Mission College Offers You A Student-Friendly Environment
After new students submit their college application to the Admissions Office, they should complete the assessment and orientation process before enrolling in their first semester. Please call the Assessment Center for assessment times and dates. Orientation appointments are given at the assessment sessions. During orientation, students will develop their first semester Student Educational Plans with an Orientation Counselor.

Personal Development Classes

These courses are established to assist students in their quest for excellence. Covering personal, career, and academic areas, personal development classes introduce concepts geared to college success and personal fulfillment.

CHILD DEVELOPMENT CENTER
818.364.7863 or 818.364.7862

The campus Child Development Center provides childcare for Mission College student-parents (while they are attending classes) and a learning experience for preschool children. A credentialed director supervises classroom instructors who provide an educational program related to child development. The program is free for parents who qualify or a fee is charged on a sliding scale according to income – from $1 to $5 per hour. While student-parents have priority registration, the Center is open to community families. For hours and other information, contact the Child Development Center.

COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

The Cooperative Agencies Resources for Education (CARE) program was established in 1982 to provide educational support services to Extended Opportunity Programs and Services (EOP&S) students who are welfare-dependent single parents with children 14 years or younger. The goal of the program is to provide academically high-risk students with educational support services, including counseling, peer support, networking with other single parents, and workshops or activities that enhance their personal development and self-esteem. Meal tickets and child-care funding are provided for those who qualify.

DISABLED STUDENTS PROGRAMS & SERVICES (DSP&S)

Mission College recognizes and welcomes its responsibility to provide an equal educational opportunity to all disabled individuals. The Office of Disabled Students Programs and Services (DSP&S) has been established to provide support services for disabled students pursuing a college education.

Services include registration assistance, academic advisement and program planning, high-tech computer center, alternate media production, electronic access, tutors, classroom notetakers, recorded texts, interpreter liaison, mobility assistance, testing assistance, interpreters, work experience, and the use of special equipment such as tape recorders and a courtesy wheelchair. Special classes are offered in basic skills, personal development, employment skills, study skills, and adaptive physical education. Other services may be arranged as needed. However, students are responsible for their own personal care while on campus.

Individuals qualify for Disabled Students Programs and Services by having a current LAMC application on file with the Admissions Office and verifiable documentation of a disability. If documentation is not readily available, the DSP&S counselor may send for records with the individual’s written permission. A special case may arise in which a learning disability is reasonably suspected, but no previous records are available or exist. In this case, DSP&S can administer an assessment to see if the individual qualifies to be served as a person with learning disabilities. If qualified in this way, the individual may access all appropriate DSP&S services.
The Office of Disabled Students Programs and Services maintains a liaison with the California Department of Rehabilitation and other public agencies.

Any vehicle parked in a space designated for “Handicapped Only” must display a valid handicapped permit or placard issued by the Department of Motor Vehicles. Disabled individuals with the placard and student-parking permit may park anywhere on campus, in staff/visitor, student, or staff lots. For additional information concerning services for disabled students, please contact the Office of DSP&S.

**EXTENDED OPPORTUNITY PROGRAM & SERVICES (EOP&S)**

EOP&S is a program undertaken by Mission College and administered in accordance with state legislation (SB 164 and AB 1030). It is a state-funded program. Its purpose is to provide positive encouragement to students who may have language, social, and/or economic disadvantages and to facilitate their successful participation in the regular educational pursuits of the College. To be considered for EOP&S, students must meet the following minimum requirements:

A. Be a resident of California pursuant to the provisions of Part 41 commencing with Section 68000 of the Education Code.

B. Be enrolled full-time (12 units or more) when accepted into the EOP&S program.

C. Not have completed more than 50 units of degree-applicable credit course work in any combination of post-secondary higher education institutions.

D. Qualify to receive a Board of Governors Grant pursuant to Section 58620(1) or (2).

E. Be educationally disadvantaged as determined by the EOP&S Director or designee. In making that determination, the EOP&S Director shall consider one or more of the following factors:

1. Not qualified at the college of attendance for enrollment into the minimum level English or mathematics course that is applicable to the Associate Degree.

2. Not have graduated from high school or obtained the General Education Diploma (G.E.D.).

3. Graduated from high school with a grade point average below 2.50 on a 4.00 scale.

4. Been previously enrolled in remedial education.

5. Other factors as approved by the California Community College Chancellor’s Office.

**INTERCOLLEGIATE ATHLETICS**

The athletic programs of Los Angeles Community College District provide men and women with an equal opportunity to participate in intercollegiate athletics. The college teams, which include men’s and women’s soccer, men’s baseball and women’s softball, compete in the Western State Conference. Each sport activity is taught by highly qualified instructors, and individual attention is given to each student-athlete. All questions pertaining to athletic programs should be directed to the Director of Athletics.

**TRANSFER CENTER**

818.364.7827

The Transfer Center assists students seeking to continue their studies at a four-year college or university. The Transfer Center provides information regarding the application process, opportunities to meet with admissions representatives from four-year schools, a reference library, and workshops on transfer issues. Students are encouraged to begin planning for transfer as early as possible.

**VETERAN AFFAIRS PROGRAM**

818.364.7864

The academic programs at Los Angeles Mission College have been approved for veterans’ (and dependents’) benefits. For those planning to attend Los Angeles Mission College and receive Educational Benefits from the Department of Veteran Affairs should visit the Veterans Office for assistance with the enrollment process, schedule an appointment for assessment, counseling, and register for courses prior to attaining certification. Veterans receiving benefits are responsible for knowing and observing Veterans Administration and college regulations as they apply to all students.

**Financial Aid**

**WHAT IS FINANCIAL AID?**

Financial aid is funding provided by the federal and state governments to assist students with their educational expenses and is available in the form of grants, scholarships, employment and loans. This assistance makes it possible for students to continue their education beyond high school even if they or their families cannot meet the full cost of college education at the college they choose to attend. The basis for such assistance is the belief that parents have the primary responsibility to assist their dependents in meeting educational costs. Financial aid is meant to supplement the family's existing income/financial resources, and financial aid should not be used as the sole means of income to support other noneducational expenses.
WHO IS ELIGIBLE?

To be considered for financial aid, students must generally meet the following minimum requirements:

- Be a U.S. citizen or an eligible noncitizen. An eligible citizen is a U.S. permanent resident who has documentation from the Department of Homeland Security (DHS) verifying that his/her stay in the U.S. is for other than a temporary purpose.
- Show financial need.
- Be making satisfactory academic progress in a course of study leading to a Certificate, an A.A. or A.S. degree, or transfer to a baccalaureate degree program.
- Not be in default on any student loans such as Federal Perkins Loan, Federal Stafford Loans (subsidized and unsubsidized), Federal Direct Loans (subsidized and unsubsidized), or FPLUS (Parental Loans for Undergraduate Students) at any school attended.
- Not owe a refund on a Federal Pell Grant, Academic Competitiveness Grant (ACG), SMART Grant, Federal Supplemental Educational Grant (FSEOG) or State Student Incentive Grant (SSIG).
- Be registered with the Selective Service if required to do so.
- Be enrolled as a regular student in an eligible program.
- Have a valid social security number.
- Must have resolved any drug conviction issues.
- File an income tax return if required to do so.
- Must have a high school diploma or received a certificate of General Educational Development (GED) or pass an approved ability-to-benefit test.

ABILITY TO BENEFIT

Students who meet one of the qualifications listed below have demonstrated the ability to benefit from a college education in accordance with applicable Federal Regulations:

- Received a high school diploma, or
- Passed high school proficiency examination, or
- Received a certificate of General Education Development (GED), or
- Passed an independently administered test that is approved by the Secretary of the Department of Education.

STUDENT STATUS

In order to complete the Free Application for Federal Student Aid (FAFSA), you will need to determine if you are a dependent or independent student. You are an independent student if you meet any one of the following criteria:

- You were born before January 1, 1985.
- You are a veteran of the U.S. Armed Forces.
- You will be working on a master's or Doctoral program (such as an M.A., M.B.A., M.D., J.D., Ph.D., Ed.D. or graduate certificate) in 2008-2009.
- You are married.
- You are an orphan or a ward of the court, or you were a ward of the court until age 18.
- You have children who receive more than half of their support from you.
- You have dependents (other than your spouse or children) who live with you and receive more than half of their support from you now and through June 30, 2009.
- You are currently serving on active duty in the U.S. Armed Forces for purposes other than training.

If you meet one of the criteria above, you are an independent student, and you complete the FAFSA with your (and your spouse's, if applicable) income and asset information.

If you do NOT meet any one of the criteria above, you are a dependent student and must provide your and your parents’ income and asset information on the FAFSA.

WHEN TO APPLY

You need to apply for financial aid every year. Financial aid applications are available January 2 of each year for the next academic year. It is recommended that you apply early. The first priority filing deadline was March 2, 2008, for the 2008-2009 academic year. The priority date is established to encourage early application for financial aid. Students who have missed the first priority date may still apply for the remaining funds available.
**HOW TO APPLY**

The financial aid process involves a series of steps. Following directions and completing each step correctly will minimize errors and prevent delays.

**Step One: The Application Process**

We strongly encourage you to apply online for financial aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Our Federal School Code is 012550. Prior to doing so, obtain a Department of Education Identification Number (PIN). Your PIN serves as an electronic signature. Both students and parents can obtain a PIN. Go to [www.pin.ed.gov](http://www.pin.ed.gov) to apply for a PIN.

**Step Two: Follow Up**

If you submitted your financial aid application (FAFSA) online and provided an E-mail address, you will receive a Student Aid Report (SAR) via E-mail. If you applied online but did not provide an E-mail address, you will receive a SAR in approximately two weeks by mail. Students who completed a paper FAFSA may expect their SAR within four to six weeks.

At the same time you receive your SAR, we will receive your information electronically from the U.S. Department of Education and will use the information to determine your financial aid eligibility. You will be notified if additional documents are required. Please make sure that the Financial Aid and Admissions Offices have your correct address. Please note that we process financial aid files in the order in which they are received. Therefore, it is very important that you respond to inquiries by the Financial Aid Office in a timely manner.

**Step Three: The Notification Process**

Once we determine your eligibility, you will receive an award notification.

**Step Four: Disbursement**

Financial aid check(s) will be sent by mail to the address on file in the Admissions Office, or transferred electronically to the student’s bank account, or on rare occasions are sent to the campus. It is the student’s responsibility to report address and phone number changes to the Admissions and Financial Aid Offices. Your enrollment will be verified and the disbursement amount will be adjusted accordingly.

Note: Financial aid applicants must use their own social security number on all college records. Be sure to indicate this number on all documents that you submit.

**VERIFICATION POLICY**

Los Angeles Mission College must have received a valid electronically processed FAFSA from the U.S. Department of Education and verification documents from the student whose application is selected for verification before the last date of the semester for which he or she was enrolled. Federal verification requirements apply to the following programs:

- **Federal Pell Grant**
- **Academic Competitiveness Grant (ACG)**
- **Federal Supplemental Educational Opportunity Program (FSEOG)**
- **Federal Work Study Program (FWS)**
- **Federal Perkins Loan Program**
- **Federal Direct Loan Program**
- **Federal Stafford Loan Program**

If your financial aid application has been selected for verification by the federal processor, you will be required to provide additional documentation based on the information submitted on your FAFSA with specific deadlines. Failure to meet these deadlines will result in the denial of financial aid. Additional documentation may include the following:

- **Federal tax returns**
- **Verification of untaxed income**
- **Verification worksheet**
- **Other documents as needed to verify your application or situation**

For the Federal Family Educational Loan Programs, verification must be completed 20 working days prior to the last day of the enrollment period to allow for loan processing time.

**Types of Financial Aid**

**FEDERAL FINANCIAL AID PROGRAMS**

**Federal Pell Grant**

The Federal Pell Grant Program is a federally funded program. Grants do not need to be repaid. To be eligible, an applicant must be an undergraduate student who has not earned a bachelor's or professional degree. Grants range from $400 to $4,731 per academic year. The amount of the award, as determined by the Federal Pell Grant Program, is in most cases based on income and current asset information provided in the financial aid application.

In certain cases, a family's financial situation can change because of the following:
- Death in the family
- Separation or divorce
- Loss of employment
- Loss of non-taxable income or benefits

In such cases, the student should contact the Financial Aid Office.

**Academic Competitiveness Grant (ACG)**

ACG is a federal grant given to students who meet all of the following criteria:

- Be a U.S. Citizen
- Be a Federal PELL Grant recipient
- Be enrolled full-time
- Be a 1st or 2nd year undergraduate
- Completed a rigorous secondary school program of study

First-year undergraduate students may be eligible for up to $750 per academic year. Second-year undergraduate students may be eligible for up to $1,300 per academic year.

**Federal Supplemental Educational Opportunity Grant (FSEOG)**

The FSEOG program is a federal program designed to supplement other sources of financial aid for students with exceptional need. FSEOG awards range from $100 to $400 per academic year, depending on need and packaging policy constraints. Students must be enrolled in at least 6 units at Los Angeles Mission College to be
eligible for payment; units from other colleges may not be combined for this award.

Federal Work Study Program (FWS)

The FWS Program is a federal program which enables students to earn part of their financial aid award through part-time employment either on or off campus. FWS is awarded to students who indicated an interest on the FAFSA and who demonstrate financial need. FWS is subject to funding eligibility. FWS funds must be earned through part-time employment authorized by the Financial Aid Office. There is a minimum unit enrollment requirement of 6 units at Los Angeles Mission College.

Federal Student Loans

Students are in no way obligated to apply for a loan. All loans require a minimum unit enrollment of 6 units at Los Angeles Mission College; units from other colleges may not be combined.

LAMC participates in the following student loan programs:

1. Federal Perkins Loan Program

The Federal Perkins Loan Program is a low-interest loan to help students with exceptional need meet their educational expenses. Loan amounts awarded within the Los Angeles Community College District are determined by the college and the availability of funds.

Repayment begins nine months after the borrower graduates, withholds, or ceases to be at least in half-time studies and can be extended to ten years and nine months after that date. During the repayment period, five percent interest is charged on the unpaid balance of the loan principal.

2. Federal Family Educational Loan Program

Federal Stafford Loans (subsidized) are fixed-interest loans that you may be eligible for if your financial need is not met by need-based financial aid programs. The government will not pay the interest for you while you are in school, in deferment status, or during your grace period.

For both subsidized and unsubsidized Stafford Loans, an applicant must submit a separate Loan Request Form and attend a mandatory Loan Entrance Counseling Workshop in addition to completing the FAFSA.

Federal Parent Loans for Undergraduate Students (PLUS) allow parents with good credit histories to borrow for each dependent child who is enrolled at least half-time. These loans are also made by a bank, credit union, or savings and loan. Parents must begin making payments within sixty days after the last loan is disbursed. The interest rate is fixed at 8.5 percent.

STATE FINANCIAL AID PROGRAMS

Board of Governors Fee Waiver Program (BOGFW)

The Board of Governors Fee Waiver Program is offered by the California Community Colleges. Applicants do not have to be enrolled in a specific number of units or courses to receive the BOGFW. Please note that payment of health fee is no longer part of the fee waiver. All BOGFW recipients are required to pay for the student health fee.

Students who have applied for Financial Aid and listed Los Angeles Mission College (school code 012550) will automatically be determined a fee waiver. All BOGFW recipients are required to pay for the student health fee.

You are eligible to apply for a waiver if you are a California resident and if you are enrolled in at least one unit.

You qualify if any one of the following statements apply to you:

A. At the time of enrollment you are a recipient of benefits under the TANF/Cal Works Program (formerly AFDC), SSI (Supplemental Security Income)/SSP (State Supplemental Program), or General Assistance (also known as General Relief), or if you have certification from the California Department of Veterans Affairs or the National Guard Adjutant General that you are eligible for a dependent fee waiver. Documented proof of benefits is required.

B. You meet the following income standards (Income Standards for 2008-2009)

<table>
<thead>
<tr>
<th>Number in Household (Including Yourself)</th>
<th>Total 2007 Family Income (Adjusted Gross Income and/or Untaxed Income)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$15,315 or less</td>
</tr>
<tr>
<td>2</td>
<td>$20,535 or less</td>
</tr>
<tr>
<td>3</td>
<td>$25,755 or less</td>
</tr>
<tr>
<td>4</td>
<td>$30,975 or less</td>
</tr>
<tr>
<td>5</td>
<td>$36,195 or less</td>
</tr>
<tr>
<td>6</td>
<td>$41,415 or less</td>
</tr>
<tr>
<td>7</td>
<td>$46,635 or less</td>
</tr>
<tr>
<td>8</td>
<td>$51,855 or less</td>
</tr>
</tbody>
</table>

Each additional family member Add $5,220

Note: These standards are based upon the federal poverty guidelines as published each year by the U.S. Department of Health and Human Services. Under Title 5 of the California Code of Regulations, the income standards for the BOGFW program equals 150% of the federal poverty guidelines for the base year. These standards are for the 2008-2009 academic year and are to be used to determine BOGFW-B eligibility effective July 1, 2008, through June 30, 2009. The income standards for the Fee Waiver Program may change every year. Check with the Financial Aid Office for current income standard information.

C. You are qualified for financial aid. If you qualify under this criteria, you will need to complete the FAFSA. If you qualify after you pay your enrollment fees, you should complete a “Request for Refund” form available in the college Business Office.

D. Special Classifications

1. You have certification from the California Department of Veterans Affairs or the National Guard Adjutant General that you are eligible for a dependent’s fee waiver. You must submit certification.

2. You have documentation that you are eligible as a recipient of the Congressional Medal of Honor or as
a child of a recipient or if you are a dependent of a victim of the September 11, 2001, terrorist attack. You must submit documentation from the Department of Veterans Affairs or the CA Victim Compensation and Government Claims Board.

3. You have documentation that you are eligible as a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty. You must submit documentation from the public agency employer of record and income information.

4. If you are in a Registered Domestic Partnership (RDP), you will be treated as an independent married student to determine eligibility for the Fee Waiver and will need to provide income and household information for your domestic partner. If you are a dependent student and your parent is in a Registered Domestic Partnership, you will be treated the same as a student with married parents, and income and household information will be required for the parent’s domestic partner.

**CAL GRANT PROGRAM**

Cal Grants are the largest source of free money for college from the state and are administered by the California Student Aid Commission (CSAC). Cal Grants may be used at any qualifying college or career program in California. Cal Grants do not have to be repaid.

Students must meet the following basic eligibility requirements for the Cal Grant Programs:

- Submit the FAFSA and verified Cal Grant GPA by March 2, 2008
- Be a U.S. citizen or permanent resident
- Have a valid social security number
- Be a California resident
- Be attending at least half-time at a qualifying California college
- Be a high school graduate
- Have financial need at the college of attendance
- Meet the minimum GPA requirement as set by the California Student Aid Commission (CSAC)

**TYPES OF CAL GRANTS**

**Cal Grant A**

Cal Grant A provides tuition and fee assistance for students with financial need at California public and independent colleges and selected postsecondary schools. The Cal Grant A Entitlement Award is for graduating high school seniors who have at least a 3.00 grade point average and fall within the family income and asset ceilings. Students must apply within a year of graduating from high school and meet the March 2 application deadline for filing the FAFSA and GPA Verification Form.

**Cal Grant B**

Cal Grant B is for all other Cal Grant-eligible students who compete for 22,500 Cal Grant B Competitive Awards. Cal Grant B is for students with financial need, and disadvantaged background.

**Cal Grant C**

Cal Grant C pays tuition, fees, and book and supply costs for students in occupational or career training programs who are from low-income and middle-income families. The award does not pay tuition assistance for students at a community college. Selection is based on GPA, education and employment history, vocational aptitude, and financial need. Course length must be at least four months. Cal Grant C is not for students pursuing a four-year college degree.
To apply, students must file the FAFSA and GPA Verification form by March 2. Applicants who demonstrate financial need will be sent the Cal Grant C Supplement to complete as part of the competition.

Grants are limited to $576 per year at community colleges for programs ranging in length from four months to two years. Students must be enrolled in at least 6 units at Los Angeles Mission College and demonstrate occupational achievement or aptitude in the chosen field.

Law Enforcement Personnel Dependents Grant (LEPD)

The LEPD grant is a program administered by the California Student Aid Commission that provides grants for eligible students. Student eligibility criteria are as follows:

A. Students must be a child (natural or adopted) or spouse, at the time of death or injury, of a California peace officer or law enforcement officer, firefighter, or employee of the Department of Corrections or the Department of Youth Authority.

B. Be enrolled in a minimum of six units at a California postsecondary institution accredited by the Western Association of Schools and Colleges.

C. Demonstrate financial need as determined by the Financial Aid Office at the institution in which students are enrolled.

The grant will be in an amount equal to the amount provided to a student who has been awarded a Cal Grant. Awards may be used for tuition and fees, books and supplies, and living expenses.

Obtain an application by calling the California Student Aid Commission’s Specialized Programs Branch at (888) 224-7268, option #3. For more information on this grant program, go to: www.csac.ca.gov

Child Development Grant Program

The Child Development Grant Program is for students who plan to teach or supervise at a licensed children’s center. The grant is renewable for an additional year and is awarded to students attending a public or private two- or four-year college in California. For more information about this program, you may call the California Student Aid Commission at (888) 224-7268 Option #3, E-mail specialized@csac.ca.gov, or visit the website: www.csac.ca.gov

Chafee Grant

The Chafee Grant provides free money to foster youth and former foster youth to use for college courses or vocational school training. Eligible students may receive up to $5,000 per academic year. To qualify, you must a) be eligible, or have been eligible for Independent Living Program (ILP) services between your 16th and 18th birthdays, and b) not have reached your 22nd birthday as of July 1 of the award year. To apply, you must complete a Free Application for Federal Student Aid (FAFSA) and complete a California Chafee Grant Program Application at the website: www.csac.ca.gov

OTHER FEDERAL AID

Bureau of Indian Affairs Grant (BIA)

BIA Grants provide money to help defray the costs of education for students of American Indian heritage. Students may apply if they meet all of the following criteria:

1. Are at least one-quarter American Indian, Eskimo, or Aleut, as certified by the BIA and/or tribal group services by the BIA;
2. Have financial aid eligibility and scholastic ability;
3. Are working toward an undergraduate or graduate degree; and
4. Have completed all of the application requirements.

Amounts of the grants vary according to individual agencies of the BIA. Unlike other grants it may be used to replace the loan or work portion of the financial aid package.

Applications are available through the U.S. Department of Interior, Bureau of Indian Affairs, Education Branch, 2800 Cottage Avenue, Sacramento, CA 95813.

SCHOLARSHIPS

Scholarships are gift-aid awarded on the basis of merit, academic excellence, and in some cases, additional criteria such as study in a particular major, leadership, or financial need.

Please visit the Financial Aid Office for scholarship listings, or visit our website: www.lamission.edu/financialaid

COST OF ATTENDANCE

In order to treat all students equally, standardized budgets (Cost of Attendance) are established and applied to all applicants. This means all students with similar circumstances will receive the same allowance for tuition and fees, books and supplies, room and board, personal expenses, and transportation.

Other expenses may include, but are not limited to, dependent care, vocational/technical-related expenses, and disability-related expenses. Exceptions to the budget may be made in cases where need can be shown and documented.

<table>
<thead>
<tr>
<th>Estimated Cost of Attendance - Fall and Spring</th>
<th>Living At Home</th>
<th>Living Away</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees</td>
<td>$582</td>
<td>$582</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>1422</td>
<td>1422</td>
</tr>
<tr>
<td>Room and Board</td>
<td>3978</td>
<td>9936</td>
</tr>
<tr>
<td>Transportation</td>
<td>828</td>
<td>954</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>2502</td>
<td>2394</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$9,312</td>
<td>$15,288</td>
</tr>
</tbody>
</table>

The Chafee Grant provides money to foster youth and former foster youth to use for college courses or vocational school training.

Most financial aid awards are based on demonstrated financial need, which is the difference between the Cost of Attendance (COA) and the Expected Family Contribution (EFC), e.g., Cost of Attendance – Expected Family Contribution = Financial Need. The EFC is determined from the information you reported on the FAFSA.

HOW ARE EXPENSES ESTABLISHED?

Standardized budgets have been established by each college. This means that all students with similar circumstances will receive the same allowance for rent, food, personal expenses, books, supplies, transportation, and registration fees. Adjustments may be made to the budget for documented unusual expenses.

HOW IS FINANCIAL AID AWARDED?

Your financial aid eligibility is determined by using the Federal Methodology. Awards can consist of a combination of grants, work-study, scholarships, and student loans.
THE AID OFFER LETTER

Aid offer letters are mailed to the student. The aid offer letter lists the Cost of Attendance budget, the Expected Family Contribution (EFC) total awards, resources, and unmet need amounts applicable to the academic year. Students may accept or reject all or part of their financial aid offer. However, if a student rejects an award, a substitute may not be available. Students may receive revised award letters throughout the academic year. The revisions may reflect additional fees or allowances added to the cost of attendance, educational resources which must be accounted for, semesters of enrollment changes, and addition or deletion of specific awards.

Financial assistance is considered supplemental to the family’s resources, student earnings, and aid received from other sources. Applicants are reminded that they should NOT depend on financial aid to meet basic living expenses.

The Financial Aid Office reserves the right to modify aid commitments at any time because of changes in the student’s financial status; changes in the availability of funds; or changes in federal, state, Los Angeles Community College District, or institutional regulations.

The amounts that appear on the aid offer letter are based on full-time enrollment (12 units or more). Should a student decide to take fewer classes, the disbursement will be adjusted accordingly. Cal Grants, Child Development Teacher Grants, Federal Work-Study (FWS), Federal Supplemental Educational Opportunity Grants (FSEOG), and loans require a minimum unit enrollment of half-time (6 units) at Los Angeles Mission College. Units from other colleges will not be combined for any of these awards.

DELIVERY OF FINANCIAL AID DISBURSEMENT

Deadlines and disbursement dates are mandated by federal, state, district, and/or institutional regulations and policies and must be met, or applications cannot be accepted or processed.

Grants and Federal Work-Study (FWS) warrants are sent by mail to the address on file in the Admissions Office, are transferred electronically to the student’s bank account, or are on rare occasions sent to the college Business Office. It is the student’s responsibility to report address and phone number changes to the Admissions Office and Financial Aid Office.

To expedite receipt of financial aid funds, we strongly encourage students to sign up for Electronic Fund Transfer (EFT). EFT is a service which eliminates the need to issue a check for student financial aid grants. Students must go to the Business Office to sign up for EFT. Be sure to bring a voided check.

Disbursements will be adjusted if enrollment is less than full-time (less than 12 units). Supplemental check runs occur throughout the academic year. The system has been programmed to issue additional payments to students for units not counted in earlier disbursements. Not all disbursements will adhere to this schedule because it depends upon when your award was processed and the date your classes begin. Payment for late-starting classes will not be issued until the class begins. After the second disbursement run date of the Fall and Spring semesters, no further award adjustments will be made. Any outstanding institutional debt will be deducted from the financial aid disbursement(s).

CHANGE OF ENROLLMENT STATUS

The Los Angeles Mission College Financial Aid Office must review payment of funds to students each enrollment period to determine if students have received an overpayment. If you are paid at one level of enrollment and then you drop units, you may be required to repay some of the funds you received.

It is your responsibility to drop your classes through the Admissions and Records Office if you do not attend your classes. Failure to drop classes may result in a financial aid overpayment, which may require repayment of the financial aid you received.

Example: You were enrolled in 12 units (full-time) at the beginning of the semester and received your first check for $1,000. You then dropped three classes (9 units) and remained in three units (less than half-time). The full payment for less than half-time enrollment is $432. You have been overpaid $568 and must repay this amount before receiving further financial aid.

If it is determined that you owe a repayment, and you DO NOT repay the funds, a hold will be placed on your academic record, your debt will be reported to the U.S. Department of Education for collection, and you will not be eligible for further financial aid at any postsecondary institution until the debt is paid in full.

No further award adjustments will be made after the second disbursement run date of the Fall and Spring semesters. Any outstanding debt will be deducted from your financial aid disbursement.

RETURN OF TITLE IV FUNDS

The student’s eligibility for Financial Aid is based upon enrollment. The Higher Education Amendments of 1998 govern the Return of Title IV Funds policy for a student who completely withdraws from a period of enrollment (i.e., semester). These rules assume that a student “earns” aid based on his/her semester enrollment.

“Unearned” aid, other than Federal Work-Study, must be returned. Unearned aid is the amount of Federal financial aid received that exceeds the amount the student has earned. Unearned aid may be subject to repayment.

Los Angeles Mission College will determine the amount of federal financial aid that a student has earned in accordance with federal law. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they received. Students who withdrew from all classes prior to completing more than 60 percent of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed and will be required to repay any unearned financial aid they received.

It is advised that students contact the Financial Aid Office before withdrawing from all classes to receive guidance as to the results of withdrawal.
AUDITED CLASSES

Students CANNOT receive financial aid (including the Fee Waiver Program) for enrollment in audited classes. See page 18 for Admissions policies regarding audited classes.

CONSORTIUM AGREEMENT
(Enrollment at Other Colleges)

Consortium Agreements are in effect for all colleges within the Los Angeles Community College District. If you are attending more than one college within the District in the same academic period, payment will be based on all units taken. If you are applying for a loan, you must be enrolled in a minimum of six (6) units at Los Angeles Mission College. For further information, please contact the Financial Aid Office.

If you are attending a college within the District and taking courses at a college outside of the District, and you wish to have these courses count toward enrollment level you will need to complete a Consortium Agreement. Please notify the Financial Aid Office. Payment for courses outside the District will be paid after the grade is obtained and submitted to the Financial Aid Office.

INSTRUCTIONAL TELEVISION (ITV)

Provided eligibility exists, students taking ITV courses must be enrolled in at least one unit at Los Angeles Mission College to receive Federal Pell Grant and Cal Grant payments. For all other programs, students must be enrolled in a minimum of six (6) units at Los Angeles Mission College; units from other colleges may not be combined for all other programs. Students who are only enrolled in ITV courses and who wish to be considered for financial aid must apply at Los Angeles Mission College as the home school for financial aid purposes.

STUDENT RESPONSIBILITIES

Students must take responsibility for the following:

1. For the purposes of reporting a Cal Grant Grade Point Average and loan deferments, etc., a valid social security number (SSN) must be on file in the Admissions and Records Office.
2. Students must enroll in an eligible program which is defined as a certificate, an Associate Degree (A.A./A.S.), or a two-year academic transfer program that is acceptable for full credit toward a baccalaureate degree. Students must declare an educational goal and major and update any changes with the Admissions and Records Office.
3. Students must maintain satisfactory academic progress to receive financial aid and should meet with an academic counselor to develop or review a Student Educational Plan.
4. Students must submit all financial aid applications and documents by specified deadlines.
5. Students must complete all financial aid forms accurately and completely and submit them to the right place on time. If this is not done, aid could be delayed. Errors must be corrected before any financial aid can be received.
6. Students are responsible for reading and understanding all financial aid forms and information. We advise students to retain copies of all documents submitted.
7. Students MAY NOT receive financial aid from two or more institutions at the same time or periods of overlapping terms.
8. Students must notify the appropriate entity (college, lender, California Student Aid Commission, U.S. Department of Education, etc.) of changes in your name, address, school enrollment status, or transfer to another college.
9. Students must repay financial aid funds if it is determined that the student was ineligible to receive funds for any reason (i.e., Return of Title IV Funds, overpayments, over-awards).
10. Intentional misreporting of information on application forms for financial aid is a violation of the law and is considered a criminal offense subject to penalties under the U.S. Criminal Code and denial of the student’s application. Additionally, regulations require that all cases of suspected fraud emanating from misrepresentation be reported to the Office of the Inspector General.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Satisfactory Academic Progress (SAP) standards apply to ALL federal and state aid applicants, whether or not they have previously received aid. ALL students must meet the SAP Policy detailed below to be eligible to receive financial aid. Students receiving financial aid enter into an agreement to make satisfactory academic progress toward their educational goal. Failure to maintain these standards will result in the loss of financial assistance. The Financial Aid Office reviews academic progress at the end of each academic year.

The standards apply to all financial aid students and to all coursework taken, including coursework taken prior to the time a student establishes financial aid eligibility. All students receiving federal and state financial aid (except the BOGFW) must comply with the following academic progress standards.

General Information
A. In accordance with the Higher Education Act of 1965, as amended, the Los Angeles Community College District (hereinafter referred to as LACCD) established the following Standards of Academic Progress. These Standards apply to all students who apply for and receive financial aid from the programs listed below.

1. Federal Pell Grant
2. Academic Competitiveness Grant (ACG)
3. Federal Supplemental Educational Opportunity Grant (FSEOG)
4. Federal Work-Study Program (FWS)
5. Federal Perkins Loan
6. Federal Nursing Loan
7. Federal Family Educational Loan (FFEL)

FRAUD

- A student who attempts to obtain financial aid by fraudulent means will be suspended from financial aid for unsatisfactory conduct.
- The college will report such instances to local law enforcement agencies, to the California Student Aid Commission, and to the federal government.
- Restitution of any financial aid received in such manner will be required.
**Student Information**

8. Federal Direct Student Loan (FDSL)
9. Cal Grant B and C
10. Child Development Grant

B. Professional judgment may be exercised in applying these standards in accordance with Section 479A of the Higher Education Act of 1965 as amended through June 1994.

C. Satisfactory Academic Progress Standards are reasonable if they are the same as or stricter than the institution’s standards for a student enrolled in the same educational program who is not receiving assistance under Title IV Federal Financial Aid Programs.

D. Current and previous coursework earned at any college within the LACCD will be reviewed for compliance with the standards put forth in this policy.

E. Consortium Classes

1. All classes throughout the LACCD will be included when reviewing satisfactory academic progress.
2. For students aided under a consortium agreement with colleges outside the LACCD, consortium classes will be included during satisfactory academic progress review by the home school (the college that processes the student’s aid).

**General Requirements**

Students receiving financial aid must be enrolled in an eligible program. An eligible program is defined as the following:

1. An educational program that leads to an associate degree, or
2. An educational program which leads to a certificate, or
3. An educational program which is at least a two-year academic transfer program that is acceptable for full credit toward a baccalaureate degree.

**Satisfactory Academic Progress Standards**

- Maintenance of a 2.00 cumulative GPA.
- Fewer than ninety (90) attempted units for students who indicated associate degree or transfer as their educational goal.
- ESL and Basic Skills/Remedial classes are excluded from the ninety (90) unit limit when determining units attempted.
- Students who have already earned an associate or higher degree will need to follow the appeal procedure.
- In Progress (IP) grades count as attempted units in the maximum time frame only. IP grades do not affect cumulative grade point average in the qualitative measure, nor are they included as completed units in the quantitative measure.
- Completion of 75 percent of the cumulative units attempted.
- Entries recorded in the students’ academic record as Incomplete (INC), No Credit (NCR), and/or Withdrawal (W) are considered non-grades and must be 25 percent or less of the cumulative units attempted.

**Application of Standards**

A. Satisfactory Academic Progress for financial aid students will be determined annually at the conclusion of the Spring semester.

B. Students who are disqualified from financial aid will be notified by mail and will receive information about the procedure for appeal.

C. A student who has been disqualified at any college in the LACCD is disqualified at all colleges within the LACCD.

D. A change of one educational goal or major course of study will be allowed during the course of enrollment at the institution.

**Disqualification**

Students will be disqualified if they have one or more of the following academic deficiencies at the end of the Spring semester:

1. Total units attempted (excluding 30 units of ESL and basic skill/remedial classes) are equal to or greater than ninety (90).
   a. Associate or higher degree has been earned.
   2. Cumulative GPA is less than 2.00.
   3. Cumulative Non-Grades are more than 25 percent.

**Units Required for the Certificated Program**

<table>
<thead>
<tr>
<th>Units Required for the Certificated Program</th>
<th>Normal Length</th>
<th>Maximum Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 to 24</td>
<td>2 semesters</td>
<td>3 semesters</td>
</tr>
<tr>
<td>25 to 36</td>
<td>3 semesters</td>
<td>5 semesters</td>
</tr>
<tr>
<td>37 to 48</td>
<td>4 semesters</td>
<td>6 semesters</td>
</tr>
</tbody>
</table>

C. To be eligible for financial aid, a program must be at least six (6) months in length with a minimum of sixteen (16) units. Students enrolled in a certificate program may continue to qualify for financial aid up to ninety (90) attempted units, six (6) full-time semesters, or the equivalent, if they are planning to obtain an associate degree or to transfer to a four-year school in addition to obtaining the certificate.
Summer & Winter Financial Aid
Summer and Winter terms are included in the evaluation of Satisfactory Academic Progress standards.

Special Programs
CITIZENSHIP & ENGLISH LITERACY CENTER
818.837.2239
The Citizenship & English Literacy Center offers free noncredit English as a Second Language classes, citizenship classes, and naturalization support services to the community. The goal of the Center is to assist students to develop their skills and knowledge to enhance their roles as informed community members, parents, and workers. The Citizenship & English Literacy Center is located at the Maclay Annex (436 N. Maclay Avenue, San Fernando, CA 91340).

CONTINUING EDUCATION CREDIT
Nursing
Continuing Education credit for RNs and LVNs is available at Mission College under Provider Number 00752. Students are cautioned that they are responsible for course acceptability and must apply to the Board of Registered Nursing or the Board of Vocational Nursing and Psychiatric Technician Examiner.

Real Estate
Certain real estate courses at Los Angeles Mission College have been approved for Continuing Education credit by the California Department of Real Estate. These courses are available through Community Extension.

COMMUNITY EXTENSION PROGRAM
818.364.7387
The Community Extension Program offers a wide variety of over 150 classes and one-time seminars and workshops in recreation, business and entrepreneurship, the arts, careers, computers, languages, kids college, and personal development. Classes are offered year-round.

For drivers who have received current traffic citations, Traffic Violator classes continue to be offered in both English and Spanish. Participation in the traffic safety program may void the citation from the driver's record and protect current insurance rates. Pre-enrollment is necessary as space is limited. Please call for registration information.

COOPERATIVE WORK EXPERIENCE EDUCATION (CWEE)
CWEE combines on-the-job experience with regular classroom instruction. It is designed to expand skills and knowledge and to improve self-understanding by integrating classroom study with planned supervised work experience.

CWEE is based on the principle that well-educated individuals develop most effectively by incorporating related education and work experience. These structured experiences in business, industry, government, and human services bring enrichment to college studies and enhance the student's total development. The program is called CWEE because educational objectives are carefully planned and coordinated with the student's employer to provide realistic employment experience. The objectives are as follows:
1. To provide an opportunity for students to secure employment on a part-time or full-time basis.
2. To gain realistic work experience that is related to the student's college study program.
3. To provide the student an opportunity to acquire knowledge, skills, and attitudes essential for successful employment.

Student Qualifications
Section 55254.
A. In order to participate in Cooperative Work Experience Education, students shall meet the following criteria:
1. Pursue a planned program of Cooperative Work Experience Education which, in the opinion of the Instructor/Coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.
2. Have on-the-job learning experiences that contribute to their occupational or education goals.
Student Information

- Education
- Engineering
- English
- Family & Consumer Studies
- Humanities
- Management
- Music
- Physics
- Political Science
- Psychology
- Real Estate
- Sociology
- Speech

The Cooperative Education Office is located in the Library/Learning Resource Center Building. Call for further information.

INSTRUCTIONAL TELEVISION (ITV)  
818.833.3594 | www.lamission.edu/itv

Each semester the Instructional Television program of the Los Angeles Community College District offers college classes that meet general education and transfer requirements using a blended format of television, the Internet, and weekend class meetings. The classes are offered in six 8-week sessions.

Instructional Television classes are convenient, flexible, and especially suitable for working adults and college students wanting to supplement their on-campus program when campus attendance is not possible. Students complete reading and study assignments, watch lessons broadcast on cable television, attend classes on weekends at a Los Angeles Community College near their home, and complete midterm and final examinations.

A Los Angeles Community College instructor is assigned to assist students in each class. It is advisable to meet with your counselor to ensure that you choose classes that meet your needs. For additional information, contact ITV in the Campus Center, Room 1528.

INTERNATIONAL EDUCATION PROGRAM - STUDY ABROAD CLASSES
213.891.2390 | www.laccd.edu

College credit classes are offered by the International Education Program with instructors and classes selected from the nine Los Angeles Community Colleges. Programs are offered in more than a dozen countries around the world. Opportunities for study include Spanish Language and Civilization; Art in Mexico, Spain, and Costa Rica; Creative Writing in Prague and Dublin; French, French Civilization and Art in Paris; Italian, Italian Civilization and Art in Florence; Marine Biology in Mexico; Theater in England; Business in China; Chinese Civilization and Chinese Language in China; and Art in Bali. Partnership programs are being established with overseas colleges and universities; international distance-learning programs are beginning to appear. Students may spend a semester in Salamanca, Spain; Paris, France; Florence, Italy; or London, England. Work-study programs are available in London, Paris, and Madrid. A program of cooperation has been arranged with Bamsley College in England for music students at Los Angeles Pierce College and theater students at Los Angeles Harbor College. On-site investigation of the history and cultures of other nations provides students and their instructors with some of the best educational experiences of their lives. The International Education Program demonstrates the commitment of Los Angeles Mission College to furthering development of international and intercultural awareness.

PROGRAM FOR ACCELERATED COLLEGE EDUCATION (PACE)
818.364.7684 or 818.364.7677
www.lamission.edu/pace

PACE offers convenient scheduling for working adult students. PACE students complete 12 transferable units in a semester by attending class one evening a week and two Saturdays a month. Most PACE courses are offered in an accelerated eight-week format. PACE Saturday sessions offer experiential learning opportunities with field trips, performances, and collaborative projects.

There are five PACE tracks to meet your transfer goals: Business, Elementary Teaching, General Studies, Health Sciences, and Social Sciences. Each track offers courses that satisfy IGEC and CSU General Education Breadth requirements. The LAMC PACE program has an open enrollment policy; any Mission College student may enroll in a PACE class that fits his or her schedule.

Students who need the prerequisites for transferable math and English courses may enroll in the PACE Bridge.

Student Activities

Cocurricular or extra class activities are intended to provide students with the opportunity to be better prepared to fulfill the duties of citizenship in a democratic society and to enrich their educational and personal development. This may be accomplished through extra class cultural activities; volunteer programs related to the instructional program; and participation in community-related affairs, athletics, and student government. Students who learn to work with groups will develop leadership skills to prepare them for cooperative and meaningful associations in both occupational and personal pursuits.

The development of a student activity program is a vital portion of the obligations that both faculty and administrators assume for students in any American college community. At Los Angeles Mission College, student activities are an integral part of the educational program.

ASSOCIATED STUDENT ORGANIZATION (ASO)  
www.lamission.edu/aso

The Associated Student Organization is open to all current students of Los Angeles Mission College. All students are welcomed and urged to participate. The Associated Students Organization provides a framework for many college student activities. Through active participation in student government and clubs, the student renders service, increases social and cultural awareness, improves leadership abilities, and creates
As defined by the ASO constitution and by-laws, the college committees, or student trustees, club representatives, ASO special committees and all-the Associated Student Organization (ASO).

Membership in the Associated Student Organization of Los Angeles Mission College is $7 per semester and $3 per summer and intersession. For more information, visit the Student Activities Office in the Campus Center, or visit the ASO website.

QUALIFICATIONS FOR ASO OFFICERS
(Administrative Regulation E-22)

Administrative Regulation E-22 pertains to all officers of the Associated Student Organization (ASO).

Administrative Regulation E-22 does not apply to clubs, club representatives, ASO special committees and all-college committees, or student trustees.

1. As defined by the ASO constitution and by-laws, the following standards governing candidate and officer 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 2.00 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.
   d. The candidate or officer must not be on academic or progress probation. Progress probation is defined as having recorded grade entries of “W” (Withdrawal), “INC” (Incomplete) or “NC” (No Credit) for fifty percent or more of all units in which a student has enrolled. Academic probation results when a student fails to maintain an accumulated grade point average of 2.00.
   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 six (6) units per semester. Students falling below this requirement will automatically forfeit their office. Candidates may be enrolled in more than one college in the District, but the candidate must be currently enrolled in a minimum of six (6) 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. To be considered for an exemption, a student who exceeds the 80 degree-applicable unit maximum must satisfy at least one of the following conditions:
      i. 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 exceed the 80 degree-applicable unit maximum.
      ii. 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 in the following cases:
   a. If he or 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.
   c. If he or she has served more than four (4) years elapsed since the time of assuming office with the approval of the college president or designee (e.g., he or she has served three semesters and is a candidate for an office with a one-year term).
   d. The candidate or officer must not be on academic or progress probation. Progress probation is defined as having recorded grade entries of “W” (Withdrawal), “INC” (Incomplete) or “NC” (No Credit) for fifty percent or more of all units in which a student has enrolled. Academic probation results when a student fails to maintain an accumulated grade point average of 2.00.
   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 six (6) units per semester. Students falling below this requirement will automatically forfeit their office. Candidates may be enrolled in more than one college in the District, but the candidate must be currently enrolled in a minimum of six (6) 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. To be considered for an exemption, a student who exceeds the 80 degree-applicable unit maximum must satisfy at least one of the following conditions:
      i. 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 exceed the 80 degree-applicable unit maximum.
      ii. Program prerequisites, as specified in the college catalog, caused the student to exceed the 80 degree-applicable unit maximum.

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., he or she 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’s or officer’s eligibility. If the student should disagree with the findings of the Chief Student Services Officer and/or designee, he or 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 (Board Rule, 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 Students Programs and Services (DSP&S) in compliance with Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act, as appropriate.
   b. Qualification for an accommodation will be based on the impact of the disability on the candidate’s or officer’s ability to take six units. However, a candidate or officer must be enrolled in a minimum of five units throughout his or her term in accordance with Education Code Section 76071.
   c. Procedures for requesting an accommodation under E-22:
      1) Candidates or 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
Student Information

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, or 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.

8. Individual colleges may set forth standards for office in their ASO constitutions which are higher, but not lower, than those listed above with the exception of the accommodations listed in Section 6 above.

For further information, contact the Office of Student Services 818.364.7820.

STUDENT CLUBS & ORGANIZATIONS

Student clubs and organizations provide a variety of cultural, community, and vocational opportunities. Service clubs, special-interest clubs, department-related organizations, and religious clubs offer a variety of opportunities for student involvement. Students will find their college experience more meaningful and valuable through active participation in some social or extracurricular activity of the college program. Any group wishing to become a recognized Mission College organization must submit a constitution and be approved by the Associated Student Organization Executive Council.

STUDENT TRUSTEE ELECTION PROCEDURE

The Los Angeles Community College District conducts an election annually whereby each student in the District has an opportunity to be involved in the process of selecting a student representative to the Los Angeles Community College District Board of Trustees. The process described in Regulation E-78 provides for a thorough evaluation of the candidates’ qualifications and ensures an equal opportunity for any individual from any District college to seek the position of student representative to the Los Angeles Community College District Board of Trustees. In accordance with existing law, candidates for Student Trustee must meet the following criteria:

A. Be currently enrolled and in good standing (i.e., not on academic or progress probation) at one or more colleges in the District.

B. Be currently enrolled in 5 units.

C. Have completed a minimum of 12 units in the Los Angeles Community College District and a maximum of 80 transferable units of college work within the Los Angeles Community College District. Exceptions on the maximum units requirement may be made for students enrolled in Los Angeles Community College District degree, certificate, or transfer programs where the combination of program requirements and prerequisites may result in the student exceeding the 80 transferable unit limit. Exceptions will be decided by the Chancellor or designee based upon recommendations made by the Chief Student Services Officer or designee at the student's primary college of attendance.

In order to be considered for an exemption, a student who exceeds the requisite 80 transferable 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 catalog at the student's primary college of attendance, caused the student to enroll in courses that exceeded the 80 transferable unit maximum.

2. Program prerequisites, as specified in the catalog at the student's primary college of attendance, caused the student to exceed the 80 transferable unit maximum.

3. A returning student who has already completed a college degree or certificate is enrolled in courses that are specifically required for the student's declared certificate, Associate Degree or transfer objective, as specified in the catalog at the student's primary college of attendance.

For further information, contact the Office of Student Services 818-364-7820.

COLLEGE COLORS & THEME

The students, faculty, and staff of Los Angeles Mission College have selected desert blue and silver as the school colors and the eagle as its mascot. These selections signify the quest for knowledge and pioneering enthusiasm of purpose, which are intrinsic values in a college.

Honors Program

HONORS/TRANSFER ALLIANCE PROGRAM

818.364.7683

The Honors Program was created to promote academic excellence, to stimulate discussion of academic issues among students and faculty, to increase awareness of current social issues, to encourage community service, to celebrate cultural diversity, and to prepare students for successful university transfer.

Completing an Honors Contract

Students receive Honors credit by completing an Honors contract in any UC transferable course. In consultation with the course instructor, the student develops a proposal for an Honors research project. In most cases, the project should be a written assignment that displays interpretation and critical analysis of academic texts (journal articles or books written by experts in an academic discipline). The proposal is submitted to the Honors coordinator and evaluated by the Honors Advisory Committee. The committee will either approve the project or suggest revisions. When the final project is completed, the student must submit one copy to the instructor and a second copy to the Honors Coordinator. If the advisory committee approves the project, the student will receive an Honors notation on his or her transcript indicating that the course was completed for Honors credit.
Honors Certification
Students receive Honors certification by completing a total of six Honors contracts. Certified students receive access to a variety of scholarship opportunities and priority consideration for admission to UCLA, UCI, UCR, UCSC, Occidental College, Chapman University, Claremont College, Pomona Pitzer, La Sierra University, Whitman College, Pacific University, CSU Fullerton, CSU Stanislaus, and CSU San Diego.

Applying to the Honors Program
Applications for the Honors Program are available at the Honors/TAP office, which is located on the lower level of the Campus Center. Current LAMC students must be eligible for English 101 and have completed 12 transferable units with a GPA of 3.25 or higher. Entering students must have a high school GPA of 3.50 or higher or an SAT score above 1,000.

Honors Coordinator, Mark Pursley: 818.364.7677
Honors Counselor, Joanne Kalter-Flink: 818.364.7652

PUBLICATIONS
The College publishes the annual Catalog, two semester schedules of classes (Spring and Fall), summer session and winter intersession schedules, if offered, and all brochures and recruitment materials. Submissions for inclusion in any publication or requests for a new publication must be made through the Office of Academic Affairs. Publications are available at the Admissions and Records Office and at a number of convenient locations throughout the campus.

Academic Affairs

TITLE V HSI MATH PROGRAM
818.364.7810 or 818.364.7778

The Title V HSI Math program is a five-year integrated plan to help students successfully complete math requirements and progress through the curriculum with the goal of increasing retention and transfer rates. We offer three components: the Math Center, the Math Assistance Program, and the Center for Excellence in Teaching. For information, contact the Title V Math office.

THE MATH CENTER
818.364.7887 or 818.364.7811

Students will be provided free services in the Math Center, which is located in the basement of the Campus Center. The Center features a 40-seat computer lab with state-of-the-art equipment and software and a Math Tutoring Lab which offers the following services focused on developmental math courses:
- Individual and group tutoring
- Collaborative study rooms
- Assistance for online math assignments
- Textbooks and video tapes check-out
- Online student resources
- Supplemental instruction
- Test proctoring (by instructor request)

MATH ASSISTANCE PROGRAM (MAP)
818.364.7810

Title V has developed the Math Assistance Program (MAP) to provide students with advisement and support services in the following areas:
- Assessment
- Math study skills workshops
- Counseling
- Math anxiety and problem-solving strategies

Math counselor, Diana Bonilla, 818.833.3321.

CENTER FOR EXCELLENCE IN TEACHING (CET)
818.364.7756 | www.lamission.edu/learningcenter

The Learning Center provides a variety of free services to Mission College students. One-on-one and small-group tutoring is available in English, mathematics, ESL and grammar. In addition to the Writing Lab and Math Lab, where students receive in-depth help, the Learning Center offers a Learning Lab with an on-duty tutor to answer student questions about content, style, and format of academic work. Walk-in workshops in study skills, test taking skills, English, and computer literacy are offered periodically. Schedules are available in the Learning Center. Students may also enroll in credit courses to build basic skills such as reading and vocabulary.

The Learning Center also houses the Computer Commons with 126 state-of-the-art, Internet-linked computers. Educational computer software programs in many areas help students review or learn new skills. Additional computers and specialized software and hardware accommodate students with disabilities.

LIBRARY – AN INSTRUCTIONAL SERVICE
818.364.7600 ext. 7106 | www.lamission.edu/library

As the informational heart of Los Angeles Mission College, the library encompasses a wide variety of materials and services planned to meet the curricular needs of students and to provide facilities conducive to college study.

The library maintains a fine collection of books, reference materials, magazines, newspapers, and non-print materials such as microfilm and videos and provides individual study areas and group study rooms.

Computers located in the library provide access to word processing programs, the Internet, newspaper and magazine databases, and other online information resources. Special collections include children’s literature, online collections of books, and a collection of materials for students in the English as a Second Language program and for students wishing to improve their basic skills.

The library staff welcomes your questions and suggestions. A reference librarian is available at all times to help with information needs and to provide instruction in the use of the library either to groups or individuals.
Student Information

Workforce Development Programs

CALIFORNIA WORK OPPORTUNITY & RESPONSIBILITY TO KIDS (CalWORKs)
818.364.7760 | 818.833.3511
www.lamission.edu/calworks

The CalWORKs Program at Los Angeles Mission College assists students who are welfare recipients in making the transition from welfare to long-term self-sufficiency through the following coordinated student services:

- On- and off-campus work study, which allows students to meet work requirements while attending community college and obtaining valuable work experience leading to possible employment
- Free child care at LAMC Child Development Center and off-campus licensed child care providers
- Academic, career, and personal counseling
- Job placement assistance
- On-campus academic support services such as tutoring
- Computer lab with specialized software
- Referrals to community resources
- Assistance with navigating college and county services
- Progress reports and verifications (GN6005, GN6006, GN6070, Child Care Resource Center Verifications)

- Resume writing, job search, and problem solving workshops
- "Personal Skills for the 21st Century" workshops
- Free Learning Center print cards
- Books and supplies

Program Eligibility

- Must be enrolled at Los Angeles Mission College
- Must be a CalWORKs recipient
- Post Employment Students: former welfare recipient (whose last cash aid was received within the last two years) who is currently employed but needs help in upgrading his or her skills, job retention, or job advancement.

CAREERS IN CHILD CARE TRAINING PROGRAM
818.364.7600 ext. 7146

Participants must complete at least 12 units of Child Development coursework, including the core classes (CD 1, CD 2, CD 3, and CD 11). In addition to this, each student in the program must complete 50 days of work experience in a high-quality childcare setting. Each day of experience must include three hours working directly with children. The volunteer work experience phase of the program begins during the second semester. After the first year in the program, trainees should qualify for the Child Development Associate Teacher Permit. At this point, they are prepared to apply for a paid position in a high-quality childcare and development program. Students work in their paid positions during the second year in the program.

ENGLISH LITERACY & CIVICS
818.837.2240

The Los Angeles Mission College Citizenship Center provides an integrated program of services incorporating English literacy and civics education to prospective United States citizens, students, and members of the community. The Center offers a broad scope of academic and naturalization support services. In addition to providing assistance in acquiring citizenship, the Center helps immigrant students to develop the skills and knowledge they may need to enhance their roles as informed community members, parents, and workers.

FAMILY CHILD CARE HOMES EDUCATION NETWORK (FCCHEN)
818.364.7881

The LAMC Family Child Care Homes Education Network consists of 30 licensed family child care homes. Thirteen of the homes have been accredited. All of the other providers have expressed an interest in completing the accreditation process. Accredited programs adhere to higher standards in all aspects of the program, including parent communication and interactions with children. Twenty-seven of the homes in the Network are licensed for 12 to 14 children, while the remaining three are licensed for up to 8 children.

FOSTER/KINSHIP CARE EDUCATION (FKCE)
818.364.7600 ext. 7135

LAMC provides more than 350 hours of training to licensed foster parents annually. Classes consist of general parenting information, as well as specific information related to the needs of foster and kinship families. Our training includes classes in both English and Spanish. The Foster and Kinship Care Education program receives funding from the State Chancellor's Office.

GAINING EARLY AWARENESS & READINESS FOR UNDERGRADUATE PROGRAMS (GEAR-UP)
818.364.7600 ext. 7139

Los Angeles Mission College has partnered with Project GRAD (Graduation Really Achieves Dreams) Los Angeles in the GEAR-UP grant. GEAR-UP is a federally funded program designed to provide the support system needed in order for students to be prepared to attend and be successful in college. The GEAR-UP program provides trained Mission College students to serve as classroom tutors in both the middle and high school level. Tutors are trained in multiple collaborative learning techniques as well as one-on-one tutoring strategies. Tutors serve as mentors to student as well as work with the students’ families in informing them of post secondary school options and financial aid available to them. GEAR-UP
emphasizes community building and school restructuring in a brand new way that is exciting and purposeful.

**PARTNERING FOR SAFETY & PERMANENCE - MODEL APPROACH TO PARTNERSHIPS IN PARENTING (PS MAPP)**
818.364.7600 ext. 7135

This program is offered through collaboration with the County of Los Angeles and The Community College Foundation. PS-MAPP offers potential foster and adoptive parents a 33-hour training course to help them explore the requirements and challenges that they will accept in the role of foster parent.

**SUBSIDIZED TRAINING & EMPLOYMENT PROGRAM (STEP)**
818.899.1529

The South Bay Workforce Investment Board awarded LAMC Workforce Investment Act (WIA) programs a contract to administer a Subsidized Training and Employment Program in the San Fernando Valley. The purpose of the program is to enable CalWORKs participants, particularly those who are near the end of their CalWORKs 60-month time limit, to secure unsubsidized employment after completing one or more subsidized training activities. The activities include short-term classroom training linked to in-demand occupations, subsidized employment in the form of on-the-job training or paid work experience, and grant-diverted work experience via GAIN activities.

**TEACHER PREP PROGRAM (TPP) / COOPERATIVE TITLE V**
818.364.7600 ext. 7009 | 818.833.3420
www.lamission.edu/teacherprep

Teacher Prep Program (TPP) at Los Angeles Mission College is a part of the Cooperative Title V grant in partnership with Loyola Marymount University, School of Education. TPP is designed to provide resources to help students pursuing a teaching career. Students interested in becoming a K-12 teacher are welcome to take advantage of many of its services:
- Personalized counseling
- Digital portfolio class and Mac lab access
- Book loan and reference library
- Updates on the teaching profession
- CBEST preparation workshop
- University presentations and special speaker series
- Mentorship
- Transfer assistance
- Teacher Prep Newsletter
- Scholarship and financial aid information

**TECH-PREP**
818.364.7674

LAMC in collaboration with seven area high schools is planning to continue to expand the matrix of schools and courses offered through Tech Prep in the field of Hospitality including food service, lodging and travel and tourism. Professional development activities for faculty and counselors at the high schools and community college will be offered to develop knowledge and skills required for implementing and integrated Tech Prep programs. The program provides access to information through in-service programs provided by LAMC and on a website linked to collaborating partners who post current information and activities. Focus on Careers is presented to provide secondary school students with information about college programs, activities, and benefits such as financial aid and student services. The Tech Prep program has one additional project funded through the California Department of Education: the Tech Prep Distributions Points Project.

**TEMPORARY ASSISTANCE FOR NEEDY FAMILIES - CHILD DEVELOPMENT CAREER PROGRAM (TANF-CDC)**
818.364.7600 ext. 7146

TANF-CDC is a collaboration of organizations with a common goal and vision to offer participants the opportunity of a life-long career path as an early childhood educator. This program works in cooperation with the College, the county CalWORKs program, and the Foundation for California Community Colleges. Through an integrated training program of classes and work experience, participants are prepared to apply for the Associate Teacher Permit and Teacher Permit through the California Child Development Training Consortium.

**TITLE V-HSI**
818.364.7778

Title V HSI is a five-year integrated plan to improve retention and progression in math using academic support initiatives, curriculum development for critical thinking skills, and computer-assisted instruction. Title V HSI also provides faculty and staff development, strengthens comprehensive support services, and initiates outcomes assessment and evaluation.

**TRIO/STUDENT SUPPORT SERVICES (SSS)**
818.364.7821 | 818.364.7629

The TRIO/Student Support Services (SSS) Program is a federally funded program designed to identify and provide resources to help students persist through college. SSS provides support services that promote and facilitate students’ academic and personal success. To qualify for SSS, students must meet at least one of these requirements:
- Be a first-generation college student (neither parent has a bachelor’s degree)
- Meet an income guideline
- Be a student with a disability

Students selected to participate in SSS will qualify for one-on-one academic advising and counseling, individual and group tutoring, career counseling, study skills workshops, trips to cultural sites and colleges, and grant aid through a selective process.

**CAREER TECHNICAL EDUCATION ACT (CTE)**
818.364.7640

VTEA is authorized by Congress under Title I, Part C, of the Carl D. Perkins Act. Its goal is to strengthen vocational and technical education programs through curriculum and instructional delivery, student support structures and student services; professional development; partnership development; accountability, assessment and evaluation. In addition, there is availability of classes with low-tuition enrollment in the following disciplines:
- Computer Applications and Office Technologies
- Computer Science Information Technology
- Multimedia
- Child Development
Student Information

- Gerontology/Family and Consumer Studies
- Food Service Management
- Administration of Justice
- Paralegal
- Business Administration

VTEA also provides tutors and learning resource services for students enrolled in vocational and technical disciplines, supplemental instructional support for vocational and technical education faculty, and faculty development.

WORKFORCE INVESTMENT ACT (WIA)
818.899.1529

The purpose of this program is to link job seekers to employment opportunities. The WorkSource Center provides a seamless, coordinated, and comprehensive referral system through a network of collaborating partners who are either physically co-located or virtually connected. Three levels of service are provided:
1. Core services including job search assistance, referrals to programs, initial screening, and labor market information
2. Intensive services for eligible participants, which include development of individual employment plans, and case management
3. Training services provided only to those who are unable to obtain other grant assistance, including job readiness training, adult education, and literacy.

The Center also assists employers and the community by serving as a partner in continuing community enrichment and economic development efforts.

YOUTH DEVELOPMENT SERVICES (YDS-YESS)
(Formerly Independent Living Program)
818.364.7600 ext. 7138

The goal of the Youth Development Services - YESS program, funded through a partnership with the County of Los Angeles and the Foundation for California Community Colleges, is to motivate foster youth ages 14 to 20 to be ready for their release from the foster care system at age 18.

Services for 14 and 15 year olds include educational planning and tutoring. Services for 16 to 20 year olds include educational planning and life skills classes to discuss what is needed to succeed in the community. The program consists of 30 hours of classroom training to help the students develop skills that will enable them to locate jobs, manage money, and survive as productive citizens outside the foster care system.

Business & Fiscal Services

COLLEGE BOOKSTORE

College Bookstore Check Policy
1. We accept checks if you have two forms of identification:
   (a) A valid California driver’s license or California identification card AND
   (b) A current LAMC student registration receipt or current school ID.
2. Your current address must be imprinted on the check and verified by both your registration receipt and the California driver’s license or California identification card.
3. Your check can be written for the amount of purchase only.
4. Your check cannot be a two-party or pre-signed check.
4a. Students who use their parent’s check must write their parent’s driver’s license number and expiration date on the face of the check.
5. Checks can be accepted from registered students only.
6. The bookstore charges a $15 fee for each returned check. Los Angeles Mission College will place a hold on registration, transcripts, and all other college transactions until the fee and the amount of the returned check are paid.
7. We accept credit cards – VISA, MasterCard, Discover, and American Express.

College Bookstore Refund Policy
1. All materials must be returned in the same condition as when purchased. This means that you must not write in or in any way mark, even with a pencil, a textbook until you are positive you are going to stay in the class and use the book. Watermarked books are “damaged” books and are non-refundable. The determination of the condition of a book is made by the bookstore staff. The bookstore manager is responsible for all decisions, approval or disapproval, concerning refunds.
2. Textbooks and required materials may only be returned between the first and tenth day of the Fall and Spring semesters and within the first week of the summer session and short-term courses.
3. Without exception, any refund, exchange, or replacement must be accompanied by a CURRENT DATED CASH REGISTER RECEIPT issued by the bookstore.
4. Generally, cash refunds are issued for cash purchases.
a. In the event that cash is limited for a particular day, a store credit is issued, which is redeemable on or after the following business day.
5. If you purchase a textbook after the tenth school day, it may only be returned within 24 hours accompanied by its dated cash register sales receipt.
6. If a textbook fails to meet the refund policy, it will be treated as a used book. This means that it can be sold by the student during the book buyback period at a maximum of 50 percent of the original purchase price.
7. Supplies may be considered for refund under the following conditions: Items required as materials in certain classes may be refunded during the first ten days of the Fall and Spring semesters and within the first five days of the Summer session. Items returned must be accompanied by their dated cash register receipt, and they must be in new condition. Athletic supporters, sweat socks, safety goggles, and other “personal items” governed by California health laws are not returnable.
8. Refunds for check purchases are subject to a twenty (20) day waiting period to allow time for bank processing.
9. No refunds will be given on books purchased during midterms and finals.

**College Book Buy-Back Policy**
During the first week and last week of Spring and Fall semesters ONLY, the bookstore buys back textbooks that have been pre-adopted by instructors at 50 percent of the original purchase price.

**STUDENT PARKING REGULATIONS**
1. Liability: The Los Angeles Community College District and Mission College assume no responsibility for damage to any motor vehicle, theft of a vehicle or its contents, or injury to persons operating such vehicles on or off campus.
2. Students should avoid parking in designated LAMC STAFF PARKING LOTS and areas posted NO PARKING ZONES. A valid student parking permit must be displayed to park in the student parking lot.
3. The maximum speed limit is 10 mph on all parking facilities.
4. All persons driving a vehicle on the campus are required to comply with the traffic laws of the state of California and the rules and regulations pursuant to Section 21113A of the California Vehicle Code. Violations may result in a citation being issued.
5. All vehicles must be parked clearly within a designated parking stall.
6. All vehicles shall be parked heading into parking stall.
7. “No Parking” signs must be complied with.
8. Any vehicle parked in a space designated for “Disabled or Handicapped Only” must display a valid handicapped permit or placard issued by the Department of Motor Vehicles.
9. Persons parking illegally on campus will receive a parking citation.
10. Persons parking illegally in the “Disabled or Handicapped Only” parking area will be cited.
11. Parking citations are payable by mail to the address on the citation or online at www.paymycite.com. To appeal a citation, obtain an Administrative Review form from the college Sheriff’s Office.
12. Short-term and visitor permits are available at the college Sheriff’s Office.
13. The College reserves the right to remove vehicles from the campus for any of the following reasons:
   a. Abandoned vehicles
   b. Vehicles with no license plates
   c. Vehicles parked in such a manner as to constitute a serious hazard
   d. Vehicles which impede the operation of emergency equipment
   e. Vehicles which are parked illegally on a recurring basis

Note: The registered owner will be responsible for impound costs.

**COLLEGE SHERIFF’S DEPARTMENT**
818.364.7843
Sheriff’s office personnel are responsible for the safety and well being of staff and students and for the security of college property and facilities.

**LOST & FOUND**
Items left in classrooms or at other campus facilities should be turned in to the Sheriff’s Office. Inquiries about lost belongings may be made during regular college hours. The college is not responsible for lost items. Students are advised to put their names on textbooks and other items of value.
Mission College Presents A Positive Learning Environment...
small classes as opposed to large university lecture halls, willingness of teachers to assist in your learning experience, effective use of cutting edge technologies, use of innovative teaching techniques.
Academic Standards

ACADEMIC HONORS

Chancellor’s Distinguished Honor Award

The Chancellor’s Distinguished Honor Award is one of the most significant and praiseworthy honors available to students in the Los Angeles Community College District. This certificate is awarded at the College Commencement exercises. In order to be considered for the award, a candidate must meet the following criteria:

1. Petition for the Associate Degree.
2. Achieve a grade point average of 3.70 or better in all college work attempted at the time of petition and be in good standing.
3. Complete at least 50 percent of all units utilized for the award within the Los Angeles Community College District.
4. Achieve a grade point average of 3.70 and be in good standing in all college work attempted at the end of the Fall semester if graduation requirements will not be completed until the end of the Spring semester.

Please note, Spring candidates for this award will be listed as “Candidates” in the graduation program. After the final grade point evaluation, if the student achieved a 3.70 GPA, he or she will be awarded the Chancellor’s Distinguished Honor Award. Students who possess associate, the equivalent, or advanced degrees are not eligible for this award.

GRADUATION HONORS

Graduation honors and awards are to be based on the student’s cumulative grade point average for all college work attempted.

Summa Cum Laude

Students in attendance at Los Angeles Mission College who have an overall grade point average of 3.90 to 4.00 in all work completed are placed on the Summa Cum Laude list of the College and are honored during graduation.

Magna Cum Laude

Students in attendance at Los Angeles Mission College who have an overall grade point average of 3.70 to 3.89 in all work completed are placed on the Magna Cum Laude list of the College and are honored during graduation.

Cum Laude

Students in attendance at Los Angeles Mission College who have an overall grade point average of 3.30 to 3.69 in all work completed are placed on the Cum Laude list of the College and are honored during graduation.

CRITERIA FOR HONORS CERTIFICATES

Definitions

A. Full-time student: a student enrolled in twelve (12) or more graded units in the qualifying semester.
B. Part-time student: a student enrolled in six (6) to eleven (11) graded units in the qualifying semester.
C. Qualifying semester: the semester for which the student is considered for the Dean’s Honors 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.

Dean’s Honors List Requirements

A. Full-time Dean’s Honors List
1. Twelve (12) or more graded units completed in the qualifying semester.
2. Grade point average of 3.50 or higher in the qualifying semester.

B. Part-time Dean’s Honors List
1. Twelve (12) or more cumulative graded units completed student is being considered for inclusion on the Dean’s Honors List.
2. Grade point average of 3.50 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 Honors List will be used in calculating the grade point average.

President’s Honors List

Students who have appeared on the college’s full-time or part-time Dean’s Honors List for three (3) consecutive semesters will be placed on the President’s Honors List.

Transcript Designation

The designation “Dean’s Honors List” and “President’s Honors List” will be placed on qualifying students’ transcripts.

ACADEMIC PROBATION & DISMISSAL

Academic Standards for Probation

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

Probation

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

A. Academic Probation - The student has attempted a minimum of 12 semester-units of work and has a grade point average less than a “C” (2.00).
B. Progress Probation - The student has enrolled in a total of at least 12 semester-units and the percentage of...
Academic Probation

A student who is on academic probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of No-Credit (NC), Incomplete (INC), and/or Withdrawal (W) are recorded reaches or exceeds fifty percent (50%).

A student who is on progress probation because of an excess of units for which entries of “W” (Withdrawal), “INC” (Incomplete), and “NC” (No Credit) are recorded shall be removed from probation when the percentage of units in which the student has been enrolled for which entries of “W”, “INC”, and “NC” are recorded is less than fifty percent (50%).

Academic Renewal

Students may request readmission to college in compliance with college procedures. Readmission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the college.

Academic Renewal Action of Substandard Academic Performance

Students who have earned a cumulative grade point average of 2.00 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

Progress Probation

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of No-Credit (NC), Incomplete (INC), and/or Withdrawal (W) are recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent (50%).

A student who is on progress probation shall not be dismissed after a semester in which the percentage of units in which the student has been enrolled for which entries of “W”, “INC”, and “NC” are recorded reaches or exceeds fifty percent (50%).

Removal from Probation

A student shall be removed from probation upon meeting the criteria specified in this section.

Academic Probation

A student on academic probation for a grade point deficiency shall be removed from probation when the student’s cumulative grade point average is 2.00 or higher.

Progress Probation

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

Academic Standards for Dismissal

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

Academic Probation

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.00 in all units attempted in each of three (3) consecutive semesters.

A student who is on academic probation and earns a semester grade point average of 2.00 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

Appeal of Dismissal

A student who is subject to dismissal may appeal to the Vice President of Student Services. Dismissal may be postponed and the student continued on probation if the student shows significant improvement in academic achievement but has not been able to achieve to a level that would meet the requirements for removal from probation.

Dismissal

A student who is subject to dismissal and who has not been continued on probation through the appeal process shall be notified by the College President or designee of dismissal, which will become effective the semester following notification. Dismissal from any one college in the District shall disqualify a student from admission to any other college in the District.

Readmission After Dismissal

A student who has been dismissed may request reinstatement after two (2) semesters have elapsed. The student shall submit a written petition requesting
COURSE REPETITION & ACTIVITY REPETITION

Certain courses in the Catalog may be repeated for additional unit credit. These courses, marked “RPT” in the Course Section of the Catalog, allow the student an expanded educational experience each time the student enrolls in the course. Enrollment in these courses is limited in any similar activity to a maximum of three repeats for a total of four (4) enrollments, regardless of the repeatability of individual courses. The activity limitation also applies to courses which are not repeatable in themselves but for which similar activities exist. For example, there are several similar course titles in art, music, physical education and theater, which are considered to be the same activity. A student may enroll four times in courses which are considered to be the same activity, such as twice in Music 341, Intermediate Piano (RPT 3). Any combination may be used as long as the limit of four (4) enrollments in one activity is not exceeded.

Excess enrollment will result in administrative drop. Consult a counselor for the latest restricted activity enrollment list.

Note: Whenever the student’s record is reviewed for the purpose of determining her/his unit credits, all of the student’s record is reviewed.

Course Repetition to Improve Substandard Grades

Students may petition for approval to repeat up to a total of 15 units in which substandard grades (less than “C”, 2.00) were awarded.

Students may repeat the same course only once for this purpose.

Upon completion of a repeated course, the highest grade earned will be computed in the cumulative grade point average, and the student’s academic record will be so annotated. No specific course or categories of courses shall be exempt from course repetition.

This policy is adopted for use in the Los Angeles Community College District only. Other institutions may differ, and students planning to transfer to another college should contact that institution regarding its policy.

Course Repetition: Special Circumstances

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

CONCURRENT ENROLLMENT

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

Concurrent enrollment in courses which are cross-referenced to each other is not permitted (i.e., courses designated “same as” in the District Directory of Educational Programs and Courses).

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

Enrolling in classes scheduled or conducted during overlapping times is not permitted. In addition to exclusion from both classes and denial of credits, violators will be subject to disciplinary action (See Standards of Student Conduct).

K to Eighth Grade Students (Young Students)

Any Concurrent Enrollment student application for a student who has not completed eighth grade must be reviewed by the K to 8 committee. These students must submit a letter of recommendation and current transcript. The application is reviewed by committee every semester until the student completes eighth grade.

AWARDING CREDIT

Los Angeles Mission College recognizes work completed at other accredited colleges and experiences outside of the traditional classroom setting.

CREDIT FOR COURSES COMPLETED AT NON-ACCREDITED INSTITUTIONS

Students transferring from non-accredited institutions may, after successful completion of 30 units with a “C” or better average, apply for up to fifteen (15) units of credit in courses which parallel the offerings of the college. The following exceptions may be made to this regulation:

1. Credit for Graduates of Diploma Schools of Nursing

The following amount of credit is authorized for graduates of Diploma Schools of Nursing who enter the Los Angeles Community Colleges:

a. Thirty (30) semester units of credit will be given to graduates of Diploma Schools of Nursing who enter the Los Angeles Community Colleges:

b. The work of graduates of Diploma Schools of Nursing outside California will be recognized if the student has a valid, current California license. Credit will be given even though the license was obtained on the basis of reciprocity with another state rather than by examination.
District Information

c. Candidates for the Associate in Arts or Associate in Science Degree are exempt from Health Education as a General Education Requirement. No other general education requirements will be waived.
d. Additional courses in nursing may be taken for credit only upon approval of the Nursing Department.
e. The transcript is not to reflect the major field nor should the diploma, where given, indicate Nursing as a major.

2. Credit for Military Service Training
Students who are currently serving in or have served in the military service may, after successful completion of at least one course with the Los Angeles Community Colleges or the Overseas Program, request an evaluation of credit earned through military service training schools and/or military occupational specialties. Credit units may be granted up to the number recommended by the American Council on Education.

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

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

b. A single block of credit will be given and identified as academy credit.

c. One (1) unit of credit may be granted for each 50 hours of training, not to exceed ten (10) semester units or their equivalent. Credits granted by an institution of higher education for basic recruit academy training, under the above provisions, shall not be identified as equivalent to any required course in the major.

CREDIT FOR COURSES COMPLETED AT FOREIGN INSTITUTIONS
Students who have completed college-level courses at schools outside the United States may petition for an unlimited number of lower division units of credit toward an associate degree or certificate after completion of 12 units at L.A. Mission College with a “C” or better GPA. The student may petition under the following conditions:

1. Students must submit a detailed evaluation from an approved evaluation service. Students are responsible for the cost of this service.

2. The foreign university or college must have been approved by that country’s Ministry of Education at the time the student attended.

3. No courses may be used to satisfy the associate degree’s reading and written expression or oral communication requirement unless the course was taken in a country where English is the native language.

4. No course may be used to satisfy the associate degree’s American Institutions requirement.

5. In cases where equivalent course credit is not granted, elective credit may be awarded.

PREVIOUSLY EARNED COLLEGE UNITS
College credits earned at any accredited institutions of higher education will be recognized. Credits are posted to transcripts upon completion of all other graduation requirements. Students must arrange for each college previously attended to mail official, sealed transcripts to the Office of Admissions and Records.

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

1. Method of obtaining credit by examination

a. Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.

b. Achievement of a score that qualifies for credit on an examination administered by other agencies approved by the college.

2. Determination of eligibility to take College administered examinations, students who qualify

a. Must be currently registered in the college, in good standing and with a minimum grade point average of 2.0 in any work attempted at the college.

b. May petition for credit by examination if they are:
   i. eligible to take such course for credit under existing regulations, and
   ii. have not completed a course or are not in the process of taking a course which is more advanced than the course for which credit is requested.

c. File a credit by examination petition with the credit clerk in Admissions and Records Office.

3. Maximum credit allowable for credit by examination
The maximum number of credits allowable for credit by examination for the associate degree shall be fifteen (15) units. Credit by examination transferred from other institutions is counted toward this maximum.

4. Limitations
Credits acquired by examination are not applicable to meeting such unit load requirements as Selective Service deferment, Veteran’s, or social security benefits.

5. Recording of Credit

a. If a student passes the examination, the course shall be posted on his/her cumulative recording indicating “Credit” in the “Grade” column.

b. The number of units of credit recorded for any course may not exceed those listed in the college catalog.

6. Acceptance Toward Residence
Units for which credit is given pursuant to the provision of this section shall not be counted in determining the 12 units of credit in residence requirement.
ADVANCED PLACEMENT (AP) EXAM CREDIT

To be eligible to receive credit for Advanced Placement exams, the student must be enrolled at Mission College during the semester in which credit is to be granted. The student must have completed a minimum of 12 units and have a cumulative grade point average of 2.00 or higher earned at Mission College. In order to receive credit, the student must file a petition in the Admissions and Records office. Official AP score reports must be mailed directly to the Admissions Office from the College Entrance Examination Board. Please refer to the following chart for equivalent courses. Credit acquired by AP exam is not applicable toward meeting unit-load requirements for athletic eligibility, social security benefits, or Veterans Administration benefits.

Advanced Placement exam scores must be 3 or higher on an Advanced Placement Examination administered by the College Examination Board. Some institutions require higher scores for course credit. Students should check with the Transfer Center and/or the institution to which they plan to transfer.

The AP exam credit policies listed in the chart of “Credit for Advanced Placement” are applicable only toward the college’s associate degrees, occupational certificates, CSU Title 5 American Institutions requirement, and the joint UC/CSU IGETC general education plan requirements. Please note that for students who are completing the CSU general education requirements, Mission College is required to apply the AP policies of the California State University. These policies are not stated in this catalog.

Furthermore, both the amount and type of transferable credit granted toward a university’s admission or major requirements are determined by that university’s policies and not by Mission College policies. The policies of a university often differ from Mission College policies. Students are advised to see a counselor for further information about CSU and other university policies.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) CREDIT

Mission College will grant three elective units toward the Associate degree for each of the CLEP General Examinations passed with a score of 500 or higher on the 1978 scale, or 450 on the 1986 scale. No specific course credit is granted for the CLEP exams. Therefore, they cannot be used to fulfill general education, major, or competency requirements.

Transferable credit CLEP exams will depend on the policies of the university to which the student intends to transfer. For information regarding university CLEP policies, transfer students should confer with the admissions office at the university of their choice or consult the catalog of that university.

<table>
<thead>
<tr>
<th>Test</th>
<th>Equivalent Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>American History</td>
<td>History 11, 12</td>
<td>6</td>
</tr>
<tr>
<td>Art. History</td>
<td>Art 101, 102</td>
<td>6</td>
</tr>
<tr>
<td>Studio Drawing</td>
<td>Art 201, 202</td>
<td>6</td>
</tr>
<tr>
<td>Studio General</td>
<td>Elective Credit*</td>
<td>6</td>
</tr>
<tr>
<td>Biology</td>
<td>Biology 3</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Chem 65</td>
<td>4</td>
</tr>
<tr>
<td>English Language &amp; Composition</td>
<td>English 101</td>
<td>3</td>
</tr>
<tr>
<td>Economics</td>
<td>Econ 1, 2</td>
<td>6</td>
</tr>
<tr>
<td>French Language</td>
<td>French 1</td>
<td>5</td>
</tr>
<tr>
<td>Math: Calculus AB</td>
<td>Math 265</td>
<td>5</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>Math 265, 266</td>
<td>10</td>
</tr>
<tr>
<td>Music Listening</td>
<td>Music 111</td>
<td>3</td>
</tr>
<tr>
<td>Physics B</td>
<td>Physics 6, 7</td>
<td>8</td>
</tr>
<tr>
<td>Psychology 1</td>
<td>Psych 1</td>
<td>3</td>
</tr>
<tr>
<td>Spanish Language Literature</td>
<td>Spanish 1 Elective Credit*</td>
<td>5</td>
</tr>
<tr>
<td>US Government &amp; Politics</td>
<td>PolSci 1</td>
<td>3</td>
</tr>
<tr>
<td>US Government &amp; Politics Comparative</td>
<td>PolSci 2</td>
<td>3</td>
</tr>
</tbody>
</table>

*Satisfies six (6) units elective credit only. Not G.E. Requirement.
4. Grade Point Calculation
Units earned on a Credit/No-Credit basis shall not be used to calculate grade point averages.
However, units attempted for which No-Credit (NC) is recorded shall be considered in probationary and dismissal procedures.

5. Standards of Evaluation
The student who is enrolled in a course on a Credit/No-Credit basis will be held responsible for all assignments and examinations required in the course and must meet the standards of evaluation, which are identical for all students.

6. Conversion to Letter Grade
A student who has received Credit for a course taken on a Credit/No-Credit basis may not convert this Credit to a letter grade.

7. Course Repetition
A student who has received a grade of No-Credit (NC) may repeat the course by meeting the requirements set forth by the District Course Repetition to Improve Substandard Grades Policy.

Campus Procedure on Credit/No-Credit Option
A maximum of fifteen (15) units on a Credit/No-Credit basis may be applied toward the Associate Degree. Courses taken for Credit/No-Credit may not be a requirement of the student's major.

Unit and course credit will be granted on a Credit/No-Credit basis under the following conditions:
1. A student wishing to take a course on a Credit/No-Credit basis will go to the Admissions and Records Office before the end of the 6th week of a semester (the 2nd week of a Summer session or the 3rd week of a nine-week short-term session) and record her/his choice by completing the proper form.
2. A student who elects to be evaluated on a Credit/No-Credit basis does not have the option of reversing her/his decision at a later date.
3. Veteran students will not receive VA payment for No-Credit grades.

The general practice at most four-year colleges is to not accept Credit/No-Credit grades for courses required in the major or preparation for the major.

The student at Mission College has the option of taking the majority of the courses available on a Credit/No-Credit basis.

English 101 is NOT available on a Credit/No-Credit basis.

The following is a list of courses which are available only as Credit/No-Credit:
• Developmental Communications (all courses)
• English 21
• English as a Second Language (all courses)
• Speech Communication 61 & 65

FINAL EXAMINATIONS
Final examinations are held in all subjects according to the published final examination schedule. No student will be excused from the final examinations. Should any circumstance develop requiring a special examination at a time other than the scheduled time, special authorization must be secured from the Office of the Vice President of Academic Affairs.

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

Grades shall be averaged on the basis of the grade point equivalencies to determine a student's grade point average, using the following evaluative symbols:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>CR</td>
<td>Credit (at least equal to a &quot;C&quot; grade or better – units awarded are not counted in GPA)</td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>No-Credit (equal to a &quot;D&quot; or &quot;F&quot; grade – units are not counted in GPA) CR and NC grades may be given only in courses authorized by the District Credit/No-Credit Option and Credit by Examination Policies</td>
<td></td>
</tr>
</tbody>
</table>

The following non-evaluative symbols may be entered on a student's record:
SYMBOL: INC
DEFINITION: Incomplete
Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an "INC" symbol being entered in the student's record. The condition for removal of the "INC" shall be stated by the instructor in a written record.
This record shall contain the condition for removal of the “INC” and the grade assigned in lieu of its removal. This record shall be given to the student with a copy on file in the college Admissions and Records Office until the “INC” is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated or when the time limit for the work has passed.

The “INC” symbol shall not be used in calculating units attempted nor for grade points. THE “INC” MAY BE MADE UP NO LATER THAN ONE YEAR FOLLOWING THE END OF THE TERM IN WHICH IT WAS ASSIGNED.

The student may petition for a time extension due to unusual circumstances.

Note: Courses in which the student has received an Incomplete (“INC”) may not be repeated unless the “INC” is removed and has been replaced by a grade of “D” or “F”. This does not apply to courses which are repeatable for additional credit.

SYMBOL:  IP
DEFINITION:  In Progress

The “IP” symbol shall be used only in those courses that extend beyond the normal end of an academic term. “IP” indicates that work is “in progress,” and that assignment of a substantive grade must await its completion. The “IP” symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student’s permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student’s permanent record in order to satisfy enrollment documentation.

GRADES & GRADE CHANGES

The instructor of the course shall determine the grade to be awarded to each student in accordance with Board Rule 6702. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency. The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the instructor of the course.

In the case of fraud, bad faith, or incompetency, the College President will make the final determination concerning removal or change of grade.

No grade may be challenged by a student more than one year from the end of the term in which the course was taken; however, if a college's academic senate has determined that the period of time during which grades may be challenged should be more than one year, such longer period shall apply at that college.

NOTAS DE CALIFICACION Y CAMBIOS EN LAS NOTAS

El instructor de cada curso determinará la nota de calificación de cada estudiante de acuerdo a la Regla 6702. Las notas reflejan primordialmente el nivel de dominio logrado en relación con el material expuesto en clase. La determinación de la nota por el instructor es permanente a menos que se haya cometido un error, ocurra fraude, mala fe o exista incompetencia. La eliminación o el cambio de notas incorrectas solo se autorizará por el instructor de ese curso. Si existió fraude, mala fe o incompetencia, el estudiante podrá completar una Petición para el Cambio de Nota. La petición deberá ser entregada al Decano de Asuntos Estudiantiles. La determinación final se hará por el presidente del Colegio.
**District Information**

**Grades & Grade Changes**

Many courses listed in the Schedule of Classes will indicate Prerequisite, Corequisite, or Advisory courses listed after the name of the course. These recommendations were made after careful consideration by the faculty of that discipline. Our faculty has determined that each prerequisite, corequisite, or advisory will prepare you to be successful when you are ready to enroll in the next level course. Mission College follows the Los Angeles Community College District Policy on Prerequisites and state regulations that were designed to help you reach your goal.

### Terminology

- **Prerequisite**: A class or skill you must have prior to enrolling in the target course. A prerequisite may be completed with passing grade (“C” or better) prior to enrollment in the target course.
- **Corequisite**: A class that must be taken simultaneously with the target course. A corequisite may be completed with passing grade (“C” or better) prior to enrollment in the target course.
- **Advisory**: A class or skill you are advised to have, but not required to have, prior to enrolling in the target course.
- **Target Course**: Any course which the faculty has determined that requires completion of a prerequisite, corequisite, or advisory course.
- **Placement Level**: The outcome from the assessment process which is used for placing students into the appropriate level of English, Mathematics, and English as a Second Language courses.
- **Prerequisite Challenge Procedure**: All students need to demonstrate meeting the prerequisite or corequisite requirement in order to enroll into the target course.

- If the student satisfies the requirements by completing a class with a grade of “C” or better at LAMC or through the assessment process, he/she will be cleared for registering into the target course.
- If the student has satisfied the prerequisite or corequisite and/or placement at another college or through another method, he/she must submit the appropriate documentation (i.e., an unofficial transcript and/or placement results) to the counseling office located in the Instructional and Student Services Building.

Once a counselor reviews the documents and finds that the prerequisite or corequisite has been satisfied, the counselor will issue a course placement authorization form. This form, once signed by the counselor, needs to be turned into the Admissions Office along with the necessary add slip by the student for processing.

Students without transcripts or other proof of meeting the specified prerequisite or corequisite but who believe that they have other clear and reliable evidence that they are adequately prepared to take the target course may go through the prerequisite or corequisite challenge process.

### Right to Challenge Prerequisites

Students have the right to file a challenge for any prerequisite or corequisites. Challenges can be based upon the following:

- The student has the knowledge or ability to succeed in the target course despite not meeting the prerequisite or corequisite. (Criteria for challenging based on knowledge or ability to succeed will be determined by each Academic Department.)
- The prerequisite or corequisite is not valid because it has not been established in accordance with the District’s policy.
- The prerequisite or corequisite is being applied in an unlawfully discriminatory manner.
- The prerequisite or corequisite has not been made reasonably available, causing the student undue delay in completing his/her educational goal.

### Prerequisite Challenge Process

1. Pick up the challenge form at the Counseling Office. It is recommended that a student seeking to go through the challenge process meet with a counselor to discuss the process in further detail.
2. All challenge forms must be processed prior to the add deadline as stated in the Schedule of Classes (please note: the challenge process takes five working days to complete). Challenges filed after this deadline will be considered for the following semester. If space is available in a course when a student files a challenge to the prerequisite or corequisite, the student will be allowed to enroll into the course during the challenge process. If the challenge is approved or the college fails to resolve the challenge within 5 working days, the student shall be allowed to remain in the course. If the challenge is denied, the student will be notified and dropped administratively. If no space is available in the course when a challenge is filed and approved, the student shall be permitted to enroll for the following semester.
3. Students need to complete the challenge form, attach appropriate documentation and take the form to the Chair and/or Vice Chair of the department through which the course in question is being offered.
4. The Department Chair and/or Vice Chair will approve or deny the challenge. If the Chair and/or Vice Chair is the instructor of the course that the student wishes to enter, then the Chair and/or Vice Chair will identify another faculty member in the discipline to review and approve the challenge form.

4. Once the challenge is approved/denied and signed, the Chair and/or Vice Chair of the department or designated faculty member will return the form to the Matriculation Coordinator.
TRANSCRIPTS
Upon written request from the student a copy of the student's academic record shall be forwarded to the student or his designated addressee promptly by U.S. mail or other responsible forwarding agency.

A student or former student shall be entitled to two free copies of the transcript of his or her record or to two free verifications of student records. Additional copies shall be made available to the student, or to an addressee designated by the student, at a cost of $3.

Students may request rush processing to expedite their request for a total fee of $10. This option is subject to the college's ability to provide this service. Requests for transcripts or verifications may be obtained in the Office of Admissions and Records. Transcripts from another institution are not available for copying.

The student's transcript may be withheld if any library books or other library materials are charged to the institution are not available for copying. Of Admissions and Records. Transcripts from another institution are not available for copying.

The student's transcript may be withheld if any library books or other library materials are charged to the student and are unreturned or if there are any unpaid fees or charges due to the College. The transcript may be withheld until these obligations of the student to the College are discharged.

WITHDRAWAL
Students wishing to drop a class or withdraw from the college during the semester must do so through the Admissions and Records Office or use the telephone system. Failure to withdraw officially may result in an "F" grade. Students must withdraw on or before the 11th week (75 percent) in order to receive a "W". Students in short-term classes must withdraw before 75 percent of the course is completed. After the 11th week or 75 percent completion of the course, a student is assigned a letter grade ("A" through "F"). Instructors are not obligated to exclude a student for non-attendance. IT IS THE STUDENT'S RESPONSIBILITY TO WITHDRAW OFFICIALLY.

How to Drop Classes or Withdraw from College
1. Dropping classes or withdrawing from the college must be done by the drop date deadline.
2. To drop classes, use the STEP telephone system, or fill out a "drop card" and present it with your registration fee receipt at the Admissions and Records Office. To drop ALL classes (withdrawal), use the STEP System or check item number one on the drop card.
3. The clerk processes the forms and gives you a receipt. Keep your receipt for your records.
4. Fees are not automatically refunded. Fee refunds must be requested from the Business Office if you drop classes or withdraw by the end of the second week.
5. In order to request a complete withdrawal by mail, your request must be sent by certified mail with a receipt.
6. You may also withdraw by using the telephone system on or before the 11th week or 75 percent completion of the course is completed.

WITHDRAWAL
Students wishing to drop a class or withdraw from the college during the semester must do so through the Admissions and Records Office or use the telephone system. Failure to withdraw officially may result in an “F” grade. Students must withdraw on or before the 11th week (75 percent) in order to receive a “W”. Students in short-term classes must withdraw before 75 percent of the course is completed. After the 11th week or 75 percent completion of the course, a student is assigned a letter grade ("A" through “F”). Instructors are not obligated to exclude a student for non-attendance. IT IS THE STUDENT’S RESPONSIBILITY TO WITHDRAW OFFICIALLY.

How to Drop Classes or Withdraw from College
1. Dropping classes or withdrawing from the college must be done by the drop date deadline.
2. To drop classes, use the STEP telephone system, or fill out a “drop card” and present it with your registration fee receipt at the Admissions and Records Office. To drop ALL classes (withdrawal), use the STEP System or check item number one on the drop card.
3. The clerk processes the forms and gives you a receipt. Keep your receipt for your records.
4. Fees are not automatically refunded. Fee refunds must be requested from the Business Office if you drop classes or withdraw by the end of the second week.
5. In order to request a complete withdrawal by mail, your request must be sent by certified mail with a receipt.
6. You may also withdraw by using the telephone system on or before the 11th week or 75 percent completion of the course is completed.

WITHDRAWAL
Students wishing to drop a class or withdraw from the college during the semester must do so through the Admissions and Records Office or use the telephone system. Failure to withdraw officially may result in an “F” grade. Students must withdraw on or before the 11th week (75 percent) in order to receive a “W”. Students in short-term classes must withdraw before 75 percent of the course is completed. After the 11th week or 75 percent completion of the course, a student is assigned a letter grade ("A" through “F”). Instructors are not obligated to exclude a student for non-attendance. IT IS THE STUDENT’S RESPONSIBILITY TO WITHDRAW OFFICIALLY.

How to Drop Classes or Withdraw from College
1. Dropping classes or withdrawing from the college must be done by the drop date deadline.
2. To drop classes, use the STEP telephone system, or fill out a “drop card” and present it with your registration fee receipt at the Admissions and Records Office. To drop ALL classes (withdrawal), use the STEP System or check item number one on the drop card.
3. The clerk processes the forms and gives you a receipt. Keep your receipt for your records.
4. Fees are not automatically refunded. Fee refunds must be requested from the Business Office if you drop classes or withdraw by the end of the second week.
5. In order to request a complete withdrawal by mail, your request must be sent by certified mail with a receipt.
6. You may also withdraw by using the telephone system on or before the 11th week or 75 percent completion of the course is completed.

WITHDRAWAL
Students wishing to drop a class or withdraw from the college during the semester must do so through the Admissions and Records Office or use the telephone system. Failure to withdraw officially may result in an “F” grade. Students must withdraw on or before the 11th week (75 percent) in order to receive a “W”. Students in short-term classes must withdraw before 75 percent of the course is completed. After the 11th week or 75 percent completion of the course, a student is assigned a letter grade ("A" through “F”). Instructors are not obligated to exclude a student for non-attendance. IT IS THE STUDENT’S RESPONSIBILITY TO WITHDRAW OFFICIALLY.

How to Drop Classes or Withdraw from College
1. Dropping classes or withdrawing from the college must be done by the drop date deadline.
2. To drop classes, use the STEP telephone system, or fill out a “drop card” and present it with your registration fee receipt at the Admissions and Records Office. To drop ALL classes (withdrawal), use the STEP System or check item number one on the drop card.
3. The clerk processes the forms and gives you a receipt. Keep your receipt for your records.
4. Fees are not automatically refunded. Fee refunds must be requested from the Business Office if you drop classes or withdraw by the end of the second week.
5. In order to request a complete withdrawal by mail, your request must be sent by certified mail with a receipt.
6. You may also withdraw by using the telephone system on or before the 11th week or 75 percent completion of the course is completed.
District Information

as a student identification number. Students are asked to voluntarily provide their social security number for this purpose.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTIFICATION**

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 educational records:
   - 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.
   - Educational records are those records that are directly related to students and are maintained by the College. Students may not inspect educational 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 that 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.

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 the College President or his/her 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.
   - If a student authorizes the release of his/her education record to a third party, he/she shall notify 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 recent 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 conditional 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 the student 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 conditional upon the institution’s agreement that student privacy rights under federal and state law will be protected and that information will not be
STUDENT GRIEVANCE PROCEDURE

The Student Grievance Procedure is to provide a prompt and equitable means for resolving student grievances. The grievance procedure may be initiated by a student or group of students who reasonably believe that he/she/they have been subject to unjust action or denied rights that adversely affect his/her/their status, rights, or privileges as a student. The grievance procedure is detailed in District Administrative Regulation E-55, which is available to any student or applicant to the college in the Student Services Office and from the Campus Ombudsperson.

This grievance procedure does not apply to the challenge process for prerequisites, corequisites, advisories, and limitations on enrollment; alleged violations of sexual harassment; actions dealing with student discipline; alleged discrimination on the basis of ethnic group identification, religion, age, sex, color, sexual orientation, or physical or mental disability; an appeal for residency decision; or to eligibility, disqualification, or reinstatement of financial aid.

In addition, Section 76224 of the California Education Code provides the following:

“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.”

The following steps should be taken to begin the grievance procedure:

Step I - Informal Resolution

All parties involved in a potential grievance should be encouraged to seek an informal remedy. The student shall make a reasonable effort to resolve the matter on an informal basis by:
1. Meeting with the person with whom the student has a grievance
2. Meeting with that person’s immediate supervisor
3. Meeting with the College administrator of the area
4. Meeting with the College ombudsperson to explore student rights and responsibilities, receive assistance with an informal resolution, and submit a written “Statement of Grievance”

Step II - Formal Resolution

Students unable to resolve their grievance through the informal process may file a “Formal Grievance Hearing Request Form” with the College ombudsperson. The College ombudsperson will provide students with information about the formal grievance hearing process and their rights and responsibilities in this process.

Students pursuing a formal grievance have the right to be represented by a student advocate who will assist students in the formal grievance process.

Additional information and assistance with the Student Grievance Procedure may be obtained from the Student Services Office or the OCC.

RECORDING DEVICES IN THE CLASSROOM

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

COMPLIANCE OFFICER

If students feel they have grounds for a grievance, they may contact the college Compliance Officer, who will help explain college rules and regulations, and, if a problem is resolvable, suggest the best method for resolving the problem. For additional information and a copy of Administrative Regulation E-55 (Student Grievance Procedures), see the Compliance Officer located in the Campus Center, 818.364.7701.

STANDARDS OF STUDENT CONDUCT & DISCIPLINARY ACTION

The Standards of Student Conduct and Disciplinary Action for violation of rules were established by the Board of Trustees of the Los Angeles Community College District on September 2, 1969. A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As
members of the college community, students should be encouraged to develop the capacity for critical judgment, to engage in a sustained and independent search for truth, and to exercise their rights to free inquiry and speech in a responsible, non-violent manner. Students shall respect and obey civil and criminal laws, and they shall be subject to legal penalties for violation of laws of the city, county, state, and nation. Student conduct in all of the Los Angeles Community Colleges must conform to District and college rules and regulations.

Violations of such rules are subject to the following types of disciplinary actions, which are to be administered by appropriate college authorities against students who stand in violation. Each of the Los Angeles Community Colleges shall establish due process of law for administration of the penalties enumerated here. Penalties are listed in degree of severity but not as chronological administration. College authorities will determine which type of penalty is appropriate.

1. WARNING
   Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.

2. REPRIMAND
   Written reprimand for violation of specified rules. A reprimand serves to place on record that a student's conduct in a specific instance does not meet the standards expected at the college. A person receiving a reprimand is notified that this is a warning that continued conduct of the type described in the reprimand may result in formal action against the student.

3. DISCIPLINARY PROBATION
   Exclusion from participation in privileges or extracurricular college activities set forth in the notice of disciplinary probation for a specified period of time.

   The imposition of disciplinary probation involves notification in writing of the reason for disciplinary probation to the student(s) or president of the student organization involved.

4. RESTITUTION
   Reimbursement for damage or for misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.

5. SUMMARY SUSPENSION
   A summary suspension is for purposes of investigation. It is a means of relieving the tension of the student body or individual class due to a serious infractions of student behavior standards, removing a threat to the well-being of the students, or removing for the good order of the college a student or students whose presence would prevent the continued normal conduct of the academic community. Summary suspension is limited to that period of time necessary to insure that the purposes of the summary suspension are accomplished, and in any case, no more than a maximum of ten school days.

   Summary suspension is a type of suspension other than that ordinarily invoked by the instructor in the classroom. The College President, appropriate administrator, or other staff member designated by the President may summarily suspend a student when he/she deems it necessary for the safety and welfare of the college.

6. DISCIPLINARY SUSPENSION
   Disciplinary suspension follows a hearing based on due process of law. It shall be invoked by the College President, appropriate administrator, or other staff member designated by the President upon students for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action.

7. EXPULSION
   An expulsion is a long-term or permanent denial of all campus privileges including class attendance. The President of the college and/or the Board of Trustees may expel a student who has been convicted of a crime arising out of a campus disturbance or, after a hearing by a campus body, has been found to have willfully disrupted the orderly operation of the campus. The President shall submit periodic reports on all expulsion cases to the Superintendent and the Board of Trustees.

Violations of the Standards of Student Conduct are as follows:

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

9803.11 Violation of College Rules and Regulations: Violation of college rules and regulations, including those concerning student organizations, the use of college facilities, or the time, place, and manner of public expression or distribution of materials.

9803.12 Dishonesty: Dishonesty, such as cheating or knowingly furnishing false information to colleges.

9803.13 Unauthorized Entry: Unauthorized entry to or use of the college facilities.

9803.14 College Documents: Forgery, alteration, or misuse of college documents, records, or identification.

9803.15 Disruption of Classes or College Activities: Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.

9803.16 Theft of or Damage to Property: Theft of or damage to property belonging to the college, a member of the college community, or a campus visitor.

9803.17 Interference with Peace of College: The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise, or any threat, challenge to fight, fight, or violation of any rules of conduct as set forth in this Article.

9803.18 Assault or Battery: Assault or battery, abuse, or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.

9803.19 Alcohol and Drugs: Any possession of controlled substances which would constitute a violation of Health and Safety Code Section 11350 or Business and Professions Code Section 4230; any use of controlled substances the possession of which are prohibited by same, or any possession or use of alcoholic beverages while on any property owned or used by the District
or colleges of the District. “Controlled substances,” as used in this section, includes, but is not limited to, the following drugs and narcotics:

a. Opiates, opium, and opium derivatives
b. Mescaline
c. Hallucinogenic substances
d. Peyote
e. Marijuana
f. Stimulants and depressants
g. Cocaine

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

9803.21 Discriminatory Behavior: Behavior while on a college campus or at a college-sponsored function inconsistent with the District’s non-discrimination policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of discrimination on the basis of race, color, natural origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, handicap, or veteran status.

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

9803.23 Conspiring to Perform Illegal Acts: Any agreement between two or more persons to perform an illegal act.

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

9803.25 Disorderly Conduct: Conduct that may be considered disorderly includes lewd or indecent attire, behavior that disrupts classes or college activities, breach of the peace of the college, or aiding or inciting other persons to breach the peace of college premises or functions.

9803.26 Theft or Abuse of Computer Resources: Theft or abuse of computer resources including but not limited to the following:

a. Unauthorized entry into a file to use, read, or change the contents or for any other purpose
b. Unauthorized transfer of a file
c. Unauthorized use of another individual’s identification or password
d. Use of computing facilities to interfere with the work of a student, faculty member, or college official or to alter college or District records
e. Use of unlicensed software
f. Unauthorized copying of software
g. Use of computing facilities to access, send, or engage in messages which are obscene, threatening, or defamatory; present a clear and present danger; violate a lawful regulation; and/or substantially disrupt the orderly operation of a college campus
h. Use of computing facilities to interfere with the regular operation of the college or District computing system

9804 Interference with Classes: Every person who by physical force willfully obstructs or attempts to obstruct any student or teacher seeking to attend or instruct classes at any of the campuses or facilities owned, controlled, or administered by the Board of Trustees of the Los Angeles Community College District, is punishable by a fine not exceeding five hundred dollars ($500) or imprisonment in a county jail not exceeding one year, or by both such fine and imprisonment.

9805 Interference with Performance of Duties of Employees: Action to cause, or attempt to cause, any employee of the District to do, or refrain from doing, any act in the performance of his or her duties by means of a threat to inflict any injury upon any person or property.

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

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

NON-DISCRIMINATION POLICY

All programs and activities of the Los Angeles Community College District shall be operated in a manner which is free of discrimination on the basis of ethnic group identification, race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, medical condition (cancer related), sexual orientation, age, physical or mental disability (including AIDS), or veteran status (Reference: Board Rule 1202).

POLITICA NO DISCRIMINATORIA

Todos los programas y actividades de los colegios de la comunidad de Los Angeles se administrarán de una manera que no discrimine respecto a la identidad de grupos étnicos, raza, color, nacionalidad, origen, ascendencia, religión, credo, sexo, embarazo, estado civil, condición médica (relacionada con cáncer), preferencia sexual, edad, incapacidad mental o física (incluyendo SIDA) o el ser veterano.

Non-Discrimination Policy Compliance Procedure

In order to ensure nondiscrimination policy compliance at Los Angeles Mission College, please direct inquiries to the Compliance Officer – Title IX/Gender-Equality, and Sexual Harassment (818.364.7701). Matters involving Section 504 may be directed to the Director of Disabled Students Programs and Services at 818.364.7734. In addition, inquiries may be directed to the District Office of Diversity Programs at 213.891.2315.
**District Information**

**Politics de Acuerdo Con Los Procedimientos De Igualdad De Oportunidades**
Para asegurar que se cumpla una política no discriminatoria en Los Angeles Mission College, favor de dirigirse a la oficina de un mediador si se refiere al acoso sexual o a la discriminación – Compliance Officer Title IX Gender Equity (818.364.7701). Para la Sección 504, diríjase al Coordinador del Programa de Personas Incapacitadas, al 818.364.7734. Además, puede también dirigir sus preguntas a la oficina de Diversity Programs del Distrito, teléfono 213.891.2315.

**Sexual Assault**

The Los Angeles Community College District is committed to providing a safe environment for its students, faculty, and staff. The Los Angeles Community College District Board of Trustees condemns any act of sexual assault committed on any of its facilities. In the event of sexual assault committed on grounds or in facilities maintained and/or used by the District, any victim of a sexual assault who is one of the District’s students, faculty, staff, or visitors shall promptly receive appropriate treatment and full and accurate information. Individuals who commit sexual assault while on properties within the control of the District shall be subject to appropriate criminal prosecution and/or District disciplinary procedures.

Confidentiality is fundamental to all aspects of cases dealing with sexual assault. The names of sexual assault victims shall not be revealed by persons responsible for implementing and enforcing the provisions of this Chapter, except with the consent of the victim.

Victims of sexual assault may obtain a list of referrals to community agencies from the College Sheriff’s office.

**Sexual Harassment Policy**

The Los Angeles Community College District has a policy which provides formal and informal procedures for resolving complaints. Copies of the policy and procedures may be obtained from the Compliance Officer by calling 818.364.7701 or by calling the District Office of Diversity Programs at 213.891.2315. It is the policy of the Los Angeles Community College District to provide an educational, employment, and business environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment.

Employees, students, or other persons acting on behalf of the District who engage in sexual harassment as defined in this policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of contract.

**Academic Freedom**

Academic freedom insures the faculty’s right to teach and the student’s right to learn. The discussion of sexual ideas, taboos, behavior, or language which is an intrinsic part of the course content does not constitute sexual harassment. The Board of Trustees reaffirms its commitment to academic freedom but recognizes that academic freedom does not allow discriminatory or harassing conduct.

**Definition of Sexual Harassment**

Harassment occurs when unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature:
1. Is made either explicitly or implicitly a term or condition of an individual’s employment, academic status, or progress
2. Has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or creating an intimidating, hostile, or offensive work or educational environment
3. Is used as the basis for employment or academic decisions or any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the District, regardless of submission to or rejection of such conduct.

For the purpose of further clarification, sexual harassment may include, but is not limited to, the following types of conduct:
- Making unwelcome, unsolicited written, verbal, physical, and/or visual contact with sexual overtones
- Verbal harassment or abuse
- Unwelcome pressure for dates
- Disparaging remarks about one’s gender
- Sexist jokes about one’s clothing, body, or sexual activities
- Deliberate blocking of physical movement
- Obscene gestures
- Demands for sexual favors accompanied by implied or overt threats
- Display of sexually suggestive objects, cartoons, or posters
- Request for sex in exchange for grades, earned or deserved; letters of recommendation; or employment opportunities
- Making reprisals, threats of reprisal, or implied threats of reprisal following rejection of harassment by suggesting or actually withholding grades, a promotion recommendation, scholarship recommendation, or a poor performance evaluation

**Complaint Procedure**

When an employee, student, or other individual feels, perceives, or has actually experienced conduct that may constitute sexual harassment, it is that person’s responsibility to inform the individual engaging in such conduct that the behavior being demonstrated is offensive and must stop.

When it is not possible or practical to confront the person directly, or if the situation continues, the conduct must be reported to the Sexual Harassment Compliance Officer at the work site.
Complaints may be filed by persons other than the person who is the recipient of the unwanted conduct.

The Sexual Harassment Compliance Officer shall receive the complaint, make notes, conduct a preliminary investigation, and notify the alleged offender, the appropriate college President or District administrator, and the Director of the Office of Affirmative Action Programs within five (5) business days of a potential violation of this policy.

During the process of the investigation, the complainant/victim and the alleged offender have the right to be represented, at all times, by a representative of their choice.

Each college President shall designate a Sexual Harassment Compliance Officer. The Chancellor shall designate the SHCO at the Educational Services Center. The District shall provide annual notice of the summary of this policy to each District employee. A summary of the policy shall be published in each college catalog and class schedule.

The Director of Diversity Programs shall be assigned the responsibility of District compliance. The Director shall provide mandatory education and training programs on sexual harassment as stipulated in this policy.

Necessary forms to file a complaint of sexual harassment may be obtained from the Sexual Harassment Compliance Officer at the site and from the Office of the Vice President of Student Services. Anyone who believes that he/she is a victim of sexual harassment may also call 213.891.2315.

The entire policy and procedures shall be prominently posted with other official District announcements.

Pre-Complaint Questionnaire
Prior to filing a formal complaint, the complainant must pursue informal resolution by filing a pre-complaint questionnaire. This process is limited to 30 days.

False Allegations
Anyone who files a pre-complaint questionnaire or a complaint in which he/she knowingly makes false allegations of facts shall also have violated this policy and shall be subject to applicable disciplinary action.

Formal Complaint
If an informal resolution is not reached within thirty (30) days, the formal process will begin at the request of the complainant. In conducting the investigation, the Sexual Harassment Compliance Officer will take every reasonable step to ensure due process for all parties. The Compliance Officer shall, within the prescribed time frame, make appropriate notification to the complainant, the alleged offender, and to the District administration.

Within sixty (60) calendar days, the SHCO shall complete the investigation and provide a written report to the college President at his/her college site, or at the District office, the Vice Chancellor or the Chancellor.

A copy of the report shall be sent to the Director of Diversity Programs.

The College President or, at the District office, the Vice Chancellor or the Chancellor, shall independently assess the investigative report and render a decision. Prior to making the decision, the alleged offender with a representative of his/her choice shall have the opportunity to make an oral statement within fifteen (15) calendar days from the receipt of the SHCO report.

By certified mail, a written decision shall be mailed to the complainant and to the alleged offender, with a copy to the Director of Diversity Programs.

Appeal
If the complainant/victim is not satisfied with the Written Decision he/she may appeal to the District’s Board of Trustees by submitting a written appeal to the Chancellor’s Office within fifteen (15) days. The appeal shall state with particularity the basis for the appeal.

The Chancellor shall present the written appeal, the Written Decision and the investigative report to the Board of Trustees in closed session.

The Board of Trustees’ decision shall be the District’s Final Written Decision. The complainant/victim has the right to file a written appeal with the State Chancellor’s Office of the California Community Colleges within thirty (30) days of this Final District Decision.

Additional Remedies
The complainant or alleged victim may pursue independently civil law remedies, including but not limited to injunctions, restraining orders, or other orders. Any individual who believes that he/she is the victim of sexual harassment may also file a complaint with the Department of Fair Employment and Housing, the Equal Employment Opportunity Commission, the Office for Civil Rights, or the United States Department of Education, whether or not the complainant chooses to utilize the District’s internal procedure.

Confidentiality
All persons involved in investigation of complaints shall maintain the confidentiality of the matters discussed, except as may be required or permitted by law, which include the rules and regulations of the District. A complete record of each complaint and investigation shall be kept by the Director of Diversity Programs. The Written Decision regarding the results of the investigation shall be placed in the personnel file of each employee involved as an alleged offender or alleged victim or complainant.

Disciplinary Procedure
Disciplinary action, if any, shall be pursued in accordance with the alleged offender’s due process rights, as defined by law, the Board Rules, the Personnel Commission, and/or any applicable collective bargaining agreement or Memoranda of Understanding.

Disciplinary action shall include, without limitation, verbal warning, probation, suspension or expulsion, letters of reprimand, Notices of Unsatisfactory Service, suspensions, demotions, or dismissals.

Retaliation
Anyone who makes a complaint or participates in any action authorized under this policy shall not be subject to retaliatory action of any kind by any employee or student of the Los Angeles Community College District.
**District Information**

**OMBUDSPERSON’S ROLE**

The President of each college appoints an ombudsperson to assist students with resolving problems, concerns, and complaints through informal means. If a problem cannot be resolved informally, the student may file a grievance under Administrative Regulation E-55 (Student Grievance Procedures). The ombudsperson will assist the student to prepare a case under this policy and present it to the Grievance Hearing Committee.

An ombudsperson handles complaints (hears and informally addresses problems, concerns, and complaints; opens channels of communication; serves as a neutral third party in conflict resolution; and seeks fair and equitable solutions to problems), provides information, and makes referrals to other campus resources as necessary.

**DIVERSITY PROGRAM**

The policy of the Los Angeles Community College District is to implement equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, pregnancy, age, disability, marital status, medical condition (cancer related), sexual orientation, or veteran status. Positive action will be taken to ensure that this policy is followed in all personnel practices, including recruitment, hiring, placement, upgrading, transfer, demotion, treatment during employment, rate of pay or other forms of compensation, selection for training, layoff, or termination. Inquiries regarding equal opportunity practices at Los Angeles Mission College should be directed to the college Compliance Officer located in the Campus Center (818.364.7701).

**DRUG-FREE ENVIRONMENT**

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

**Standards of Conduct**

On September 5, 1990, the Board of Trustees adopted the following standards of conduct: Students and employees are prohibited from unlawfully possessing, using, or distributing illicit drugs and alcohol on district premises, in district vehicles, or as part of any activity of the Los Angeles Community College District.

**Legal Sanctions**

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

**Health Risks**

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

**Other Risks**

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

Students should contact the Student Health Center or the campus Counseling Office for assistance and referrals; employees should contact the Los Angeles Community College District Employee Assistance Program.

**Disciplinary Action**

Violation of Board Rule 9803.19 shall result in student discipline, imposed in accordance with the Student Discipline Procedures as stated in Board Rule 91101. Furthermore, institutional policies and practices may impose disciplinary sanctions on students and employees consistent with local, state, and federal law, up to and including expulsion, termination of employment, and referral for prosecution for violations of the standard of conduct.

The Los Angeles Community College District is committed to drug- and alcohol-free campuses, and we ask you to share in this commitment and dedication.

**Counseling, Treatment & Rehabilitation**

The following resources are available for the treatment of alcohol and drug dependence and abuse:

- **Los Angeles Community College District Employee Assistance Program**
  818.907.7701 or 800.521.9944
- **National Council on Alcoholism and Drug Dependence**
  213.384.0403 or 818.997.0414
- **Los Angeles County Drug Abuse Program**
  213.624.DRUG
- ** Alcoholics Anonymous**
  213.387.8316 or 818.988.3001
- ** Cocaine Anonymous**
  213.839.1141 or 818.988.1777
- ** Narcotics Anonymous**
  213.283.1745 or 818.997.3822
- **Families Anonymous**
  800.736.9805

**SMOKING POLICY**

In accordance with Board Rule 9804, smoking is permitted in designated areas only.
CAMPUS CRIME REPORT
Los Angeles Mission College’s general statistics and crime can be viewed at the following URLs:
General Information
Crime
then click on Criminal Offenses, Hate Offenses, or Arrests.

CAMPUS SECURITY
The campus Sheriff’s office personnel are responsible for the safety and well being of staff, faculty, and students and for the security of college property and facilities (818.364.7843).

CAMPUS SECURITY ESCORT
Escorts can be arranged 24-hours a day through the Sheriff's office.