility for and the authority over the raising and expending of the Associated Student Organization Funds under the trusteeship of the College President, subject to review by the Chancellor and/or Board of Trustees, and in conformity with policies governing Associated Student Organization finance.

2. GOVERNANCE

a. In order to provide students the opportunity to participate effectively in college governance, students shall be provided an opportunity to participate in formulation and development of college policies and procedures that have or will have a “significant effect on students.” This right includes the opportunity to participate in processes for jointly developing recommendations regarding such policies and procedures.

Except in unforeseeable, emergency situations, the College President shall not take action on a matter having a significant effect on students until it has provided students with an opportunity to participate in the formulation of the policy or procedure or the joint development of recommendations regarding the action.

The College Presidents shall give reasonable consideration to recommendations and positions developed by students regarding college policies and procedures pertaining to the hiring and evaluation of faculty, administration, and staff.
Matters having a significant effect on students include the following:

- grading policies;
- codes of student conduct;
- academic disciplinary policies;
- curriculum development;
- courses or programs which should be initiated or discontinued;
- processes for institutional planning and budget development;
- standards and policies regarding student preparation and success;
- student services planning and development;
- student fees within the authority of the District to adopt; and
- any other college policy, procedure, or related matter that the College President determines will have a significant effect on students.

b. The Board of Trustees recognizes the Associated Students Organization (ASO), at District’s colleges, as the representative body of the students to offer opinions and to make recommendations to the College President on college policies and procedures that have or will have a significant effect on students. The selection of student representatives to serve on college committees, task forces, or other governance groups shall be made, after consultation with designated parties, by the ASO.

c. The Associated Student Organizations are governed by:

   1. The Education Code, Sections 76060-76067
   2. The Ralph M. Brown Act
   3. Rules of the Los Angeles Community College Board of Trustees
   4. LACCD Administrative Regulations
   5. College Rules and Regulations
   6. ASO Constitution and Bylaws
   7. Robert's Rules of Order

d. Each college shall have one Associated Student Organization, and shall make every effort to include both day and evening student representatives.

e. The Associated Student Organization shall elect a governing body, which shall keep an account of its meetings, expenditures, authorizations and policies established.

f. A simple majority of the voting members of the Associated Student Organization governing body shall constitute a quorum. (Simple majority means 50% plus one.)

g. Official Associated Student Organization files and records shall be maintained in accordance with Board Policy on the retention and destruction of records.
3. MEETINGS OF THE ASO

a. Meetings of the student body association are subject to the open meeting requirements of the Ralph M. Brown Act.

b. Action taken at any meeting is not considered legal unless a simple majority of voting members of the governing body and the Chief Student Services Officer/ASO Advisor or designee are present, unless otherwise stipulated by the ASO Constitution or by-laws.

c. Minutes shall be taken at each meeting and shall include the name of the advisor, members present and absent, public forum speakers, the date, time and the place of the meeting. Approved minutes shall be distributed within five (5) instructional days after the meeting by the Associated Student Organization to the College Fiscal Administrator, members of the Finance Committee, the College President, Chief Business Officer, Chief Student Services Officer, and ASO Advisor.

d. Any changes to the budget reported in these minutes must be approved in writing by the College President or designee before any action is taken.

4. ASSOCIATED STUDENT ORGANIZATION MEMBERSHIP DUES

a. The approved Associated Student Organization membership dues per regular college semester or year, summer session or winter session, shall be collected by the College Business Office from each individual at the time of enrollment or registration, or any time thereafter.

b. The Associated Student Organization membership dues will be in accordance with District policy.

c. Income from memberships is used to defray the cost of general Associated Student activities and is deposited in the Associated Student Organization Fund.

5. COLLEGE CLUBS

College clubs must be affiliated with, and chartered by the Associated Student Organization and must have an advisor approved by the College President or designee.

a. The Associated Student Organization will recommend chartering of clubs to the College President, or designee, for his/her approval.

b. Clubs must abide by the rules and regulations set forth by the Constitution and Bylaws of the Associated Student Organization and by the College President.
c. Clubs will provide the Associated Student Organization and the College President with a membership list upon request.

d. The Club Advisor must be present at all club meetings and activities.

6. LEGAL ADVICE

The governing body of the Associated Student Organization, through the College President or designee, may obtain legal advice from the District General Counsel concerning action, activities and expenditures of the Associated Student Organization and subsidiary organizations. If other legal services are employed, they must be for the Associated Student Organization as a whole and costs may be paid, with the approval of the College President, from the Associated Student Organization Fund.
1. GENERAL PRINCIPLES

a. The Associated Student Organization Fund is established to promote the general welfare and morale of the students and shall be a common treasury and expended in such a way as to benefit the current and long-term interest of students.

b. All public funds associated with the operation of the District, both appropriated and non-appropriated, are the direct responsibility and operate under the supervision of the Board of Trustees.

c. Stewardship of the Fund rests with the elected representatives of the Associated Student Organization under the trusteeship of the President of the College.

d. The College President shall be directly responsible for the conduct of the Associated Student Organization financial activities and shall be governed in this exercise by the Rules of the Board of Trustees and Administrative Regulations.

e. All funds raised or expended in and for the common treasury and general welfare of the Associated Student Organization shall be maintained by the college’s Chief Business Officer (or designee), in keeping with all District policies and procedures, in consultation with the ASO Advisor and ASO Treasurer/Financial Officer, under the direction of the College President/or designee.

f. Management of the Associated Student Organization Fund shall be in accordance with the best business practices, including sound budgetary and accounting procedures subject to the control and regulation of the District fiscal policies.

g. Representation by members of the Associated Student Organization shall be required in the raising and expending of the Associated Student Organization Fund.

h. The College President shall have veto power over any action of the Associated Student governing body or the ASO Finance Committee. The College President shall provide a
written explanation for the veto to the ASO President. The College President's decision shall be final.

2. RESPONSIBILITIES OF THE COLLEGE CHIEF BUSINESS OFFICER (OR DESIGNEE)

a. Act as custodian of the Associated Student Organization Fund, and shall be responsible, under the direction of the College President, for all cash collection of ASO student funds, and for maintaining records as prescribed by the Rules of the Board of Trustees.

b. Furnish information to the ASO Finance Committee necessary for the preparation of the annual ASO Budget, and prepare related reports as otherwise required. This includes prior year information and estimated income.

c. Provide the ASO Finance Committee monthly financial reports on revenue (actual and expected) and expenditures.

d. Inform the ASO Finance Committee of the need, and extent of any required budget adjustments, based upon estimated revenues, which may require adjustments to conform to actual income. A specific timeline shall be provided.

e. Ensure that all expenditures are in accordance with the approved budget and in compliance with appropriate rules and regulations.

f. Provide access to books and records of Associated Student Organization activities to the Associated Student President, ASO Advisor and ASO Treasurer/Financial Officer.

g. Provide information to the Associated Student President, ASO Advisor and ASO Treasurer/Financial Officer regarding the locations of bank accounts, reserves and the interest earned.

h. Provide Associated Student President, ASO Advisor and ASO Treasurer/Financial Officer with quarterly updated information on all accounts.

e. Requests for this information from other students must be made as public records requests, following District procedures.
1. RESPONSIBILITIES OF THE FINANCE COMMITTEE

   a. Membership

      (1) A Finance Committee shall be established with membership limited to the following:

         (a) The Treasurer/Financial Officer of the Associated Student Organization, who shall act as the Chairperson and a voting member of the Finance Committee.

         (b) President of the Associated Student Organization.

         (c) One elected member of the governing body of the Associated Student Organization appointed by the President of the Associated Student Organization and approved by a majority of the governing body.

         (d) The Chief Student Services Officer or ASO Advisor.

         (e) One faculty member appointed by the President of the College.

         (f) The Chief Business Officer (or designee), serving as ex-officio member with no vote.

      (2) The Chief Business Officer (or designee) is responsible for ensuring that all actions by the Associated Student Organization Finance Committee are in accordance with Board Rules and District Policies, and is required to report to the College President any potential violations.

      (3) Student members of the Finance Committee must be paid members of the Associated Student Organization.
b. Responsibilities

(1) The ASO Finance Committee shall:

(a) Plan, approve and submit the initial annual ASO budget, prepared on a line item basis, to the Associated Student Organization governing body for approval.

(b) Submit the initial approved annual ASO budget to Chief Student Services Officer who shall forward it to the College President for approval.

(c) Determine the disposition of financial requests, which alter the original fiscal operation plan, such as creation/deletion of accounts, transfer of funds, account augmentation, etc.

(d) Oversee fiscal accountability of ASO funds.

(e) Monitor, evaluate and assist the ASO Treasurer/ Financial Officer in the execution of the ASO budget expenditures and record keeping.

2. PROCEDURES

a. Action taken at any ASO Finance Committee meeting is not considered legal unless there is a quorum of three voting members with a minimum of two students and the Chief Student Services Officer or ASO Advisor.

b. A minimum of three favorable votes is required for Finance Committee approval on an item, regardless of the number of committee members present.

c. ASO expenditures from approved budget line items and General Operations Accounts (e.g., supplies, printing and on-going equipment Maintenance agreements) that are $1,000 or less, while subject to the approval requirements contained in Administrative Regulation S-4, Section 1, do not require Finance Committee approval prior to those expenditures. All other expenditures from approved budget line items and General Operations Accounts, with the exception of specific expenditures previously approved by the Finance Committee and expenditures for travel from an approved budget line for travel, require Finance Committee approval prior to their expenditure. However, all requests pertaining to the alteration of the initial ASO budget must be referred to the Finance Committee before submission to the governing body of the Associated Student Organization for action. Recommendations of the Finance Committee on all requests received must be reported in writing to the governing body.

d. Actions of the Finance Committee may be overridden or amended by a 2/3 of the ASO governing body, present and voting at the meeting when such actions are reported. Actions overridden or amended shall be referred back to the Finance Committee for further consideration.
e. The Finance Committee shall consider items overridden by the ASO governing body at its next regularly scheduled meeting. The action on those items must be reported in writing at the next regularly scheduled meeting of the governing body.

f. Any item overridden once by the governing body, and not approved by the Finance Committee upon its review and reconsideration, may be approved by a vote equal to 2/3 of the full governing body of the ASO, at a subsequent meeting.

g. Only the Finance Committee shall have the authority to determine the budgetary source or sources of budget line items.

The college president, or designee, as trustees, shall review all proposed Associated Student Organization Fund expenditures and may disallow inappropriate expenditures. If the College President disallows expenditures, the College President shall notify the ASO President in writing.

3. BUDGET

a. The Associated Student Organization annual budget shall outline and control in detail the entire ASO student financial program for each fiscal year.

b. Budget Development

(1) No later than the Monday of the first week in April, the Chief Business Officer (or designee) shall provide the ASO Finance Committee with a report on the expected revenue, from all sources, for the upcoming school year, and historical data on expenditures.

(2) No later than the third week in May, the ASO Finance Committee shall prepare, approve and submit the proposed budget for the upcoming fiscal year, prepared on a line item basis, to the Associated Student Organization governing body for approval.

(3) The Associated Student budget for the fiscal year, commencing July 1, shall be completed and approved by the ASO governing body and submitted to the College President through the Chief Student Services Officer no later than June 30.

c. If the Associated Student Organization fails to enact a budget, the College President is authorized to adopt the immediately preceding fiscal year’s budget to ensure continuity of operation.

d. Until the annual budget is approved, the College President may authorize, in writing, financial actions necessary to fulfill legal contracts and commitments. The Chief Business Officer or designee is not permitted to make any expenditure during that period without written approval of the College President. The Associated Student Organization President, Chief Student Services Officer and ASO Advisor shall be notified in writing within three working days of such action.
e. Approval of the budget does not eliminate the requirement for an individual authorization for expenditures where authorization is specifically required.

f. Adjustments to the annual fiscal operation plan must follow the same approval procedure as the original fiscal operation plan.

g. The Chief Business Officer (or designee) will furnish a prior year balance accounting to the ASO governing body, to the Chief Student Services Officer, and the ASO Advisor by September 1.

4. RESERVES

a. The Chief Business Officer (or designee) shall provide the ASO Finance Committee with quarterly reports on the status (including interest and expenditures) of all reserves.

b. Project Reserves

(1) The Associated Student Organization may, by action of the governing body and with the approval of the College President, set aside funds for a specific future project, which shall be classified as a Project Reserve.

(2) All established Project Reserves must be reviewed annually by the Chief Business Officer or designee and recommend any adjustments to the Finance Committee, which shall make recommendations to the governing body and the College President for approval.

(3) Project Reserves may be established from current operating funds, gifts, or by segregation of available surplus. Interest earned by such funds may be credited to the project reserves earning it. Establishment of, addition to, or reduction of a Project Reserve must be approved by a 2/3 vote of the Associated Student Organization and the College President.

(4) The College President has the authority to cancel Project Reserves as deemed necessary to assure that the Associated Student Organization Fund activities are conducted in a prudent and responsible manner.

c. Working Capital Reserve

Working Capital Reserves must be established for scholarships or other identified needs.

d. Contingency Reserves

(1) The Associated Student Organization may, by action of the governing body and with the approval of the College President, set aside funds for contingencies.
(2) Contingency Reserves shall be reviewed annually by the Chief Business Officer or designee and adjustments recommended to the Finance Committee, which shall make recommendations to the governing body and the College President for approval.

5. ASO FUND-NET WORTH

a. Profit or loss on ASO financial operations shall be closed/posted to Associated Student Organization net worth and is available for subsequent budgeting, except when a deficit balance exists in net worth. Net worth consists of the difference between assets (what is owned) and liabilities (what is owed); the net worth of the Associated Student Organization is divided into two parts.

(1) Reserves, which earmark a portion of the ASO equity for inventory investment, future specific projects, and unknown contingencies.

(2) Surplus, which is the portion of the ASO equity available for use.

6. PROFITS FROM ASO ACTIVITIES

a. Profits from Associated Student Organization activities are Associated Student Organization funds, and may not be credited to trust accounts, or later diverted to accounts of special groups, or the college general fund.

b. Sharing of income and expenses from activities co-sponsored by the Associated Student Organization and the District must be agreed to in writing prior to initiation of the activity. This Agreement shall be ratified by the ASO Governing Body and signed by the ASO President and the College President.

7. LOANS

a. The Associated Student Organization may co-sponsor or loan funds to clubs or other campus groups through written agreement with the Governing Body. Such co-sponsorships or loans must be made through regular procedures involving the recommendation of the Finance Committee and approval of the Governing Body and have the approval of the College President. Procedures for the repayment of the loans and/or agreement to participate in profits must be made in writing prior to any agreement.

8. AUDIT

a. Associated Student Organization Fund books, financial records and procedures are subject to annual audit. The ASO may also request an external audit, but the cost of that audit will be paid out of ASO funds.
b. Reports of the audit are submitted to the ASO Advisor, ASO President, the Chief Student Services Officer, the Chief Business Officer, the President of the College, and the Chancellor.

c. Audit information, except that containing confidential information, shall be released to the Associated Student Organization by the College President or designee.
1. EXPENDITURES

   a. The College President is designated by the Board of Trustees as trustees of the Associated Study Organization Fund. All funds expended are subject to procedure established by the Associated Student Organization, and are subject to the approval of each of the following three persons prior to any such expenditures:

      (1) The College President or designee.

      (2) The academic employee who is designated as the budget signator for the Associated Student Organization.

      (3) The Associated Student Organization President or his/her designee.

      (4) These three signatories will verify that established procedures have been followed.

   b. The College President, as trustee of the ASO funds, shall review all proposed Associated Student Organization Fund expenditures and may disallow inappropriate expenditures. If expenditures are disallowed, the College President shall notify the ASO President in writing.

   c. Requests for ASO approved expenditures specifically listed below must be submitted to the College President for approval.

      - Buildings or other structures to be installed on school premises, or fixtures to be installed into existing structures.
      - Equipment, which will be attached to the premises.
      - Contributions to any out-of-college organization.
      - Purchases made from employees of the Los Angeles Community College District.

   d. The College President shall designate two persons in addition to himself/herself and the Chief Business Officer (or designee), who may withdraw funds for expenditures
approved by the ASO Governing Body, from the bank account(s) maintained in the name of the Associated Student Organization.

- The signatures of two persons acting jointly shall be required for all withdrawals.
- One of the two signatures shall be that of the College Chief Business Officer (or designee) or the president of the college.

e. Evidence supporting all expenditures must be kept on file, in the college Business Office. Signed receipts, timesheets, invoices or other properly approved documents are acceptable. Cancelled checks do not meet this requirement.

f. Associated Student Organization Fund shall not be obliged to pay for any expenditures made by a student or District employee, or by any other person prior to appropriate approvals as delineated in this regulation and Administrative Regulation S-3.

g. Confirming purchase orders covering the prior year’s ASO approved purchases shall not be issued by the Chief Business Officer (or designee) without the written approval of the College President.

2. INVESTMENTS

a. Associated Student funds, including scholarship funds, may be invested only with the written approval of the College President.

3. CONTRACTS

The ASO governing body, College President or designee must approve all ASO contracts in advance. All contracts must be in writing. Contracts are not binding until signed by the College President, Vice President of Administrative Services, the ASO Advisor and the ASO President, and the (other) contracting party.
1. ASO accounts are to be used exclusively for ASO funds. No funds, unrelated to ASO or ASO club activities, may be deposited in ASO Accounts.

2. CLUB ACCOUNTS

   a. Club accounts may be established and credited with funds raised through:

      (1) Dues, assessments, and donations from members.

      (2) Income from events, provided there is approval by the CSSO or designee.

      (3) Sale or club or merchandise.

      (4) Loans or co-sponsorship agreements from the Associated Student Organization.

      (5) All club accounts must be deposited with College Business Office.

   b. Club collections and disbursements are handled through the College Business Office. All collections and expenditures shall be approved by the club advisor, club president, Chief Student Services Officer (CSSO) or designee and supported with collection receipts and invoices.

   c. Any remaining balances in club accounts after a club has been inactive for two years revert to the Associated Student Organization Fund. The advisor of the club, the CSSO or designee, and the Chief Business Officer or designee must be informed of the impending closure of such accounts at least one month prior to such closure.
3. FUND RAISING CAMPAIGNS BY ASO CLUBS

a. All fundraisers by ASO clubs must be voted upon in the affirmative by a majority of its members, in a club meeting, and indicated in their minutes. The club advisor and the club president must sign the minutes.

b. Copy of the minutes and detailed plans of the fundraiser must be submitted to the Chief Business Officer or designee and the ASO Advisor for their approval in order for the event to take place. The detailed plans must include:

   (1) The purpose of the fund raising campaign.
   (2) Organizations that will participate.
   (3) Organizations or individuals that will benefit.
   (4) Method of distributing funds raised.
   (5) Method of distributing funds raised.

c. Adequate safeguards for all cash collections including checks must be included in the detailed plans.

d. If tickets or items are sold for five dollars ($5.00) or more, numbered receipts must be issued and delivered to the Chief Business Officer or designee.

e. All fundraising activities must be for college-related functions or community or civic activities in conformity with the guidelines set forth in Administrative Regulations.

f. Valid receipts along with Purchase Request forms must be presented in order to receive reimbursement for personal funds utilized in fundraising activities.

g. All drives or events that include solicitation of contributions or memberships; the sale of merchandise; the collection of books, money or other items of value; or any other fundraising techniques or activities shall be governed by these regulations.

h. All funds collected will be deposited with the Chief Business Officer or designee in the Business Office no later than the next working day. Deposits in private banks are prohibited.

4. ASO SCHOLARSHIP ACCOUNTS

a. The ASO may raise and set aside funds for scholarships. ASO scholarship accounts are established only by transfer of Associated Students funds and/or by donations from individuals or groups within the Associated Students Organization.

b. ASO scholarship accounts shall be established only with the prior written approval of the College President.

c. ASO scholarship awards may be made only to paid members of the Associated Students Organization.
d. ASO scholarship funds shall be used only for the purpose of assisting worthy eligible students as determined by the College President or his designee ASO governing body, to remain in the college. Scholarship awards shall be considered gifts that may be repaid at the will of the recipient.

e. ASO scholarship accounts derived from Associated Students funds fall into three major classes:

(1) Scholarship Investments - Invested funds where interest alone is used for scholarship purposes.
(2) Scholarship Trusts - Funds placed in trust and the principal and interest used for scholarship purposes.
(3) Direct Budget Allocations - Which shall be limited to 2% of the total budget, and which shall not be made where scholarships exceed the allowable maximum.

f. Interest earned by ASO scholarship shall be credited to the Associated Student Body Fund and not to the scholarship account.
1. EQUIPMENT

All equipment purchased with ASO funds is the property of the Los Angeles Community College District. The use of equipment purchased solely with ASO funds shall be at the discretion of the ASO Governing Board. The use of equipment purchased partially with ASO funds and partially with District funds shall be agreed upon mutually between the ASO Governing Board and the college administration.

a. Any proposed disposal or sale of equipment acquired fully or partially through District funds is subject to Education Code sections 81450-81460 et seq., and the District’s Asset Management Policies and Procedures.

b. Any proposed disposal or sale of equipment acquired solely through ASO funds is subject to the approval of the College President.

2. DONATIONS

a. All donations and funds raised or expended in and for the common treasury and general welfare of the Associated Students Organization shall subject to all applicable District regulations, policies and procedures.

b. The President and Treasurer of the Associated Students Organization along with the ASO Advisor and the College President or designee shall be informed in writing of all such gifts and funds at the time the gifts or funds are made.

c. All gifts to the ASO shall be accepted by the District in accordance with applicable District policies.

3. FUND RAISING BY THE ASSOCIATED STUDENTS ORGANIZATION AND CLUBS

a. Collections, solicitations, contributions or donations of money or materials shall not be initiated or accepted without the specific authorization of the College President or
designee. Authorized collections, solicitations, contributions or donations shall be conducted in accordance with regulations established by the Chancellor.

b. Income from dues and other approved fundraising activities may be derived from active members of a sponsoring Student Body group enrolled at the college, with retained net profits expended only as approved by the President of the College.
1. ASO funds may be used to hire classified and unclassified District employees to assist in ASO operations, in accordance with all Human Resources and Personnel Commission polices and procedures.

2. The ASO may not hire or employ individuals as “ASO Employees.”

3. District employees employed using ASO funds shall be under the supervision of the appropriate District employee.
1. All documents shall be classified as either Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable) Records pursuant to LACCD Board Rule 7708:

   a. Board Rule 7708.10 defines and lists examples of Class 1 (Permanent) Records. Class 1 (Permanent) Records shall be retained indefinitely unless copied or reproduced in accordance with Title 5, California Code of Regulations, section 59022(e). Whenever an original Class 1 (Permanent) Record is photographed, micro-photographed or otherwise reproduced on film or electronically, the copy thus made is classified as a Class 1 (Permanent) Record.

   b. Board Rule 7708.11 defines Class 2 (Optional) Records as follows: Any Record that is not a Class 1 (Permanent) Record shall be classified as Class 2 (Optional) and shall be retained until reclassified as Class 3 (Disposable). If the Records of a prior year are not classified before July 1, all Records of the previous year shall be classified as Class 2 (Optional) until they are classified as required by Board Rule 7708. Such classification must occur within one year.

   c. Board Rule 7708.12 defines Class 3 (Disposable) Records as follows: All Records, other than continuing Records, not classified as Class 1 (Permanent) or as Class 2 (Optional) shall be classified as Class 3 (Disposable). These Records include but are not limited to: Records basic to audit, including those relating to attendance, full-time equivalent student, or a business or financial transaction (purchase orders, invoices, warrants, ledger sheets and canceled check stubs, student body and cafeteria fund Records, etc.); detail Records used in the preparation of any other report; and periodic reports, including daily, weekly and monthly reports, bulletins and instructions.

2. Classification of ASO Records

   The following ASO records shall be considered Class 1, Permanent Records:

   a. Annual reports, which include the official budget reports; financial reports of all funds, including audit reports of all funds; other major annual reports, including, activities, financial condition or transactions, and those other reports declared by the LACCD Board of Trustees to be permanent.
b. Records of official actions of the ASO, which include agendas and minutes of ASO meetings and ASO committee meetings, including the text of rules, regulations, policies or resolutions not included verbatim in the minutes but by reference only.


Copies of the above permanent records can be obtained through the District’s public records policy: Board Rules, Chapter VII, Article VII – Records.
**LOS ANGELES COMMUNITY COLLEGES**  
**OFFICE OF THE CHANCELLOR**  
**ADMINISTRATIVE REGULATIONS**  

<table>
<thead>
<tr>
<th>INDEX NUMBER:</th>
<th>S-9</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REFERENCE:</strong> Education Code section 76061, Board Rules, Chapter IX</td>
<td><strong>TOPIC:</strong> Eligibility for Associated Student Organization Offices</td>
</tr>
<tr>
<td><strong>ISSUE DATE:</strong> June 3, 2010</td>
<td><strong>INITIATED BY:</strong> Educational Support Services Division</td>
</tr>
<tr>
<td><strong>CHANGES:</strong> Replaces Administrative Regulation E-22 (no changes)</td>
<td><strong>DATES OF CHANGES:</strong></td>
</tr>
</tbody>
</table>

1. The following standards governing candidate and officer (as defined by the ASO constitution and by-laws) eligibility for appointed and elected Associated Student Organization officers (ASO), must be met:

   a. The candidate or officer must be a currently paid member of the ASO, at the college where the election is being held and have successfully completed no more than 80 degree-applicable units in the District.

   b. The candidate may seek only one campus office within the District.

   c. The candidate or officer must have and maintain a cumulative and current GPA of at least 2.0 in units completed at all the colleges in the District during the semesters in which the student government office is applied for and held. Current means the most recently completed semester or session. The ASO Constitution may not set a higher GPA requirement.

   d. The candidate or officer must not be on academic or progress probation, as defined by LACCD Board Rule 8200.10.

   e. At the time of election, or appointment, and throughout the term of office, the candidate or officer must be actively enrolled in, and must successfully complete a minimum of five (5) units per semester. The ASO Constitution may not set a higher unit requirement. Units in which a student receives an Incomplete (INC) will not be counted in the determining the number of units completed. Students falling below this requirement will automatically forfeit their office. Students, who forfeit office for failing to meet this unit requirement, will not be reinstated if INC grades are converted to letter grades and units are awarded for those courses. Candidates may be enrolled in more than one college in the District, but the candidate must be currently enrolled in a minimum of five (5) units at the college where the candidate is seeking office. Officers must maintain that enrollment at the college where the office is held.
f. Exceptions on the maximum unit requirement in Section 1a of this regulation may be made for students enrolled in a college degree, certificate or transfer program where the combination of program requirements and prerequisites may result in the student exceeding the 80 degree-applicable unit limit.

Exceptions will be decided by the College President based upon recommendations made by the Chief Student Services Officer.

In order to be considered for an exemption, a student, who exceeds the requisite 80 degree-applicable unit maximum, must satisfy at least one of the following conditions:

1) The requirements of the student’s declared associate degree major, certificate and/or transfer objective, as specified in the college catalog, caused the student to enroll in courses that exceeded the 80 degree-applicable unit maximum.

2) Program prerequisites, as specified in the college catalog, caused the student to exceed the 80 degree-applicable unit maximum.

2. A candidate or officer is ineligible for ASO office:

   a. If he/she has served more than four (4) semesters in any one (1) or more student government elected or appointed offices in the District.

   b. If a candidate or officer, who exceeded the unit maximum in Section 1a of this regulation and was granted an exception, fails to be enrolled in courses that are specifically required for his or her declared associate degree, certificate or transfer objective requirements, as specified in the college catalog.

3. An officer may serve a fifth semester if eligible at the time of assuming office with the approval of the college president or designee (e.g., has served three semesters and is a candidate for an office with a one-year term).

4. The Chief Student Services Officer and/or designee will verify a candidate or officer’s eligibility. If the student should disagree with the findings of the Chief Student Services Officer and/or designee, he/she can appeal the decision through the student grievance procedures contained in LACCD Administrative Regulation E-55. Officers not adhering to the standards for office will be required to forfeit their positions.

5. Candidates or officers must comply with the minimum standards of the District Code of Conduct. Failure to comply will result in forfeiture of the position if an ASO officer is suspended for more than ten (10) days from
one or more classes, activities, services, programs, or specific locations at any college in the Los Angeles Community College District, under LACCD disciplinary provisions (Board Rule, Chapter IX, Article VIII, Sections 9801-9806).

6. Any candidate or officer with a disability may request an accommodation for the requirements of Section 1e:

a. The approval of the accommodation for candidates with a disability will be made in individual instances on a case-by-case basis by the Chief Student Services Officer in consultation with the college Compliance Officer and/or the Director of the Disabled Student Program and Service (DSP&S) in compliance with Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities, as appropriate.

b. Qualification for an accommodation will be based on the impact of the disability on the candidate's/officer's ability to take 6 units. However, a candidate or officer must be enrolled in a minimum of five units throughout his/her term in accordance with Education Code section 76071.

c. Procedures for requesting an accommodation under S-9:

1) Candidates/officers must complete a written request form for accommodation available in the college's Student Services Office, and return it to the Chief Student Services Officer.

2) Each candidate or officer must present written documentation verifying the disability. Acceptable documentation includes, but is not limited to, written notice from the college DSP&S office or a certified or licensed professional, such as a doctor, psychologist, rehabilitation counselor, occupational or physical therapist.

7. Students enrolled in college credit and/or non-credit courses are eligible to vote at the college of attendance. Enrollment in Community Services classes does not meet this requirement.
1. **ELECTION AND CAMPAIGN RULES**
   
a. The ASO at each college will adopt election and campaign rules addressing those aspects of the election activities, including candidate conduct, not covered by this regulation. These rules may be included in the ASO Constitution and Bylaws, or in a separate election code.

2. **APPLICATION PROCESS**
   
a. Applications for candidacy for ASO Offices will be available and must be filed in the Office of Student Activities or in the Office of Student Services.

b. Applications will be made available on the first working Monday in February. Applications must be returned and filed no later than March 30th or, if March 30th falls on a Saturday or Sunday, the first working Monday thereafter.

c. The Chief Student Services Officer (CSSO) or designee will provide all candidates with written notification of eligibility to run for office and campaign, within five (5) working days after the close of the application filing period.

d. All candidates will follow the college’s election campaign rules and regulations, developed pursuant to Section 1 of this regulation.

3. **PUBLICITY**

   The college shall publicize the upcoming ASO elections during the second week of the spring semester, notifying the students of the upcoming elections, and that candidacy for ASO elected offices is open to everyone who meets the requirements of S-9. The campus may publicize their upcoming election earlier if they choose to do so.

4. **CAMPAIGNING AND DEBATES**

   Campaigning for ASO offices will commence in keeping with the rules adopted in accordance with Section 1 of this regulation. Campaigning may continue until the ASO elections are held.
5. **ELECTIONS PROCEDURES**

a. The voting shall be open to all currently enrolled students at each campus. To be eligible to vote, there must be proof of the student’s current enrollment and the student must present photo identification.

b. The election will be an annual multiple-day election, as defined in ASO election rules, which will conclude no later than April 30th, and concurrent with the campus Student Trustee elections.

c. Printed ballots containing the name of all eligible candidates or each office shall be prepared prior to the election, and shall be provided to each eligible student voting.

d. Polling hours shall be for a minimum of 8 hours per day, allowing access to both day and evening students. The location of the polls and hours shall remain the same on all days of the election. A campus law enforcement officer and/or CSSO or designee shall deliver the voting boxes to the polling places each day and collect them each day at the appropriate closing time.

e. A certificate, indicating that the ballot boxes were empty just prior to the first person voting, shall be signed and deposited by the supervisors at each polling place.

f. The CSSO and/or the ASO may appoint official observers to witness all aspects of the ASO elections at the college. These observers shall not be candidates for Student Trustee or candidates for any elected college ASO office.

g. The CSSO or designee shall ensure that polls are properly staffed and supervised, and that election staff conform to the following:

1. Must verify current enrollment of each student voting.

2. Must ensure that each student voting must sign the master list to account for the vote.

3. Must ensure that the ballots are placed in the ballot box.

4. May encourage students to vote but shall not endorse any of the candidates.

5. Monitor the polling place and if a poll worker is charged with endorsing a candidate he/she shall be removed from the polling place immediately.
6. Ensure that there shall be no campaigning within 50 feet of the polling place. The poll shall not be placed in the free speech area.

h. Colleges may employ electronic voting procedures (e.g., phone, web-based), which may be used in lieu of the procedures described in sections “c”, “e” and “f.” The procedures must be designed in such a way that only enrolled students are permitted to vote, the student voting can be identified as the enrolled student (e.g., the use of PIN numbers), and that each student is permitted to only vote once.

i. The candidate who receives the most votes will be elected to office, whether or not the candidate receives a majority of the votes cast.

6. COUNTING OF BALLOTS

Each college shall establish written procedures for counting ballots. These procedures shall include the opportunity for candidates, as well as other interested members of the public, to witness the counting of the ballots and shall provide for public notice thereof.

7. VIOLATIONS OF ELECTION RULES

a. Alleged violations of college election rules, or this regulation, must be reported to the CSSO or designee within one (1) working day of the alleged violation.

b. Allegation must include the following:

1. Specific facts constituting the violation.
2. Evidence supporting the allegation.
3. Evidence from supporting witnesses, if appropriate.
4. Remedy requested.

c. The CSSO or designee will investigate the allegations and make a decision regarding the appropriate remedy or sanction within two (2) working days of the filing time of the allegation.

8. APPEALS

a. Any appeals relating to remedies or sanctions, imposed by the CSSO or designee under the provisions of section 8 of this regulation, shall be made to the College President within five (5) working days of the CSSO or designee’s decision.

b. All appeals must be presented in writing and must include:

1. Specific facts constituting the violation.
2. Evidence supporting the allegation.
3. Evidence from supporting witnesses, if appropriate.
4. Remedy requested.
c. The College President shall review the facts and make a decision and provide a written response regarding any action to be taken within five (5) days of the appeal. Copies of the response will be provided to the CSSO and the person filing the appeal. After his/her review, the College President's decision shall be final.

**TIMEFRAMES**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications available at colleges</td>
<td>First working Monday in February</td>
</tr>
<tr>
<td>Applications submission deadline</td>
<td>March 30th or, if March 30th falls on a Saturday or Sunday, the first working Monday thereafter</td>
</tr>
<tr>
<td>ASO and Student Trustee Elections and Ballot counting</td>
<td>April 1 – April 30</td>
</tr>
</tbody>
</table>
POLICY

A $1.00 (one dollar) Student Representation Fee can be established at any of the District colleges if the following three conditions are met:

1. An election on the establishment of the fee must be held and must be open to all regularly enrolled students of the college; and

2. A “yes” vote must be secured from two-thirds (2/3) of the students voting in the election; and

3. The number of students voting in the election must equal or exceed the average number of students who voted in the previous three Student Body elections.

ELECTION

At minimum, the election shall meet the following criteria:

1. The Student Body Association on each campus shall maintain in its office written information regarding election procedures. Such information shall be made available to the public upon request.

2. Adequate notice of the election shall be given by the Student Body Association. Adequate notice is deemed to be at least ten (10) school days prior to the election date.

3. Each election shall be held on a day which counts toward the 175 day requirement defined in 5 C.C.R. Section 58120. In instances where the election is conducted for more than one day, those days shall be consecutive and shall be limited to a maximum of five days.

REGULATIONS

1. A Student Representation Fee Account shall be established with the written approval of the College President and pursuant to the California Community Colleges Budget and Fiscal Accounting Manual.

2. The Student Representation Fee will be collected by the College Fiscal Administrator together with all other fees, at the time of registration.
3. The money generated from the student representation fee will be disbursed upon the order of the student association’s governing body, as defined by the ASO Constitution and By-laws, except in the following circumstances:

   a. If the student association’s governing body cannot convene a regular or special meeting under the Brown Act to vote on the disbursement of the fee prior to a particular activity or event, the College President, in concurrence with the ASO President, may authorize the disbursement of money from the fund described in Section 6, below. At the next available meeting of the student association’s governing body, the expenditure must placed on the agenda as an item for ratification. If the student association’s governing body does not ratify the expenditure of the fee, the college must reimburse the fund.

   b. The College President or designee may disallow expenditure of the fee if he/she determines the expenditure will not support a permissible use under Section 8, below. If the College President disallows the expenditure, he or she will notify the ASO President of the disallowance in writing with an explanation or reason supporting such decision.

4. The form used by the college for purposes of collecting the fee should contain the following information:

   a. a statement indicating that the money collected pursuant to this article shall be expended to provide support for students or representatives who may be stating their positions and viewpoints before city, county and district government, and before offices and agencies of the state and federal government;

   b. the amount of the fee; [and]

   c. a statement informing the student of his or her right to refuse to pay the fee for religious, political, moral or financial reasons.

5. The Student Representation Fee is a mandatory fee, however, a student may for religious, political, financial or moral reasons refuse to pay the Student Representation Fee. The student’s refusal shall be submitted in writing on the same form used by the college to collect all the fees at the time the student pays for all other fees collected by college officials.

6. The funds generated from the collection of the Student Representation Fee must be deposited in a separate restricted fiduciary fund established only for the Student Representation Fee.

7. The College Fiscal Administrator will have custody of the money collected from the Student Representation Fee.

8. The money collected will be used exclusively to cover the necessary and actual expenses for students who may be stating the Associated Student Organization positions and viewpoints before city, county, and district government, and before offices and agencies of the state and federal government.
TERMINATION OF THE STUDENT REPRESENTATION FEE

The Student Representation Fee may be terminated by a majority vote of the students voting in an election held for that purpose. The election will be open to all regularly enrolled students of the college, and may be called in one of the following two manners:

1. By placing the issue on the ballot for the next regular associated student body election. The issue shall be placed on the ballot upon receipt of a petition indicating an interest in the termination of the representation fee signed by a majority of the number of students who voted in the election establishing the fee, provided that the petition is received at least ten (10) days prior to the upcoming associated student body election.

2. Pursuant to procedures pre-established by the Associated Student Organization for calling such an election. Such procedures shall be available for public inspection during regular business hours.

Authority: Education Code Section 76060.5, Title 5, Sections 54801, 54803 and Section 54805.
1. Before entering a fund raising campaign with an outside agency, written approval must be obtained from the Chancellor of the District. The request shall include:
   a. The purpose of the fund raising campaign.
   b. Organizations that will participate.
   c. Organizations or individuals that will benefit.
   d. Method of solicitation or raising of funds.
   e. Method of distributing funds raised.

2. All campaigns and collections shall be governed by Board Rules, Administrative Regulations, campus regulations and procedures, and appropriate ordinances of the City and County of Los Angeles.

3. A college may be permitted to hold college-wide fund raising campaigns each semester for projects initiated by the students that serve an educational objective. This is in addition to campaigns and collections approved by the Board of Trustees.

4. All drives or events that include the solicitation of contributions or memberships, the sale of merchandise; the collection of books, money or other items of value; or any other fund-raising techniques or activities shall be governed by these Regulations.

5. All funds collected will be deposited with the College Fiscal Administrator in the Business Office. Deposits in private banks are not authorized.
1. DEFINITION

For the purposes of this regulation, an ASO Field Trip or excursion is defined as an activity sponsored by the ASO or its clubs that is external to District facilities.

2. REQUIREMENTS

In accordance with District Board Rules, Associated Student Organization and their authorized clubs may conduct field trips or excursions to and from places in the State, any other State, the District of Columbia or a foreign country, subject to the following requirements:

a. All ASO students involved in the field trips or excursions must be accompanied by an ASO Advisor or a District employee approved by the Chief Student Service Officer. Exceptions may be made by the College President in writing.

b. Persons other than students and District employees, whose services are essential to the ASO-related activities, must have the written approval of the college president in order to ride in any vehicle rented, leased, or chartered by the District for the purpose of transporting students to an event.

c. Subject to applicable legal limitations, ASO Funds and Student Representation Fee moneys may be used for transportation, accommodations and/or meals in direct connection with the event.

d. The most economical accommodations available, which are reasonably close to the event, shall be used.

e. If the ASO contracts to provide group transportation, the contract shall include provisions for the vehicle and the driver, unless the driver is an authorized District employee with the appropriate license(s).

f. Those ASO members and other participating individuals using their own vehicles to transport themselves or others must comply with the automobile liability insurance requirements under California law and provide the administrator in charge of ASO activities with a copy of their proof of automobile liability insurance coverage and a copy of a current driver’s license.

g. If travel is to and from a foreign country, the ASO or club sponsoring the field trip shall contact the District’s Risk Manager sixty (60) days before the travel is scheduled to take place so that a determination can be made whether additional liability insurance is necessary.
h. All provisions of the Student Code of Conduct (Board Rule 9803 et seq.) apply to students during the duration of all field trips. Violations are subject to the District’s Student Discipline Procedures (Board Rule 91101 et seq.).

1. In addition to student discipline contained in Board Rule 9803 et seq, violations of the Code of Conduct may result in the immediate suspension from the activity; in which case, the student will bear responsibility for any additional expenses occurring after the immediate suspension. Students may also be required to pay restitution under the provisions of discipline procedures contained in Board Rule 91101.11(b)(3).

2. Disorderly conduct will constitute a violation of the Standards of Student Conduct (Board Rule 91101.25). This applies to all District sanctioned events and field trips, under the supervision of a designated advisor(s).

3. **EXPENSES AND WAIVERS**

   a. Expenses of students participating in a field trip or excursion to any other state, the District of Columbia, or a foreign country authorized by this regulation shall be paid with ASO funds. Travel expenses of instructors, chaperons and other personnel participating in a field trip or excursion authorized by this regulation may be paid from ASO funds.

   b. Board Rule 10704 and Business Services Procedure 02-13 apply to allowances for meals for students and ASO advisors, except that ALL intoxicating spirits are prohibited. Receipts must be submitted for reimbursement.

   c. Reimbursement or payment for ASO-related student travel will be in accordance with the Business Services Procedures Manual guidelines.

   d. Pursuant to 5 C.C.R. section 55450, all persons, including students, taking the field trip or excursion shall be deemed to have waived all claims against the District and/or the State of California for injury, accident, illness, or death occurring during or by reasons in connection with the field trip or excursion. All adults taking field trips or excursions and all parents or guardians of minors taking field trips or excursions shall sign a statement waiving such claims (See attached form dated April 21, 2003).

   e. Any person or parent or guardian of a minor who does not sign the waiver will not be permitted to attend the field trip or excursion.

4. **ALCOHOL AND DRUGS**

   a. The Los Angeles Community College District Board Rule 9803.19 specifically prohibits use, possession, distribution or presence of alcoholic beverages, narcotics, or other dangerous drugs such as marijuana or lysergic acid dithylamide (LSD) on a campus or at any college/ASO sponsored functions. This includes travel to and from events.

   b. Any student who violates Board Rule 9803.19 shall be subject to disciplinary action.
Los Angeles Community College District

EXCURSION/FIELD TRIP FORM

All participants complete Sections A and B:

A. WAIVER
B. MEDICAL AUTHORIZATION

Also complete Section(s) C and/or D and/or E, if applicable:

C. NON-MEMBER OF CLASS OR CLUB
D. A PARTICIPANT PROVIDING HIS/HER OWN TRANSPORTATION
E. MINOR

A. WAIVER

Activity: _______________________________________________________________

Campus/Class/Group: ___________________________________________________

Supervising Academic Employee: _________________________________________

Departure Date & Time: _____________ Return Date & Time: _________________

As stated in California Code of Regulations, Subchapter 5, Section 55450, I understand and agree that I shall hold the Los Angeles Community College District, its Board of Trustees, officers, agents, representatives, employees, and permissive users of District vehicles harmless from any and all liability, claims, causes of action, and demands related to, arising out of or in connection with my participation in this activity, including injuries, accident, illness or death.

If my participation in this activity results in any liability, claims, causes of action, or demands against the Los Angeles Community College District, its Board of Trustees, officers, agents, representatives, employees, and permissive users of District vehicles, I agree to defend and indemnify the District, its Board of Trustees, officers, agents, representatives, employees, and permissive users of District vehicles in such an action.

I fully understand that participants are to abide by all rules and regulations governing conduct during the trip. Any violation of these rules and regulations may result in my being sent home at my own expense.

My signature on this document acknowledges that I have read and understand the above provisions and agree to abide by these terms.

Participant’s Printed Name __________________________ Signature of Adult Participant or of Parent/Guardian on behalf of Minor Participant __________________________ Date __________________________

Address __________________________ Phone # __________________________

B. MEDICAL AUTHORIZATION: In the event of any illness or injury while participating in the activity listed in Section A, I hereby consent to whatever x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care from a licensed physician, surgeon, and/or dentist as deemed necessary for my safety and welfare. It is understood that the resulting expenses will be my responsibility.

Participant’s Printed Name __________________________ Signature of Adult Participant or of Parent/Guardian on behalf of Minor Participant __________________________ Date __________________________

Participant’s Medical Insurance Carrier __________________________ Policy # __________________________

Medical Insurance Carrier Address __________________________ Medical Insurance Carrier Phone __________________________

In the event of illness, accident, or other emergencies, please notify:

Name __________________________ Address __________________________ Phone # __________________________

☐ Medical Condition: Check here if you have a special medical condition and attach a description of that condition to this sheet.
C. NON-CLUB MEMBER

I request that I may participate in the activity listed in Section A.

As a condition for being allowed to participate in the above-referenced activity as a non-club member, I agree to abide by the provisions of Sections A and B, and, if applicable, Section(s) D and/or E.

My signatures on this document acknowledge that I have read and understand all applicable provisions and agree to abide by these terms.

Participant’s Printed Name __________________________ Signature __________________________ Date ____________

D. A PARTICIPANT PROVIDING HIS/HER OWN TRANSPORTATION

I understand (college name: __________________________) may be providing transportation to and from the above-referenced activity. However, I do not wish to use this transportation.

I will provide my own transportation at my own expense to attend the activity listed in Section A and agree to abide by the following terms:

It is fully understood that the Los Angeles Community College District, its Board of Trustees, officers, employees, agents, representatives or volunteers is in no way responsible nor assumes liability for any injuries, losses, claims or actions resulting from, arising out of or incident to the non-District transportation. I understand that although the District may recommend travel time and/or routes to and/or from this event, that such recommendations are not mandatory and do not in any way constitute District sponsorship of or responsibility for my transportation.

I also understand that the driver is not driving as an agent of or on behalf of the District.

My signature below acknowledges that I have carefully read these provisions and I fully understand and willingly agree to abide by these terms.

Participant’s Printed Name __________________________ Signature __________________________ Date ____________

E. MINOR (For students/non-club members under 18 years of age, the parent or guardian completes this section in addition to Sections A and B; and C and D, where applicable.)

___________________________ has my permission to participate in the activity listed in Section A. Participating Minor’s Printed Name

☐ Check here if there are no medical conditions that the staff should be aware of and if your son/daughter is not required to use any drugs during this activity.

AND/OR

☐ Drugs: Check here if your son/daughter must take any drugs during the excursion/field trip and list them on this form or hereto attached. All drugs, except those which must be kept on the minor’s person for emergency use, must be kept and distributed by District/College staff.

Name of drug and reason for use

I have read, understand and agree to all provisions of Section A: Waiver; Section B: Medical Authorization; Section E: Minor; and Sections C and D, as appropriate; as related to my son/daughter’s participation in this activity.

Parent/Guardian Printed Name __________________________ Parent/Guardian Signature __________________________ Date ____________

Address __________________________ Phone # __________________________ Son’s/Daughter’s Date of Birth ____________

After you have provided the information requested in this section and Sections A and B, please ask your son/daughter to return this form to the Supervising Academic Employee listed in Section A.

Signature of College Administrator Approving Completed Form __________________________ Date ____________

Effective: December 5, 2008
Adopting ASO Stipends

1. In order to compensate ASO officers for the duties performed, college ASOs may amend their constitutions pursuant to the amendment process set forth in their constitutions to establish authority for providing ASO officers with stipends. The amendment to the constitution must include the following:

   a) The officers who will receive the stipends; and
   b) The amount of the stipends for each office.

2. If the college’s constitution does not provide provisions for amendment, the following procedures shall be followed in amending the constitution in order to authorize stipends for ASO Officers:

   a) The authorization to award stipends to ASO officers shall be placed on the ballot of the next regularly scheduled ASO election.
   b) The ballot item will include the officers who will receive the stipends, and the amount of the stipends for each office.
   c) The stipends will be authorized if two-thirds (2/3) of the students voting in the election vote in the affirmative.
   d) The ASO constitution will be amended to reflect the authority to award stipends.

Changing or Eliminating ASO Stipends

1. The authority to provide stipends, the officers receiving stipends and/or the amounts of the stipends may be changed or eliminated by subsequent amendments to the constitution pursuant to the amendment process set forth in the constitution.

2. If the college’s ASO constitution does not provide provision for amendment, the authority to provide stipends, as well as the officers receiving stipends and the amounts of the stipends, may be added, removed or changed in accordance with the following procedure:
a) A petition signed by fifty-percent (50%) of the total number of students voting in the most recent ASO election may present a petition to the ASO President to reduce or eliminate stipends for all or specific ASO officers.

b) The item will be placed on the next scheduled ASO election.

c) The changes proposed will be enacted if two-thirds of the students voting in the election vote to eliminate or change stipends.