



Los Angeles Mission College

**Associated Student
Organization**

ICC Club Handbook



In Appreciation

Dear Club Advisor,

The purpose of this handbook is to provide information and guidelines to assist you in fulfilling your obligations as a club advisor. Acknowledging the challenge of the task ahead of you, I want to express my sincere appreciation to you for assuming this responsibility.

Participation in student government provides the opportunity for those involved to experience and learn about the process first-hand. They will develop an understanding of the concept of sequence and consequences, and the specific policies, procedures and regulations that guide the Associated Student Body Government. They will have the opportunity to gain leadership skills and build productive associations.

Without your commitment our students would be unable to have these experiences. You make it possible! Your time, advice and support create the opportunity for LA Mission's students to broaden their knowledge. Your willingness to give of yourself to the students contains intrinsic rewards that will enrich all of our lives.

Thank you.

Robert Crossley

Robert Crossley
ASO Advisor

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LOS ANGELES MISSION COLLEGE ASSOCIATED STUDENT ORGANIZATION

CLUB MANUAL INTRODUCTION

Student clubs are an integral part of student life at a college. At Los Angeles Mission College, clubs are organized as a subordinate group of the Associated Student Organization (ASO), as required by LACCD Board Rule 9102.

“A college club must be affiliated with and chartered by the Associated Student Organizations and must have an advisor approved by the President of the College. The Associated Students Organization will recommend chartering of clubs to the College President for his/her approval. Clubs must abide by the rules and regulations set forth by the Constitution and Bylaws of the Associated Students organization and the College President. Clubs will provide the Associated Students Organization and the College President with a membership list upon request.”

ASSOCIATED STUDENT ORGANIZATION

The ASO Vice President is the Inter-Club Council's Chairperson as well as their representative on the ASO Executive Board. The individual holding that office is elected or appointed into the student government by general election held every April.

The ASO office on the lower level of the Campus Center is there to serve all active (paid) ASO members. Each chartered club has a mailbox in the office. Only the club president or a designated representative should pick up club mail. Notices about Inter-Club Council activities, meeting agendas, minutes, ASO activities and other college information will be placed in those mailboxes.

CHARTERING A CLUB

In accordance with district, college, and ASO policies, all campus clubs must be formally chartered by the ASO. The club chartering process is supervised by the ASO Vice President for Inter-Club Council and the ASO Advisor. Applications are made available at the beginning of each semester in the ASO Office, located in the lower level of Campus Center.

Since the premise of a club is a social organization with a shared interest, the ASO Club Codes require a minimum of ten (10) students who are ASO members and one advisor for a club to be established. The advisor must be a regular college employee. The students must demonstrate **proof of ASO membership by providing copies of their fee receipts showing that the ASO fee has been paid for that semester.** The chartering forms include a mini-constitution that describes the purpose of the club. After being chartered in the fall semester, a club can renew its charter for the spring term by again verifying that it has ten active ASO members (ASO fee paid) and an advisor. Each club must re-charter each year.

The charter application includes:

- Charter Application and Club Data Form
- Statement of Club Advisorship
- Sample Constitution (you can fill in the blanks)
- Verification of Officer Elections
- Roster of Club Members (names and signatures of the ten students that provided copies of their fee receipts as proof of paid ASO fees)

The completed charter application must be turned in to the ASO Office by the deadline specified each term, the end of the sixth week of the semester, as per the Club Codes.

The ASO Vice President will provide assistance to students trying to start a club. S/he will schedule a Club Day activity to help them recruit members. S/he can be contacted through the ASO Office in the Campus Center.

INTER-CLUB COUNCIL

The Inter-Club Council is a subordinate organization under the auspices of the ASO. It is comprised of one designated representative from each chartered club. The purpose of the Council is to assist clubs by:

- serving as a representative body of all clubs
- providing communication with other clubs
- assisting in the support of club's programs
- providing a forum for the expression of club opinions
- providing a voice for clubs on the ASO Executive Board
- assisting in club membership

The Inter-Club Council meets bi-weekly, in accordance with the Club Codes. Each chartered club is expected to have their designated representative attend and provide club minutes to the ASO Vice President. If the ICC rep is absent without excuse from more than two consecutive meetings, the club's charter can be suspended. If the designated rep cannot attend, an alternate rep can serve if s/he provides written confirmation of that designation signed by the club's advisor.

CLUB CODES

Attached as an addendum to this manual is a copy of the ASO Club Codes. They are the operating code for the clubs, as is the ASO Constitution, the college's policies and regulation, the LACCD Board Rules and Administrative Regulations, and the California Education Code.

ADVISORS

Each club must have a participating advisor to remain in good standing. The advisor is obligated to be present at all official club meetings and activities held in a college facility, or off-campus. The only exception is if it is held outdoors on the college campus, and the advisor, or a designee should be on campus if needed. If an advisor is not present during an activity it will be terminated and may cause

revocation of the club's charter. An advisor can designate another regular employee to serve in their absence at a particular activity. Please notify the ASO Advisor's Office when that arrangement is made.

It is the club advisor's responsibility to assure that clubs operate within the above named guidelines and regulations named in the section on Club Codes.

The advisor is also someone who can guide and advise the club members. An advisor can be a resource, a role model and a mentor. An advisor is a resource to the club, but should not function as a member or an officer. The members make the decisions, and the advisor approves, as long as those decisions are within the above named guidelines, and are reasonable. Part of the experience of being involved in an organization (club) is learning to deal with a variety of people, and understanding and dealing with the consequences of decisions and actions.

CLUB MEETINGS

Club meetings are to be held on-campus during regular college hours. Special activities, approved by a majority of club members, may be held off-campus. Brief minutes summarizing actions taken or decisions made, including items voted upon, should be maintained and kept on file with the ASO during ICC meetings. The club advisor is to be present at all official club meetings. No club meetings or activities are to be held during finals.

CLUB FINANCES

Each club has an account in the Business Office. The operating funds of the club should come from member dues, contributions and fundraising. Regardless of the source of the income, all clubs receiving or disbursing money must maintain their funds in a Business Office trust account (general account).

To utilize funds from a club's account in the Business Office:

1. A request for a check is initiated, signed and authorized by the club president and club advisor.
2. A copy of the minutes of the club meeting that included approval for this disbursement must be attached to the check request. The minutes must be signed by the club's president and advisor.
3. The original documentation, i.e. receipt, purchase order, billing invoice, must also be attached.
4. Immediately after the last fundraising day, all sales proceeds and funds will be accounted for in the Business Office.

The expenditure of funds from the Associated Student Organization trust accounts is subject to the California Education Code, LACCD Board Rules and Administrative Regulations. Associated Student funds may be formally requested through the Inter-Club Council.

FUNDRAISING

As per Administrative Regulation E-68, all club fundraisers must be approved by a majority vote of club members, in a club meeting, and recorded in the club's meeting minutes. The minutes of the club meeting must be signed by the club advisor.

The fundraising activity must be approved in writing, by both the ASO Advisor and the college's Vice President of Administration. The request for approval must include the purpose of the activity, how the money raised will be used, who will benefit a specific description of the activity, where it will be held, who will participate. If it is held in a college facility or off-campus, the club's advisor must be present throughout the event. The only exception is if it is held outdoors on the college campus, and the advisor, or a designee, should be on campus if needed. Submit a request for approval no less than two weeks before the fundraiser is to be held.

The following requirements must be met. The club's president, or treasurer, will serve as the contact person who will:

1. Collect all funds daily, or by the next working day, for deposit in the Business Office for credit to proper club account and taxes, if applicable.
2. If tickets are sold, numbered receipts must be issued and turned in along with the deposit.
3. Present valid receipts along with disbursement request/check request forms in order to receive reimbursement for personal funds utilized in the approved fund raising activity.
4. Immediately after the last fundraising day, all sales proceeds and funds will be accounted for in the Business Office.

Any club that uses the college facilities and receives the benefits of chartering must follow the rules indicated above, as well as the guidelines in this Club Manual. If these requirements are not met, the fundraiser will no longer be authorized and its activities will be terminated, and the club's charter may be suspended.

REQUESTING FUNDS

At the beginning of the year, each club should prepare a calendar of events and projects. That will facilitate the planning for club activities and insure that funding requests can be processed in a timely manner. In addition to their own fundraising, a club can request funds from the Inter-Club Council account and/or from ASO general funds.

The Inter-Club Council Code specifies that not more than ten percent (10%) of the ICC activity budget may be allocated to one club. To request funds utilize the Club Council Funding Request form, a copy is included in the Appendices. Information needed includes proposed activity, date, time, place, purpose, and the following attachments: club meeting minutes showing approval of activity and both the

advisor's and club president's signatures, an itemized budget, and an invoice of estimated charges, the club's financial contribution or fundraising. A request that exceeds that amount (10%), if approved by the ICC, would be presented by the ICC chairperson to the ASO Executive Board for funding approval.

PUBLICITY

Club meetings, activities and special events should be well publicized. Information may be disseminated through posters, flyers, and banners. Any items posted must have stamped approval by the Student Services Office, located in the LRC. Only post items on general access bulletin boards. Permission may be requested from faculty, departments and service areas to post on their bulletin boards. Do not tape to walls, windows or doors. Unapproved flyers will be removed.

No club or other group shall sponsor an event or distribute literature on campus that denigrates either expressly or by implication the religion, ethnicity, gender, practices beliefs, or abilities of others.

HOLDING SPECIAL EVENTS

EVENT PLANNING GUIDE

Steps to insure the success of an event are easily accomplished if the following check list is used. Not all of the items are required for each event, but this can be used as a guide.

REMINDER: No club event can take place on campus, using college facilities, or the quad, without a **Facilities Request** on file on the Student Activities Office. Facilities requests must be submitted two weeks prior to the event. If another campus facility is to be used, the advisor must make those arrangements with Administrative Services. If the event is such that more than one significant campus facility is necessary, and the expected number of participants is more than 100, the facility request must be submitted a minimum of 30 days in advance. Approval is at the discretion of the College President.

1. Plan ahead.
2. Present the activity for approval to the club membership.
3. The club representative or president should go over the requirements with the advisor and/or the ASO Advisor. This kind of communication should continue during the entire period of preparation and follow-up.
4. Make a tentative reservation, checking date, time, and place for availability. Pick up and complete a Facility Request Form and return it to Plant Facilities Office for approval. It must be signed by the club advisor.
5. If needed, funding requests are prepared, signed by club president and advisor and presented to the Inter-Club Council for approval.
6. REMEMBER – Contracts must be approved by club advisor, ASO advisor, the College's Fiscal Administrator, Vice President of Administration and President. No contracts are to be agreed upon or signed without prior approval. No expenditures will be reimbursed if they are made prior to funding approval.

7. Confirmation of date, time, and place are made in writing to guest speakers or performers. A map of the campus and parking arrangements should be included.
8. Notify Campus Sheriff's Office of date, time and place of activity.
9. Contact and make arrangements with Plant Facilities.
10. Club members are assigned specific tasks to perform and progress reports are made at club meetings or to the advisor.
11. Advance publicity - posters, banners, and flyers are prepared. Posters, flyers, and banners must be approved by the Student Services Office.
12. Refreshments and decorations are planned.
13. If tickets are needed, arrangements are made for the type of ticket required.
14. If awards or certificates are to be presented at the event, plan now for them.
15. 10 working days prior to the event, evaluate the planning and cancel if necessary.
16. After funds have been approved, checks are requested from the ASO Treasurer for any expenditure. Allow two weeks for a check to be prepared.
17. Responsible club members are reminded that a clean-up committee is mandatory.
18. Arrange for any special services, such as audio-visual equipment, parking permits, etc.
19. After the event, clean up food, dishes, leaving the kitchen clean and orderly. Remove tablecloths and decorations. Return equipment, and ensure that the area is returned to its former condition. (This does not mean the moving of heavy equipment. The custodians have this responsibility.)
20. Deposit any money collected in the club's account in the Business Office.
21. Flyers and any other advertising regarding the event are removed.
22. A letter of appreciation is sent to the special guest and other "thank you" letters written and mailed.

REMINDER: Club advisor must be present during the event in its entirety. If the advisor is not present, the Student Services Office may cancel the event and revoke the club charter!

Consumption of alcoholic beverages by any person at any function of the club or college is forbidden by state law. The age of the person has no bearing on this prohibition; the wording of the law does not limit the prohibition to students, but specifically includes any person attending any official college event. Those who drink in other facilities or public establishments cannot carry alcoholic beverages into the room in which a college event is taking place. (Board Rule 9803.18, Business and Professional Code, Section 25608)

Decorations which involve the affixing of tape, tacks or nails to walls or which require students to mount ladders or engage in unsafe activities should not be used. All decorations shall be fireproof in accordance with fire department regulations.

Custodial staff and College Police overtime will be charged to the organization presenting an event on campus, which occurs outside of college operating hours.

OFF-CAMPUS EVENTS

In addition to the preceding policies, the following apply specifically to all events that are held off campus (Administrative Regulations E-77).

1. Field trip waivers for every student involved in off-campus trips shall be completed and signed prior to the field trip. Students under the legal age of 18 years old must have a waiver signed by the person legally responsible for the students. (They are available in the Student Services Office). When non-commercial transportation is being used, the students driving must provide the ASO advisor with a copy of their automobile liability insurance, and sign a liability waiver. Students being transported must also sign a liability waiver.
2. All students participating with a club or ASO sponsored trip must be accompanied by an advisor. Exceptions may be made by the College President.
3. No establishment may be patronized which a discriminatory policy has based on the restriction or exclusion of individuals because of race, sex, color, creed, national origin, sexual orientation, or disability.
4. If a student is delegated to make arrangements for an off-campus event, he/she should carry a letter from the Advisor authorizing him/her to do so.

SPEAKERS TO RECOGNIZED COLLEGE CLUBS

In addition to the guidelines listed above, the following steps are necessary if a club is hosting a guest speaker. The event should be conducted in a manner appropriate to the academic community.

1. Guest speakers may address recognized college clubs at an officially scheduled meeting of the club or special event.
2. An invitation to speak to a club may be extended only after approval has been given by the club's advisor.
3. A completed Speaker Information Form must be filed in the Student Activities Office at least ten (10) school days before the scheduled event. The name of the speaker and the subject upon which he/she will speak will be noted on the form. Signature by the club advisor carries with it an obligation to attend and assume responsibility for the meeting. An advisor's failure to attend the meeting will result in cancellation of the meeting and potential revocation of the club's charter.
4. No club or other group shall sponsor an event or distribute literature on campus that denigrates either expressly or by implication the religion, ethnicity, gender, practices beliefs, or abilities of others.

FREE SPEECH AREA

In accordance with Education code Section 25425.5 and Board Rule 91103, the grassed area in the center of the campus (campus quad area) is designated as the Free Speech Area. This area shall serve for free, unstructured or impromptu expression, subject to the following conditions governing time, manner, and place:

1. The use of the Free Speech Area is subject to Federal State, and local laws as well as Board Rules regarding obscenity, libel, and slander, according to current legal standards, and regarding incitement to the commission of unlawful regulations.
2. The use of sound amplification equipment of any kind will not be permitted, nor any other activity that disturbs classes, impedes traffic, or in any other way constitutes an interruption of the orderly operation of the college.
3. Handouts in the Free Speech Area are subject to the general limitations for circulation of material as outlined by college regulations. Persons distributing material shall not impede the progress of passersby, nor shall they force or coerce passersby into taking the proffered material.

No club or other group shall sponsor an event, host a speaker or distribute literature on campus that denigrates either expressly or by implication the religion, ethnicity, gender, practices beliefs, or abilities of others.

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LAMC- Business Office Cash Handling Procedures

LAMC Policy on use of Free Speech Area

LAMC Policy on Posting Printed Material

LAMC Facility Use Policy

**Inter-Club Council Operating Code of the
Associated Student Organization of Los Angeles Mission College**

Article I – Name and Organization

- Section 1. The name of this organization shall be the “Club Council of Los Angeles Mission College,” hereafter referred to as the “Inter- Club Council.”
- Section 2. The Inter-Club Council of Los Angeles Mission College is a committee of the Associated Student Organization.

Article II – Structure

- Section 1. Memberships
- A. Chartered clubs, which have been recognized by the Associated Student Organization, shall be members of the Inter- Club Council. Each chartered club shall select a representative and alternate.
 - B. Each member club will remain chartered for the school year in which it received its charter unless revoked under **Article V Section 4**.
 - C. To Maintain the Charter from Fall to Spring semester, each member club is required to complete the renewal process.
- Section 2. Officers
- A. The officers of this organization shall be a Chair and a Vice Chair.
 - B. The Inter-Club Council Chair shall be the Administrative Vice President of Inter-Club Affairs and Support Services of the Associated Student Organization, elected at the General Election, and shall serve a term of one year. Candidates for this office must have a minimum of one semester’s prior service in Inter-Club Council. If there are no candidates for the office of the Administrative Vice President of Inter-Club Affairs and Support Services with one semester’s prior service, then the Associated Student Organization’s President shall appoint a student to this office.
 - C. The Inter-Club Council Vice-Chair shall be nominated from active Inter-Club Council representatives and elected by majority vote of the Inter-Club Council. They shall serve for the duration of the school year in which they received their office unless removed by majority vote. If the Vice Chair’s club has their charter revoked, the Vice Chair shall automatically forfeit their position.

Article III – Powers of the Inter-Club Council

The Inter-Club Council shall:

- A. Serve as a representative body of all club organizations.
- B. Give recommendations to the Associated Student Organization Board of Directors regarding Associated Student Organization fund allocations and student activities.
- C. Sponsor a *Club Day* no later than the 6th week of the Fall and Spring semester.
- D. Have the right to elect a successor to the office of Inter-Club Council Vice Chair by a majority vote if a vacancy occurs in that office.
- E. Have the power to override the veto of the Inter- Club Council Chair by a 2/3 vote of the Inter-Club Council. Any override must occur by the end of the Inter-Club Council meeting following the veto.
- F. Exercise such other powers as designated to it by the Associated Student Body Organization President or Board of Directors.

Article IV – Duties of Inter-Club Council Officers and Members

Section 1. Duties of the Officers

- A. The Inter-Club Council Chair shall:
 1. Process and issue club charters on behalf of the Inter-Club Council
 2. Preside over all Inter-Club Council meetings.
 3. Represent the Inter-Club Council and all chartered clubs, and make regular reports on the activities and plans of the Inter-Club Council to the Associated Student Organization Board of Directors.
 4. Be responsible for maintaining the records of the Inter-Club Council.
 5. Act as an ex-officio member of all Inter-Club Council committees.
 6. Upon the chartering of a club, shall provide an officer of the club with the following:
 - a. Inter-Club Council Operating Code

- b. Associated Student Organization funding procedures and all other relevant material on policies regarding publicity, distribution of materials, speakers, and events.
 - b. Materials on parliamentary procedure.
 - c. Any other documents and forms that may be pertinent or useful to member organizations.
 7. Maintain an active list of chartered clubs.
 8. Have the power to veto any vote of the Inter-Club Council.
 - a. Any veto of a Inter-Club Council action must be taken within 48 hours of that action.
 - b. Any veto outside of a Inter-Club Council meeting must be submitted in writing, with an explanation, and placed in each club mailbox located in the Associated Student Organization main office.
 9. Shall cast the deciding vote in the case of a tie, or where his/her vote will affect the result of a two-thirds or a three-fourths vote.
 10. Be responsible for training the newly elected Inter-Club Council Chair during the Board of Directors transition period.
- B. The Inter-Club Council Vice Chair shall:
1. In the absence of the Student Senate Chair, the Vice Chair shall carry out the duties and responsibilities of the office.
 2. Act as parliamentarian during all Inter-Club Council meetings by keeping the body and its presiding officer informed of the provisions of the Associated Student Organization Articles of Incorporation, Bylaws, codes, regulations, and procedures as entailed in the current edition of Robert's Rule of Order.
 3. Vote as a representative of a club except when presiding in the absence of the Inter-Club Council Chair.
 4. Secure an alternate to serve in their place as representative when they are required to preside over the Inter- Club Council.
 5. Assist the Inter-Club Council Chair and perform such other duties as the Inter-Club Council may require.
 6. Have voting rights on Associated Student Organization Board of Directors in the absence of the Inter-Club Council Chair. In order to vote at the Board of Directors meetings, the Vice Chair must be eligible in accordance with Administrative Regulation E-22.

Section 2. Duties of Inter- Club Council members

Each member organization shall:

- A. Send one official Inter-Club Council representative to each and every Inter-Club Council meeting. One person may serve as the representative for only one club and shall have only one (1) vote in the Inter- Club Council.
- B. Notify the Inter-Club Council of any change of representative and/or alternate.
- C. Submit any changes in club procedures (formal or informal) or amendments of their Constitution to the Inter-Club Council.
- D. Require a minimum of ten (10) of its active members to be active members of the Associated Student Organization as defined by the Associated Student Organization Bylaws.
- E. Be responsible for the dissemination of all materials presented at any Inter-Club Council meeting or placed in the Club's official mailbox located in the Associated Student Organization conference room.
- F. Submit any item for the upcoming Inter-Club Council meeting agenda to the Inter-Club Council Chair at least four (4) school days prior to the upcoming meeting.

Article V – Procedures

Section 1. Inter-Club Council meetings

- A. The Inter-Club Council shall meet bi-weekly (every other week) on a day, time, and at a place to be decided by the Inter-Club Council Chair.
- B. Special or emergency meetings may be called by the Inter-Club Council Chair or by a petition signed by 2/3 of the chartered clubs. Inter-Club Council members shall be notified at least 24 hrs in advance of any special or emergency meetings.
- C. A quorum shall be a majority of the number of currently active chartered clubs.
- D. Inter-Club Council representatives shall give 24 hours prior notice, in writing, to the Inter-Club Council Chair if they are unable to attend a meeting.

- E. No Inter-Club Council meetings shall be held during the final examination period.
- F. In matters not covered in this Operating Code, the Associated Student Body Organization Articles of Incorporation, Bylaws or other codes and regulations, parliamentary procedure shall be governed by the current edition of Robert's Rules of Order.
- G. The unexcused absence of a representative from two (2) consecutive meetings, or four (4) in any one (1) semester, shall constitute an automatic suspension of the club's charter for four (4) weeks. The Club Council Chair shall make proper notice of this action to the Associated Student Organization Board of Directors, the Student Activities Office, the Inter-Club Council, and the club concerned.

Section 2. Procedure for membership affiliation

The organization desiring Inter-Club Council membership shall:

- A. Present a roster with a minimum of 10 paid Associated Student Organization members, including copies of their current registration receipts, one (1) copy of the club constitution, proper chartering forms, the names of the designated Inter-Club Council representatives and official alternate, and a report of all formal and informal initiation procedures (which is also to be included in the constitution), to the Inter-Club Council Chair. A completed chartering package must be submitted by the 6th week of the Fall semester.
- B. A newly formed club may follow the above procedures and submit their completed chartering package by the 6th week of the Spring semester.
- C. Have the master copy of the club constitution and all other forms and other material signed by the club advisor and the President of the club concerned.
- D. If chartered during the Fall semester, have the privilege of submitting only the required roster with copies of current registration receipts and name and signature of club advisor, with the renewal charter form by the 6th week of the Spring semester, provided the Club Constitution and initiation procedures have not changed.
- E. Not be considered officially chartered until its representative has attended an Inter-Club Council meeting.
- F. Ensure that at least ten (10) of their chartered members are not chartered members of more than one (1) other chartered club.

Section 4. Suspension and revocation of charter

- A. The charter of any member organization may be revoked by an majority vote of the Inter-Club Council for the following reasons:
 1. Failure to abide by the Associated Student Organization Articles of Incorporation, Bylaws, codes or regulations, or those of the college.
 2. Absences exceeding those outlined in Section 1-H of this Article.
 3. The Inter-Club Council may vote to suspend rather than revoke a charter.

- B. Procedure for suspension or revocation of charter.
 1. The Inter-Club Council Chair or any representative may bring to the attention of the Inter- Club Council reasons for the suspension or revocation of the charter of any member organization.
 2. The Inter-Club Council Chair may appoint an investigating committee to verify the charges.
 3. After the committee report is received, the Inter- Club Council shall vote and a majority of the Inter-Club Council shall be necessary to effect a revocation of the charter of any club.
 4. The Inter-Club Council Chair, by direct authority, may suspend a club's charter due to excessive absences from Inter- Club Council meeting Section 1-H of this article.
 5. The Inter-Club Council Chair shall inform the Associated Student Organization Board of Directors, Student Activities Office, and the club concerned of the Club Council's decision on suspension or revocation of any club's charter.
 6. Violations of the college's Student Code of Conduct and/or Student Activities procedures regarding literature distribution, free speech, fund raising, use of college facilities may be addressed (depending on their severity) as follows:
 - a. 1st offense – censure
 - b. 2nd offense – suspension of charter for up to 4 weeks
 - c. 3rd offense – revocation of charter
 7. Suspension shall be for a maximum of four (4) weeks.

- C. Term of suspension and revocation of club charters

1. A suspended club shall cease to have the rights and privileges accorded to an on-campus club, except the privileges of holding club meetings, during the period of suspension.
2. A suspended club must continue to send representatives to Club Council meetings but shall not have voting privileges.
3. A suspended club must continue to abide by Inter-Club Council Codes.
4. A club whose charter is revoked shall cease to be recognized as an on-campus club.

Section 5. Requests for funding

- A. No club shall receive more than 10% of the Inter-Club Council annual budget.
- B. If, by the sixth week of the Spring semester, there is a balance in the Inter-Club Council Operating Account, a club that has received it's 10% may request up to an additional 5% (of beginning balance).
- C. All funding requests must name the club, name of club President and Advisor, contact person and telephone number
 1. If event – type of event, purpose, date, time, place, itemized budget, club contribution
 2. If purchase – specify item, vendor, cost, purpose and itemized invoice, club contribution.
- D. All appropriate forms must be completed, signed and filed with the Inter-Club Council Chair.
- E. All funding requests must be approved by a majority vote of the Inter-Club Council.
- F. All items, event programs, uniforms, literature, etc., that are purchased with Inter-Club Council or Associated Student Organization funds must acknowledge than support, i.e. "This event sponsored by (name of club), Inter-Club Council and Associated Student Organization ."

Section 6. Fundraising

- A. All club sponsored fund raising activities must have prior approval from the Dean of Student Activities.
- B. To obtain approval, a request must be submitted a minimum of one week prior to the activity. It must include:
 - Purpose for which Funds raised will be used

- Type of activity
- Date, time and place
- Signed approval by club President and Advisor
- A copy of club minutes authorizing the fundraising activity.

C. All funds collected must be deposited with the college Fiscal Administrator in the Business Office. An accurate accounting of funds raised shall be provided to the Associated Student Organization Administrative Vice President of Budget and Finance one week after the conclusion of the fund raising event.

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Retyped 7/77 BE/kg

Revised 8/79 DW/ov

Revised 8/80 EB/fz

Retyped 4/97 YO

Revised 7/98 JR

Revised 9/98 JR/pji

Revised and approved 6/22/99 MRB/mrb

LOS ANGELES COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

LOS ANGELES COMMUNITY COLLEGES

OFFICE OF THE CHANCELLOR

ADMINISTRATIVE REGULATIONS

INDEX NUMBER EO-24

REFERENCE:

TOPIC:

Associated Student Organization Fund Management

ISSUE DATE:

INITIATED BY:

May 12, 1978

Educational Services

CHANGES:

DATE OF CHANGES:

All

December 15, 1994

PHILOSOPHY The Associated Student Organization Fund is established to promote the general welfare and morale of the students.

REGULATIONS

1. The governing body of the Associated Students Organization shall have responsibility for and the authority over the raising and expending of the Associated Student Organization Fund under the trusteeship of the College President, subject to review by the Chancellor and/or Board of Trustees, and in conformity with principles governing Associated Students finance as stated herein.
2. The Associated Student Organization Fund is to be used to finance a program of student activities to augment the basic curricular and co- curricular program provided by the District.
3. All public funds associated with the operation of the District, both appropriated and non-appropriated, are the direct responsibility and operate under the supervision of the Board of Trustees.
4. Representation by members of the Associated Student Organization shall be required in the raising and expending of the Associated Student Organization Fund.
5. Stewardship of the Fund rests with the elected representatives of the Associated Students under the trusteeship of the President of the College.
6. The Associated Student Organization Fund shall be a common treasury and expended in such a way as to benefit the current and long-term interest of students.
7. Management of the Associated Student Organization Fund shall be in accordance with the best business practices, including sound budgetary and

accounting procedures subject to the control and regulation of the District Chief Fiscal Officer.

8. Associated Students business shall be conducted in such a manner as to offer minimum competition to commercial firms.

LOS ANGELES COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

LOS ANGELES COMMUNITY COLLEGES

OFFICE OF THE CHANCELLOR

ADMINISTRATIVE REGULATIONS

INDEX NUMBER EO-34

REFERENCE:

TOPIC:

Club and Class Accounts

ISSUE DATE:

INITIATED BY:

November 30, 1977

Educational Services

CHANGES:

DATE OF CHANGES: November, 1984

1. Club and class accounts may be established and credited with fund raised through:
 - a. Dues, assessments, and donations from members.
 - b. Income from entertainments, dances, parties and teas, provided there is agreement with the Associated Students Organization governing body if non-club members are contributing to the income.
 - c. Sale of club or class sweaters, emblems, insignia, etc
 - d. Loans or co-sponsorship agreements from the student Body Organization.
2. Club or class collections and disbursements are handled through the Office of the College Fiscal Administrator and are subject to all procedures governing the Student Body Fund. All collections and expenditures shall be approved by the sponsor and supported with collections receipts and invoices.
3. Off-campus clubs may not be permitted to carry accounts on the Associated Student Body Fund Books.
4. Any remaining balance in the account after graduation of a class, or after a club or alumni group has been inactive for one year, shall be closed to the Associated Student Body Fund net worth unless the class or group has

predetermined disposition of such balance. The advisor of the group and the Vice President of Administrative Services must be informed of the impending closure of such accounts at least one month prior to such closure. With the approval of the Finance Committee, the governing body and the College President. Such balance may be transferred to another related activity, rather than to the Associated Student Body Fund net worth.

LOS ANGELES COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

**LOS ANGELES COMMUNITY COLLEGES
OFFICE OF THE CHANCELLOR**

ADMINISTRATIVE REGULATIONS

INDEX NUMBER EO-35

REFERENCE:

TOPIC:

Fund Raising by Groups Within
Associated Students Organization

ISSUE DATE:

September, 1975

INITIATED BY:

Educational Services

CHANGES:

DATE OF CHANGES:

-
1. Collections, contributions or donations of money or materials shall not be made through or at any collect without specific authorization of the College President. Authorized collections, contributions or donations shall be conducted in accordance with regulations established by the Chancellor.
 2. Income from dues and other approved fund-raising activities may be derived from active members of a sponsoring Student Body group enrolled at the college, with retained net profits expended only as approved by the President of the College.

LOS ANGELES COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

LOS ANGELES COMMUNITY COLLEGES

OFFICE OF THE CHANCELLOR

ADMINISTRATIVE REGULATIONS

INDEX NUMBER EO-49

REFERENCE:

TOPIC:

Responsibility of Associated
Students for Expenditures

ISSUE DATE:

INITIATED BY:

September, 1975

Educational Services

CHANGES:

DATE OF CHANGES:

REGULATIONS

1. Associated Student Body Fund shall not be obliged to pay for any expenditures made by a student or Board employee, or by any other person prior to the issuance of a written purchase order from the College Administrator.

2. Confirming purchase orders covering prior purchases shall not be issued by the College Fiscal Administrator without the written approval of the College President.

LOS ANGELES COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

LOS ANGELES COMMUNITY COLLEGES

OFFICE OF THE CHANCELLOR

ADMINISTRATIVE REGULATIONS

INDEX NUMBER EO-52

REFERENCE:

TOPIC:

Contracts:

Associated Student Body Funds

ISSUE DATE:

INITIATED BY:

September, 1975

Educational Services

CHANGES:

DATE OF CHANGES:

REGULATION

The President of the College and the College Fiscal Administrator must approve all contracts in advance. All contracts must be in writing. Contracts are not binding until signed by the President of the College, the College Fiscal Administrator acting in behalf of the Associated Students, and the (other) contracting party.

LOS ANGELES COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

LOS ANGELES COMMUNITY COLLEGES

OFFICE OF THE CHANCELLOR

ADMINISTRATIVE REGULATIONS

INDEX NUMBER EO-68

REFERENCE:

TOPIC:

Fund Raising Campaigns by
ASO Clubs

ISSUE DATE:

November, 1984

INITIATED BY:

Educational Services

CHANGES:

DATE OF CHANGES:

1. All fund raisers by ASO clubs must be voted upon in the affirmative by a majority of its members, in a club meeting, and indicated in their minutes. The minutes must be signed by the club advisor.

2.
 - a. The purpose of the fund raising campaign.
 - b. Organizations that will participate.
 - c. Organizations or individuals that will benefit.
 - d. Method of solicitation or raising of funds.
 - e. Method of distributing funds raised.

3. Adequate safeguards for all cash collections including checks must be included in the detailed plans.

4. If tickets or items are sold for one dollar (\$1.00) or in excess of one dollar (\$1.00), numbered receipts must be issued and delivered to the College Fiscal Administrator.

5. All fund raising activities must be for college-related functions or welfare activities in conformity with the guidelines set forth in Administrative Regulation E-48.

6. Valid receipts along with Purchase Request forms must be presented in order to receive reimbursement for personal funds utilized in fund raising activities.

7. All drives or events that include solicitation of contributions or memberships; the sale of merchandise; the collection of books, money or other items of value; or any other fund-raising techniques or activities shall be governed by these regulations.

8. Once permission is granted for the fund raiser, the ASO Club sponsoring the event shall be solely responsible. The ASO will not be held liable.

9. All funds collected will be deposited with the College Fiscal Administrator in the Business Office no later than the next working day. Deposits in private banks are not authorized.

LOS ANGELES COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

LOS ANGELES COMMUNITY COLLEGES OFFICE OF THE CHANCELLOR

ADMINISTRATIVE REGULATIONS INDEX NUMBER EO-77

REFERENCE: Board Rules 9803.19, 9804	TOPIC: ASO Field Trips and Excursions
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ISSUE DATE: February 25, 1986	INITIATED BY: Educational Services
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CHANGES: Amend 2(b-g), 3(a-b), 4(a-c)	DATE OF CHANGES: April 14, 1997
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1. **DEFINITION** For the purposes of this regulation, an ASO Field Trip is defined as a group activity sponsored by the ASO or its clubs.

2. **REQUIREMENTS** The Associated Student Organization and their authorized clubs:
 - a. May conduct field trips or excursions to and from places in the State, any other State, the District of Columbia or a foreign country.

 - b. All ASO students involved in the field trips or excursions must be accompanied by an ASO Advisor or a District employee approved by the Chief Student Service Officer. Exceptions may be made by the College President.

 - c. If the ASO contracts to provide group transportation, the contract shall include provisions for the vehicle and the driver, unless the driver is an authorized District employee with the appropriate license(s).

 - d. Those ASO members and other participating students using their own vehicles to transport themselves or others must provide the administrator in charge of ASO activities with a copy of their automobile liability insurance, and must sign a liability waiver prior to the scheduled trip or excursion. Students who are being transported by fellow students must also sign a liability waiver for damages against the Los Angeles Community College District in advance.

 - e. Shall secure liability insurance to cover the trip. If travel is to and from a foreign country, such liability insurance shall be secured from a carrier licensed to transact insurance business in such foreign country.

Page 1 of 2

- f. Must purchase special rider liability insurance for field trips or excursions deemed to have a "high risk" component and identify those high risk components on the insurance rider. "High Risk" shall be determined by the Administrator in charge of ASO activities in consultation with the Director of Business Services at the District Office.
- g. All provisions of the Student Code of Conduct (Board Rule 9803 et seq.) apply to students on field trips. Violations are subject to the District's Student Discipline Procedures (Board Rule 91101 et seq.).

3. EXPENSES AND WAIVERS

- a. Expenses of students participating in a field trip or excursion to any other state, the District of Columbia, or a foreign country authorized by this regulation shall be paid with ASO funds. Travel expenses of instructors, chaperons, and other personnel participating in a field trip or excursion authorized by this regulation may be paid from or ASO funds.
- b. All students taking the field trip or excursion shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness, or death occurring during or by reasons of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of students taking out-of-state field trips or excursions shall sign a statement waiving such claims. (See attached form dated 6/97).
- c. Any student, who does not sign the waiver for out of state travel, will not be permitted to attend the field trip or excursion.

4. ALCOHOL AND DRUGS

- a. The Los Angeles Community College District, Board Rule 9803.19 specially prohibits use, possession, or distribution or presence of alcoholic beverages, narcotics, or other dangerous drugs such as Marijuana, or Lysergic Acid Dilthylanide (LSD), on a campus or at any college/ASO sponsored functions. This includes travel to and from events.
- b. Use of any substance that causes disruptive behavior will constitute a violation of the Standards of Student Conduct. This applies to all District sanctioned events and field trips, and shall be under the control of the designated advisors.
- c. Any student who violates Board Rule 9803.19 shall be subject to disciplinary action.

Chapter IX -

Article I - Student Organizations

9100

AUTHORIZATION AND ADMINISTRATION. An Associated Students organization is authorized within each college of the District, subject to the rules and regulations of the Board of Trustees. Any such organization shall have as its purpose the conduct of activities on behalf of the students; such activities shall not conflict with the authority or responsibility of the Board or its officials.

EC 76060

9100.10

Official Associated Students Organization. The official Associated Students organization is that organization, authorized by the college administration, which is elected by students who are officially enrolled in the college. However, an Associated Students organization, may, by amending its constitution grant to all enrolled students in good standing the right to run for office and vote for student officers.

EC 76060

Adopted
Amended
Amended
Adopted

11-04-70
05-03-89
06-14-89
10-22-97

9101

USE OF COLLEGE PREMISES AND EQUIPMENT. Any authorized Associated Students organization and/or recognized affiliated organization may use college premises and properties without charge subject to the District's policies, rules, and regulations.

EC 76060

Adopted
Adopted

11-04-70
10-22-97

9102

COLLEGE CLUBS. A college club must be affiliated with and chartered by the Associated Students organization and must have an advisor approved by the President of the College. The Associated Students organization will recommend chartering of clubs to the College President for his/her approval. Clubs must abide by the rules and regulations set forth by the Constitution and Bylaws of the Associated Students organization and by the College President. Clubs will provide the Associated Students and the College President with a membership list upon request.

Adopted

11-04-70

9103

NON-COLLEGE CLUBS. Non-college clubs may not conduct their activities on campus without express authority of the College President or his/her designee.

Adopted

11-04-70

9103.10

Definition of Non-College Clubs. Any club or organization not directly under the control of college authorities shall be deemed to be a non-college club.

Adopted

11-04-70

Chapter IX -

Article II - Student Funds

9200

ASSOCIATED STUDENTS' FUNDS. Funds of the Associated Students from Associated Students membership and from student-sponsored activities shall be deposited with and disbursed by the college bursar.

EC 76063, 76065

Adopted

11-04-70

9201

EXPENDITURE OF FUNDS. The President of the College is designated by the Board of Trustees as trustee of all Associated Students' funds. All funds shall be expended subject to such procedure as may be established by the Associated Students organization subject to the approval of each of the following three persons which shall be obtained each time before any of such funds may be expended: the President's designee, the certificated employee who is the designated adviser of the particular Associated Students organization, and Associated Students organization president or his/her designee. The designated three who verify that established procedures have been followed perform a ministerial function.

EC 76063

Adopted

11-04-70

9202

COLLEGE PRESIDENT AS TRUSTEE OF FUNDS. The College President, as trustee, shall review all proposed Associated Students organizations' expenditures, and he/she may disallow expenditures he/she deems inappropriate.

Adopted

11-04-70

Amended

12-29-70

9203

ANNUAL AUDIT. The funds, including the Associated Students' funds, and operations of the college bursar shall be subject to an annual audit conducted under supervision of the Board of Trustees.

EC 76065

Adopted

11-04-70

Chapter IX -

Article IV - Co-Curricular Activities

9400

DEFINITION OF COCURRICULAR SUBJECTS. A co curricular college subject is one which is taught by a certificated instructor, and for which students receive college credit but which requires an activity as an integral part of the course. This activity is one that contributes culturally, educationally, or recreationally to any college student who wishes to take part as a spectator or participant of the activity, including but not limited to art, drama, journalism, music, forensics, and athletics.

Adopted

01-19-72

9401

DEFINITION OF COCURRICULAR ACTIVITIES. A co curricular activity is that portion of a college course that permits the student body to take part as spectators or recipients of the product of the activity. A co curricular activity differs from an extracurricular activity in that no college credit is given for participation in any part of an extracurricular activity.

Adopted

01-19-72

9402

ASSOCIATED STUDENTS AND COCURRICULAR ACTIVITIES. Associated Students' funds may be used in addition to District funds to improve and supplement the various co curricular activities such as sales of tickets or from selling advertising shall be a part of the student support of the activity.

Adopted

01-19-72

Chapter IX -

Article X - Events and Activities of Students and Student Groups

(Note: former Article X, which governed campus visitors, is now encompassed in Article XII.)

91001 **APPLICATION OF THIS ARTICLE TO NON-FREE SPEECH AREAS.** Events and activities conducted on a college campus by students or associated student organization clubs or groups which do not take place in an area designated for student free speech by the president of the college pursuant to Article IX shall be governed by the rules set forth in this Article.

Adopted 04-20-89

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

Adopted 04-20-89

Historical Note: Former Board Rule 91104, enacted 3-15-72, repealed 4-20-89.

91003 **FUND-RAISING EVENTS FOR NONPROFIT PURPOSES.** A college or student body participating with outside organizations in nonprofit fund-raising events such as membership drives, merchandising sales, book collections, or other events when the public is asked to contribute, or solicited to purchase tickets or any merchandise, shall ascertain that the organization is registered with the secretary of state as a nonprofit corporation.

Adopted 04-20-89

Historical Note: Former Board Rule 91102, enacted 3-15-72, repealed 4-20-89.

91004 **SPEAKERS TO CAMPUS GROUPS.** The president of each college shall establish regulations regarding the appearance of visiting speakers in accordance with the following regulations.

Adopted 04-20-89

Historical Note: Former Board Rule 91100, enacted 3-15-72, repealed 4-20-89.

Page 1 of 2

91004.10

Guest Lecturers. An instructor may invite an individual to participate in his/her class as a guest lecturer. The instructor shall give prior written notice identifying the speaker to the college president or his/her designated representative.

Adopted

04-20-89

Historical Note: Former Board Rule 91100.10, enacted 3-15-72, repealed 4-20-89.

91004.11

Lecturers and Speakers at Student-Sponsored Forums. Recognized student organizations may invite and hear persons of their own choosing, provided they give prior written notice identifying the speaker to the college president or his/her designated representative.

Adopted

04-20-89

Historical Note: Former Board Rule 91100.10, enacted 3-15-72, repealed 4-20-89.

Los Angeles Community College District EXCURSION/FIELD TRIP FORM

All participants complete Sections A and B:

- A. WAIVER
- B. MEDICAL AUTHORIZATION

Also complete Section(s) C and/or D and/or E, if applicable:

- C. NON-CLUB MEMBER
- D. A PARTICIPANT PROVIDING HIS/HER OWN TRANSPORTATION
- D. MINOR

A. WAIVER

Activity: _____

Campus/Class/Group: _____

Supervising Academic Employee: _____

Departure Date & Time: _____ Return Date & Time: _____

As stated in California Code of Regulations, Subchapter 5, Section 55450, I understand and agree that I shall hold the Los Angeles Community College District, its Board of Trustees, officers, agents, representatives, employees, and permissive users of District vehicles harmless from any and all liability, claims, causes of action, and demands related to, arising out of or in connection with my participation in this activity, including injuries, accident, illness or death.

If my participation in this activity results in any liability, claims, causes of action, or demands against the Los Angeles Community College District, its Board of Trustees, officers, agents, representatives, employees, and permissive users of District vehicles, I agree to defend and indemnify the District, its Board of Trustees, officers, agents, representatives, employees, and permissive users of District vehicles in such an action.

I fully understand that participants are to abide by all rules and regulations governing conduct during the trip. Any violation of these rules and regulations may result in my being sent home at my own expense.

My signature on this document acknowledges that I have read and understand the above provisions and agree to abide by these terms.

Participant's Printed Name	Signature of Adult Participant or of Parent/Guardian on behalf of Minor Participant	Date
Address	Phone Number	

B. MEDICAL AUTHORIZATION:

In the event of any illness or injury while participating in the activity listed in Section A, I hereby consent to whatever x-ray, examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care from a licensed physician, surgeon, and/or dentist as deemed necessary for my safety and welfare. It is understood that the resulting expenses will be my responsibility.

Participant's Printed Name	Signature of Adult Participant or of Parent/Guardian on behalf of Minor Participant	Date
Participant's Medical Insurance Carrier	Policy Number	
Medical Insurance Carrier Address	Medical Insurance Carrier Phone Number	

In the event of illness, accident, or other emergencies, please notify:

Name	Address	Phone Number
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Medical Condition: Check here if you have a special medical condition and attach a description of that condition to this sheet.

C. NON-CLUB MEMBER

I request that I may participate in the activity listed in Section A.

As a condition for being allowed to participate in the above-referenced activity as a non-club member, I agree to abide by the provisions of Sections A and B, and, if applicable, Section(s) D and/or E.

My signatures on this document acknowledge that I have read and understand all applicable provisions and agree to abide by these terms.

Participant's Printed Name Signature Date

D. A PARTICIPANT PROVIDING HIS/HER OWN TRANSPORTATION

I understand () may be providing transportation to and from the above **College Name** referenced activity. However, I do not wish to use this transportation. I will provide my own transportation at my own expense to attend the activity listed in Section A and agree to abide by the following terms: It is fully understood that the Los Angeles Community College District, its Board of Trustees, officers, employees, agents, representatives or volunteers is in no way responsible nor assumes liability for any injuries, losses, claims or actions resulting from, arising out of or incident to the non-District transportation. I understand that although the District may recommend travel time and/or routes to and/or from this event, that such recommendations are not mandatory and do not in any way constitute District sponsorship of or responsibility for my transportation. I also understand that the driver is not driving as an agent of or on behalf of the District. My signature below acknowledges that I have carefully read these provisions and I fully understand and willingly agree to abide by these terms.

Participant's Printed Name Signature Date

E. MINOR (For students/non-club members under 18 years of age, the parent or guardian completes this section in addition to Sections A and B; and C and D, where applicable.)

_____ has my permission to participate in the activity listed in Section A.

Participating Minor's Printed Name

Check here if there are no medical conditions that the staff should be aware of and if your son/daughter is not required to use any drugs during this activity.

AND/OR

Drugs: Check here if your son/daughter must take any drugs during the excursion/field trip and list them on this form or here to attached. All drugs, except those that must be kept on the minor's person for emergency use, must be kept and distributed by District/College Staff.

Name of drug and reason for use

I have read, understand and agree to all provisions of Section A: Waiver; Section B: Medical Authorization;

Section E: Minor; and Section C and D, as appropriate; as related to my son/daughter's participation in this activity.

Parent/Guardian Printed Name Parent/Guardian Signature Date

Address Phone Number Son/Daughter's Date of Birth

After you have provided the information requested in this section and Sections A and B, please ask your son/daughter to return this form to the Supervising Academic Employee listed in Section A.

Signature of Academic Affairs Dean Approving Completed Form Date

Los Angeles Community College District Policies

Students' Statements

Falsification of any record or signed statement, or the withholding of information, subjects the student to immediate suspension or expulsion.

Instructional Materials

Students may be required to provide instructional and other materials required for a credit or noncredit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

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%) in order to receive a W. Students in short-term classes must withdraw before 75% of the course is completed. After the 11th week or 75% completion of the course, a student is assigned a letter grade (A through F). Instructors are not obligated to exclude a student for non-attendance. **IT IS THE STUDENT'S RESPONSIBILITY TO WITHDRAW OFFICIALLY.**

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 do 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% completion of the course is completed.

Students in PACE or other special programs must check withdrawal deadlines with the appropriate program director.

Withdrawal from Classes

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

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

AFTER THE 11TH WEEK: Students who remain in class beyond the 11th week (or 75% of the class for short-term classes) are given a grade by the instructor. **THAT GRADE CANNOT BE A “W”** (withdrawal).

Access to Records

The California Legislature passed S.B. 182 (Stull), which codifies provisions of the Education Code and the Federal statutes implementing the Family Education Rights and Privacy Act of 1974 (Buckley Amendment). This permits students to inspect their personally identifiable records maintained by the College, and permits access to these records only upon the student’s request (other than to certain specified categories). Information on these laws and college procedures in implementing them may be obtained from the Associate Dean of Admissions, who serves as the College Records Officer. Copies of pertinent State and Federal legislation are available for inspection.

Los Angeles Mission College considers the following information relating to a student to be directory information: student’s name, city of residence, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Students who do not wish any or all of the above categories of information to be given out should so indicate on their application at time of enrolling. Los Angeles Mission College uses the social security number 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 education records which includes discipline records, within 45 days from the date the College receives a request for access.
 - Students may submit to the College Admissions Office written requests that identify the specific record(s) they wish to inspect. Within 45 days, the College Admissions Office will make arrangements for access and will notify the student of the time and place where the records may be inspected.
 - Education records are those records that are directly related to students and are maintained by the College. Students may not inspect education records pertaining to parents’ financial records and certain confidential letters or recommendations.

2. The right to request an amendment of the student's educational records which the student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights.

- With the exception of grade grievances which are handled through Administrative Regulation E-55, students may ask the College President, or his/her designee to amend a record that they believe is inaccurate, misleading, or in violation of their privacy rights. A student seeking to amend an educational record should write to the College President and clearly identify the part of the record he/she wants changed and specify why it is inaccurate, misleading, or in violation of his/her privacy rights.
- If the College President, or his/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.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA and California law authorize disclosures without consent.

- If a student authorizes the release of his/her education record to a third party, he/she shall provide a dated written consent to the College Admissions Office authorizing said release with a specific list of the information to be released.
- Federal and California law authorize certain disclosures of personally identifiable information without a student's written consent. One such exception is the disclosure of personally identifiable information to school officials with legitimate educational interests. School officials with legitimate educational interests are employees or agents of the Los Angeles Community College District who need to review educational records in order to fulfill their professional responsibilities.

4. The right to restrict disclosure of personally identifiable information that the College has designated as directory information which may be released without the written consent of the student.

- Directory information may be disclosed without a student's consent unless the student has notified the college that he/she does not want all or portions of the directory information released. To do so, the student must submit the appropriate District form to the College Admissions Office requesting that some or all of the categories of directory information not be released without his/her consent. This form must be submitted in accordance with College policy.
- Pursuant to Board Rule 5201.10, the Los Angeles Community College District has designated the following student information as directory information:
 - (a) the student's name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most previous educational agency or institution attended by the student;
 - (b) student employee records may be released in order to comply with collective bargaining agreements;

(c) the names, addresses and telephone numbers of students or former students may be released to the foundation for college for college-related activities at the discretion of the College President, the student or former student has the College that such information should not be released. The release of this information is conditioned upon the foundation's agreement that such information will be released in accordance with District policy and that information will not be released to third parties;

(d) at the discretion of the College President, the names, addresses and telephone numbers of students from the College may be released to heads of private and/or public institutions of higher education, or their designees, for the purpose of providing information to 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 conditioned upon the institution's agreement that student privacy rights under federal and state law will be protected and that information will not be released to third parties.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, DC 20202-4605

Student Right-to-Know Disclosure

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Los Angeles Community College District and Los Angeles Mission College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall, 1996, a cohort of all certificates, degree, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at all California Community Colleges, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 28.2 percent attained a certificate, degree, or became "transfer-prepared" during a three-year period from Fall 1997 to Spring 2000. Students who are transfer-prepared have completed 56 transferable units with a GPA of 2.0 or better.

Based upon the cohort defined above, 29.8 percent transferred to another post-secondary institution (CSU, UC, or another California Community College) prior to attaining a degree, certificate, or becoming "transfer-prepared" during a five semester period from Spring 1998 to Spring 2000.

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

Student Grievance Procedure

The purpose of 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 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. It is the responsibility of the student(s) to submit proof of alleged unfair or improper action.

Grievances pertaining to grades are subject to California Education Code Section 76224(a) which states:

“When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final.”

This grievance procedure does not apply to the challenge process for prerequisites, co-requisites, 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, physical or mental disability; or an appeal for residency decision; or to eligibility, disqualification, or reinstatement of Financial Aid. Informal resolution is encouraged.

A written Statement of Grievance must be submitted to the Compliance Officer within thirty (30) instructional days of the incident or after the student(s) learns of the basis for the grievance.

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 and 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 law 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 extra-curricular 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 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 infraction 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 deems it necessary for the safety and welfare of the college.

6. **DISCIPLINARY SUSPENSION** – Disciplinary Suspension follows a hearing based on due process 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 substance,” as used in this section includes, but is not limited to, the following drugs and narcotics:

(a) opiates, opium, and opium derivatives, (b) mescaline, (c) hallucinogenic substances, (d) peyote, (e) marijuana, (f) stimulants and depressants, (g) cocaine.

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 (1) do an unlawful act, or (2) do a lawful act in a violent, boisterous or tumultuous manner.

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

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

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

9803.26 Theft or Abuse of Computer Resources: 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, 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 groups 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).

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

Política 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 Policy

The Los Angeles Community College District is committed to providing a safe environment for students, visitors, and staff. Any incident of sexual assault should be immediately reported to campus police at 818.364.7843. The term “sexual assault” under the California Education Code, Section 67385(d), includes threats of sexual violence.

Anyone charged with campus-related sexual assault may be subject to prosecution under appropriate California criminal statutes; students may also be subject to discipline under the Student Disciplinary Procedures. The Sexual Harassment Policy may also apply, and the Compliance Officer may be contacted at 818.364.7701. Confidentiality shall be maintained. (Reference: Board Rule 16400.11.)

Sexual Harassment Policy

The policy of the Los Angeles Community College District is 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 the policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract. The specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are incorporated in the Board Rules in Chapter 15.

The Los Angeles Community College District has a policy which provides informal and formal procedures for resolving complaints.

Copies of the policy and procedures may be obtained from the Compliance Officer located in the Administration Building, Room 123 at 818.364.7701, or by calling the Senior Director of Educational and Student Support Services at 213.891.2279, or the Office of Diversity Programs at 213.891.2315. Any member of the College Community, which includes students, faculty, and staff, who believes, perceives, or actually experienced conduct that may constitute sexual harassment, has the right to seek the help of the College. Every employee has the responsibility to report such conduct when it is directed towards students to the Sexual Harassment Compliance Officer. Potential complainants are advised that administrative and civil law remedies, including but not limited to injunctions, restraining orders or other orders may be made available.

Ombudsperson's Role

The president of each college appoints a person to assist the students with their grievances. This person's responsibility is to help the student to informally reach a resolution. If an informal resolution is not obtained, the ombudsperson will help the student to prepare a case and present it to the Grievance Hearing Committee. The Vice President of Students will refer students to the ombudsperson.

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, and 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.

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.

On April 20, 1989, the Los Angeles Community College District Board of Trustees adopted Rule 9803.19, which prohibits:

- Alcohol and Drugs. Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances, the possession of which are prohibited by the same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District. "Controlled substances," as used in this section, include, but are not limited to, the following drugs and narcotics:
 - a. opiates, opium and opium derivatives
 - b. mescaline
 - c. hallucinogenic substances
 - d. peyote
 - e. marijuana stimulants
 - f. depressants and
 - g. cocaine.

The Board's policy on the Drug Free Workplace, adopted March 22, 1989, restates these prohibitions.

- **Legal Sanctions.** Federal laws regarding alcohol and illicit drugs allow for fines and/or imprisonment. Other legal problems include the loss of driver's license and limitations of career choices.
- **Health Risks.** Health risks associated with the abuse of controlled substances include malnutrition, damage to various organs, hangovers, blackouts, general fatigue, impaired learning, dependency, disability, and death. Both drugs and alcohol may be damaging to the development of an unborn fetus.
- **Other Risks.** Personal problems include diminished self-esteem, depression, alienation from reality, and suicide. Social problems include loss of friends, academic standing, co- and extra-curricular opportunities, alienation from and abuse of family members, and chronic conflict with authority. Economic problems include loss of job, financial aid eligibility, homes, savings, and other assets.

Additionally, on June 28, 2000, the Board of Trustees adopted Rules 9803.24 Threatening Behavior, 9803.25 Disorderly Conduct, 9803.26 Theft or Abuse of Computer, and 9806 Unsafe Conduct. Each are fully described in Standards of Student Conduct.

Counseling, Treatment and 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. A student who violates the rules is subject to the student disciplinary regulations.

Campus Security

The campus Sheriff's office personnel are responsible for the safety and well being of staff, faculty and students, and of the security of college property and facilities, (818) 364-7843.

Campus Crime Report

Los Angeles Mission College's general statistics and crime can be viewed at the following URLs:

General Information

<http://nces.ed.gov/ipeds/cool/InstDetail.asp?UNTID=117867>

Crime

<http://ope.ed.gov/SECURITY/instDetail.asp?UNTID=117867> then click on Criminal Offenses, Hate Offenses, or Arrests.