

Academic Standards

ACADEMIC REGULATIONS — DISTRICT POLICIES

Good Standing

In determining a student's eligibility to acquire or remain in good standing and attendance, both quality of performance and progress toward completion of objectives are considered. A student who completes 12 or more semester units and earns a 2.0 GPA on a 4 point grading scale and who completes 50 percent or more of all enrolled units merits a good standing relationship with the college. Students in good standing are limited to 18 units per semester. In exceptional cases, a student may initiate a petition with admissions to exceed the 18-unit limit.

Academic Standards and Credit Policies

A student shall be subject to dismissal and subsequently be dismissed under the conditions set forth within this section. Dismissal shall be determined based on student course work dating from Fall, 1981; course work completed prior to Fall of 1981 is excluded from dismissal calculations.

Academic Probation & Dismissal

Academic Standards for Probation

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

Probation

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

- a. **ACADEMIC PROBATION.** The student has attempted a minimum of 12 semester units of work and has a grade-point-average less than a "C" (2.0).

A student on academic probation for a grade point deficiency shall be removed from probation when the student's cumulative grade-point-average is 2.0 or higher.

- b. **PROGRESS PROBATION.** The student has enrolled in a total of at least 12 semester units and the percentage of all units in which a student has enrolled and for which entries of "W" (Withdrawal), "I" (Incomplete), and "NC" (No Credit) are recorded reaches or exceeds fifty percent.

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

A student who is on progress probation shall not be dismissed after a semester in which the percentage of units in which the student has been enrolled for which entries of "W", "I", and "NC" are recorded is less than fifty percent (50%).

TRANSFER STUDENT. The conditions of "a" or "b" at another college within the Los Angeles Community College District applies.

Units Attempted

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

Dismissal

A student on academic or progress probation for three consecutive semesters may be dismissed from the college. Academic probation is reached when a student has attempted a minimum of 12 semester units of work and has a grade point average of less than a "C" (2.0). Progress probation is reached when a student has enrolled in a minimum of 12 semester units and the percentage of all units in which a student has enrolled for which entries of "W" (Withdrawal), "I" (Incomplete), and "NC" (No Credit) are recorded reaches or exceeds fifty percent. Once dismissed, the student may not attend any college within the Los Angeles Community College District for a period of one year and must petition for readmission at the end of that period of time.

Appeal of Dismissal

A student who is subject to dismissal may appeal to the appropriate college Dean. Dismissal may be postponed and the student continued on probation if the student shows significant improvement in academic achievement and has achieved a level that would meet the requirements for removal from probation.

Re-admission After Dismissal

A student who has been dismissed may request reinstatement after two (2) semesters have elapsed. The student shall submit a written petition requesting re-admission to college in compliance with College procedures. Re-admission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the College.

Academic Renewal

Students may submit a petition to the Office of Admissions and Records to have their academic records reviewed for academic renewal action of substandard academic performance under the following conditions:

1. Students must have achieved a grade-point-average of 2.5 in their last 15 semester units, or 2.0 in their last 30 semester units completed at any accredited college or university, and
2. At least two calendar years must have elapsed from the time the course work to be removed was completed.

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

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

Academic renewal actions are irreversible .

Adding and Dropping Classes

Adding Classes

Only students who have been admitted to the college and are in approved active status may add classes. Enrolled students who wish to add a class must obtain an add card from the instructor.

Dropping Classes

Students wishing to drop one or more classes must do so through the Admissions Office by filing a Drop Card or via telephone (STEP).

It is the student's responsibility to drop from class.

Any drops or exclusions that occur between the end of the 4th week (or 30% of the time the class is scheduled, whichever is less) and the end of the 14th week (or after 75% of the time the class is scheduled, whichever is less) will result in a "W" on the student's record which will be included in the determination of progress probation. Drops are not permitted beyond the end of the 14th week (or after 75% of the time the class is scheduled, whichever is less). A grade (A, B, C, D, F, CR, I or NC) will be assigned to students who are enrolled past the end of the 14th week even if they stop attending class, except in cases of extenuating circumstances. Check schedule of classes for drop dates.

While it is the responsibility of each student to withdraw officially from a class, it is the responsibility of the faculty to maintain accurate, up-to-date class records. If a student is excluded from a class for non-attendance, and later returns to class and the faculty member permits the return, the instructor must re-instate the student through the Office of Admissions and Records via an Add Permit. The instructor may not elect to allow the returning student to remain active through the rest of the class and then submit an "In-Lieu of Grade Report". Verification of re-instatement is required for the student to continue in the class.

An instructor may drop/exclude a student from a class if the number of absences exceeds the numbers of hours per week that the class meets.

The name of a student who is not attending class should not be left on the class roster as an active student.

The new LACCD procedure records the day/date an instructor turns in an exclusion/drop slip as the official day/date that the student is no longer active in class. A retroactive date is no longer used.

Attendance

Only students who have been admitted to the college and are in an approved active status may attend classes.

Students should attend every meeting of all classes for which they register. To avoid being dropped from class,

students should contact the instructor when they are absent for emergency reasons.

Students who are pre-registered in a class and miss the first meeting may lose their right to a place in the class, but the instructor may consider special circumstances. Whenever students are absent more hours than the number of hours the class meets per week, **the instructor may, but is not required to drop them from class.** In addition, the instructor will consider whether there are mitigating circumstances which may justify the absences. If the instructor determines that such circumstances do not exist, the instructor may exclude a student from the class.

Students are responsible for officially dropping a class that they stop attending. See section "Adding and Dropping Classes."

Auditing

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

1. Payment of a fee of \$15 per unit. Fees may not be refunded. Students enrolled in classes to receive credit for ten or more semester units shall not be charged a fee to audit three or fewer semester units per semester.
2. Students auditing a course shall not be permitted to change their enrollment in that course to receive credit for the course.
3. Priority in class enrollment shall be given to students desiring to take the course for credit.
4. Permission to enroll in a class on an audit basis is at the instructor's discretion.
5. Participation in class activities by student auditors will be solely at the discretion of the instructor, who may provide a written statement of the extent of participation allowed beyond observation.

Cancellation of Classes

The College reserves the right to cancel any class for which there is insufficient enrollment or to shift to a tutorial basis any class which drops below a minimum size.

Concurrent Enrollment

Concurrent enrollment in more than one section of the same course during a semester is not permitted, with the exception of certain Physical Education classes on a limited basis. Concurrent enrollment in courses which are cross-referenced to each other is not permitted (i.e., courses designated "same as" in the District Directory of Educational Programs and Courses).

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

COURSE REPETITION AND ACTIVITY REPETITION

Certain courses in the Catalog may be repeated for additional unit credit. These courses, marked "RPT" in the Course Section of the Catalog, allow the student an expanded educational experience each time the student enrolls in the course. Enrollment in these courses is limited in any similar activity to a maximum of three repeats/for a total of four(4) enrollments. This also applies to courses which are not repeatable in themselves but for which similar activities exist. For example, there are several similar course titles in Art, Music, Theater, and Physical Education which are considered to be the same activity. A student may enroll

four times in courses which are considered to be the same activity, such as twice in Theater 279, Musical Theater (RPT 3), and twice in Theater 280, Musical Theater Workshop (RPT 3). Any combination may be used as long as 4 enrollments in one activity is not exceeded.

This activity enrollment limitation began with the Fall 1983 term. Excess enrollment will result in administrative drop. Consult a counselor for the latest restricted activity enrollment list.

Note: Whenever the student's record is reviewed for the purpose of determining his or her unit credits, all of the student's record is reviewed, not just the course work since the beginning of Fall 1983.

COURSE REPETITION TO IMPROVE SUBSTANDARD GRADES

Students may repeat up to a total of 15 units in which substandard grades ("D", "F" or "NC") were awarded, in the District. No specific course or categories of courses shall be exempt from course repetition. This policy only applies to courses taken at colleges within the Los Angeles Community College District. Courses completed through the Credit By Examination provisions of the District may not be used to remove a substandard grade. Other institutions may differ and students planning to transfer to another college should contact the institution regarding their policy.

A. FIRST COURSE REPETITION TO REMOVE A SUBSTANDARD GRADE

Upon completion of a repeated course, the most recent grade earned will be computed in the cumulative grade point average and the student's academic record so annotated.

B. SECOND COURSE REPETITION TO REMOVE A SUBSTANDARD GRADE

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

1. Received two substandard grades for the same District course.
2. Filed a petition which states the extenuating circumstances which are the basis for the petition for the second repeat. "Extenuating circumstances" are verified cases of accidents, illness, military service, or other circumstances beyond the control of the student.
3. Had the petition approved by the College President or designee.

Upon the completion of the second repetition, the grade used in computing the student's cumulative grade point average shall be the highest grade earned, and the student's record will be so annotated. The two lower substandard grades will not be used in the computation of the grade point average.

In line with the District Nursing Discipline Committee, the policy of this college does not allow students to repeat a class in the Nursing Program a second time.

C. REPETITION OF MORE THAN 15 UNITS TO REMOVE A SUBSTANDARD GRADE.

A student may repeat courses beyond the 15-unit limit to remove a substandard grade provided the student has:

1. Filed a petition specifying the course(s) to be repeated and stating the extenuating circumstance(s) upon which the petition is based. "Extenuating circumstances" may include, but are not limited to, verified cases of accidents, illness, military service, significant lapses of time, changes in program or major, or other circumstances beyond the control of the student.

2. Had the petition approved by the local academic senate or a committee acting on behalf of the academic senate, and by the college president or designee.

Campus Procedure

A Petition to Repeat a Course a Second Time accompanied by appropriate documentation, must be filed no later than 15 days prior to the first day of the term during which the student wishes to repeat.

To be eligible to file a "Petition to Repeat a Course a Second Time" at least one regular semester (Fall or Spring) must have elapsed since receiving the second substandard grade.

A Committee will review petitions and students will be notified of the outcome. "Petitions to Repeat a Course a Second Time" are available in the Office of Admissions and Records and the Counseling Center.

Course Repetition: Special Circumstances

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

Credit for Courses Completed at Non-Accredited Institutions

Students transferring from non-accredited institutions may, after successful completion of 30 units with a "C" or better grade point average at Los Angeles Southwest College, petition to have previously completed non-accredited courses evaluated for acceptance by the College. Only 15 units of those credits may be accepted.

The following exceptions may be made to this regulation:

1. **Credit for Graduates of Diploma Schools of Nursing.**
The following amount of credit is authorized for graduates of Diploma Schools of Nursing who enter the Los Angeles Community Colleges:
 - a. Thirty (30) semester units of credit will be given to graduates of Diploma Schools of Nursing under the following conditions:
 - 1) The student presents a valid, current California certificate as a licensed registered nurse to the designated administrative officer; and
 - 2) The student had completed at least 12 units of credit at the College to which application is made.
 - b. The work of graduates of Diploma Schools of Nursing outside California will be recognized if the student has a valid, current California license. Credit will be given

even though the license was obtained on the basis of reciprocity with another state rather than by examination.

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

2. **Credit for Military Service Training**

Students who are currently serving in or have served in the military service shall have an evaluation of credit earned through military service training schools and/or military occupational specialties, if appropriate.

3. **Credit for Law Enforcement Academy Training.**

Credit for basic recruit academy training instructional programs in Administration of Justice or other criminal justice occupations shall be granted as follows:

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

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

Credit by Examination

A College President may designate courses listed in the college catalog wherein any student who satisfies the following requirements may be granted credit by examination:

- A. Be currently registered and have a minimum cumulative grade point average of 2.0;
- B. Have completed 12 units within the Los Angeles Community College District; and
- C. Is not currently enrolled in, or have completed a more advanced course in this discipline.

Limitation on Petitioning for Examination. The maximum of units for which a student may petition for credit by examination at the college shall be 15 units.

Maximum Units Allowable. The maximum number of credit by examination units with a grade of "CR" that may be applied toward graduation requirements shall be limited to 15 units.

Acceptance Towards Residence. Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence.

Recording of Grades. Credit by examination shall be entered on the student's record as "CRX" or "NCRX" as provided in Board Rule 6702. The student's record shall also be annotated "Credit by Examination."

Course Prerequisites

Prerequisites, Corequisites, And Recommended Courses

When the words "Prerequisite", "Corequisite", or "Recommended" appear in the class schedule or catalog, it is important to understand the definitions of these terms.

PREREQUISITE means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. A prerequisite represents a set of skills or a body of knowledge that a student must possess prior to enrollment and without which the student is highly unlikely to succeed in the course or program. Students will not be permitted to enroll in such courses and programs without the appropriate prerequisite.

COREQUISITE means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course. A corequisite represents a set of skills or a body of knowledge that a student must acquire through concurrent enrollment in another course and without which the student is highly unlikely to succeed. Students must concurrently enroll in corequisite courses.

RECOMMENDED means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program. Recommended preparation represents a set of skills or a body of knowledge with which a student will achieve a greater depth or breadth of knowledge of course material but without which the student is still likely to succeed in the course or program.

Prerequisite Challenge Process

Los Angeles Southwest College has established procedures by which any student who does not meet a prerequisite or corequisite requirement or who is not permitted to enroll due to a limitation on enrollment, but who provides satisfactory evidence, may seek entry into the class according to the challenge process.

The Prerequisite Challenge Form (#100S) can be obtained from the Admissions Office (or other designate office). All requests must be made no later than 5 days after the first class session.

Specific ways a student may challenge a prerequisite for a course:

- 1) Challenging the prerequisite on the grounds that it has not been made reasonably available,
- 2) Challenging the prerequisite on the grounds that it is not valid because it is not necessary for success in the course for which it is required,
- 3) Challenging the prerequisite because it is discriminatory or applied in a discriminatory manner, or
- 4) Challenging the prerequisite based on student knowledge or ability to succeed in the course despite not meeting the prerequisite.

Credit for Prerequisites

Students may not concurrently enroll in and receive credit for an advanced course and its prerequisite(s).

Students may not enroll in and receive credit for the prerequisite(s) to an advanced course if they have previously completed the advanced course.

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

Credit/No-Credit Option

Designated courses in the College Catalog wherein all students are evaluated on a "credit/no-credit" basis or wherein each student may elect on registration by no later than the end of the first 30% of the term, whether the basis of evaluation is to be "credit/no-credit" or a letter grade. These courses will be noted in the College Catalog as being eligible for the Credit/No-credit option.

1. **Usage For Single Performance Standard.** The credit/no-credit grading system shall be used in any course in which there is a single satisfactory standard of performance for which unit credit is assigned. A grade of Credit (CR) shall be assigned for meeting that standard, and a grade of No-Credit (NC) shall be assigned for failure to do so.
2. **Acceptance Of Credits.** All units earned on a "credit/no-credit" basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.
3. **Recording Of Grade.** A student who is approved to be evaluated on the "credit/no-credit" basis shall receive both course credit and unit credit upon satisfactory completion of the course. Satisfactory completion for credit is equivalent to the grade of "C" or better. A student who does not perform satisfactorily will be assigned a "No-Credit" (NC) grade.
4. **Grade Point Calculation.** Units earned on a "credit/no-credit" basis shall not be used to calculate grade-point-averages. However, units attempted for which "No-Credit" (NC) is recorded shall be considered in probationary and dismissal procedures.
5. **Standards Of Evaluation.** The student who is enrolled in a course on a "credit/no-credit" basis will be held responsible for all assignments and examination requirements in the course and must meet the standards of evaluation which are identical for all students.
6. **Conversion To Letter Grade.** A student who has received credit for a course taken on a "credit/no-credit" basis may not convert this credit to a letter grade.
7. **Course Repetition.** A student who has received a grade of "No-Credit" (NC) may repeat the course by meeting the requirements set forth by the District Course Repetition to Improve Substandard Grades Policy.

Campus Procedure

A student wishing to take a course on a Credit/No-Credit basis will go to the Admissions Office during the 6th week of a semester (the 2nd week of a five-week summer and winter session or the 4th week of a twelve-week summer session) and record his/her choice by completing the proper form. A student who elects to be evaluated on a Credit/No-Credit basis does not have the option of reversing this decision. In certain courses listed below and marked by an (*), all students are evaluated on a Credit/No-Credit basis. In the other courses a student may elect whether to be graded with the conventional letter grade (A-F) or on a Credit/No-Credit basis. A student electing to be evaluated on the Credit/No-Credit basis will receive both course credit and unit credit upon satisfactory completion of the course. A student who

fails to perform satisfactorily will be assigned a No-Credit grade. In computing a student's grade point average, grades of Credit or No-Credit are omitted. A student is allowed to enroll in only one course per semester on a Credit/No-Credit basis; a maximum of 15 units may be applied toward the two-year degree on this basis.

Courses taken for Credit/No-Credit do not meet the prerequisites for the next higher courses unless special approval is secured from the appropriate department chair.

The general practice at most four-year colleges is not to accept Credit/No-Credit grades for courses required in the major or preparation for the major. The following is the list of courses which are available on a Credit/No-Credit basis:

Administration of Justice - All courses
Art - 201, 202, 300, 307, 501, 700, 708
Astronomy 1
Business - All courses
Computer Applications and Office Technology (CAOT)
Computer Science - All courses
Developmental Communications - 22, 23, 26, 27, 28
Economics - All courses
Electronics - All courses
Engineering, General - 1, 82, 83, 84, & 85
English - 102, 203, 204, 207, 208
*English as a Second Language - 1, 2
Foreign Languages -
 French 1, 2, 3, 4; Spanish 1, 2, 3, 4
Geology 1
History - All courses
Family & Consumer Studies - All courses
Humanities - All courses
Journalism 1
*Learning Skills - All courses
*Library Science - 101
Mathematics - 105, 105A, 105B, 105C, 115, 125, 230, 235, 236, 240, 265, 266, 267, 270
Measurement Science 1
Nursing 517
Personal Development - 1, 6, 17
Philosophy - 1, 7, 8
Physics 11
Political Science - All courses
Psychology - 3, 30, 43
Quality Control - All courses
Sociology - All courses
**Credit/No Credit Only*

Final Examinations

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

Grades and Grade Changes

The instructor of the course shall determine the grade to be awarded to each student in accordance with the Los Angeles Community College Board Rule 6705 and Title 5, C.C.R., Section 55760. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. Any change of a grade in a student's record shall be done only upon authorization by the instructor of the course. When an instructor is not available for review, the existing grade shall remain unless the student can show evidence that an error was made in the calculation of grade.

No grade may be challenged by a student more than one calendar year from the end of the term in which the course was taken. If there is proof of unusual circumstances such as an unforeseen long illness of the student or if the student is called to military duty, a grade may be challenged up to two calendar years from the end term in which the course was taken.

Grading Symbols and Definitions

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

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

Grade

Symbol	Definition	Point
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
CR	Credit (at least equal to a "C" grade or better – units awarded are not counted in GPA)	
NC	No-Credit (equal to a "D" or "F" grade – units are not counted in GPA)	
CRX	Credit – By Examination	
NCRX	No Credit Awarded – By Examination	

(CR, NC, CRX and NCRX grades may be given only in courses authorized by the District Credit/No-Credit Option and Credit by Examination Policies.)

The following non-evaluative symbols may be entered on a student's record:

I – Incomplete

Once the student has informed the instructor of record, of incomplete academic work for unforeseeable, emergency, and justifiable reason at the end of the term, it may result in an "I" symbol being entered in the student's record. The condition for removal of the Incomplete shall be stated by the instructor on the Incomplete Grade form.

This record shall contain the detailed condition(s) for the removal of the incomplete and the grade to be assigned in lieu of the incomplete.

This record shall be given to the student, with a copy on file in the Office of Admissions and Records until the Incomplete work is to be made up or within the time limit of one year.

The Incomplete shall not be used in calculating units attempted or for grade points. The Incomplete may be made up no later than one year following the end of the term in which it was assigned.

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

IP – In Progress

The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. "IP" indicates that work is "in progress" but that assignment of a substantive grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the required work of the course is completed. The "IP" shall not be used in calculating grade-point-averages. If a student enrolled in an "open-entry, open-exit" course is assigned "IP" at the end of an attendance period and does not complete the course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade) as specified above to be recorded on the student's permanent record for the course.

MW – Military Withdrawal

"Military withdrawal" occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a "MW" may be assigned at any time after 30% of the time the class is scheduled to meet. No notation ("W" or other) shall be made on the records of a student who withdraws during the first 30% of the time the class is scheduled. Enrollment fees will be refunded with military withdrawals. Military withdrawals shall not be counted in progress probation and dismissal calculations.

W – Withdrawal

Withdrawal from a class or classes shall be authorized up through 75% of the time the class is scheduled to meet.

No notation ("W" or other) shall be made on the record of a student who withdraws during the first 30% of the time the class is scheduled to meet.

Students can withdraw from classes between the end of the fourth week (or 30% of the time the class is scheduled to meet, whichever is less) and up through 75% of the time the class is scheduled to meet. A student who remains in class beyond 75% of the time the class is scheduled shall be given a grade other than a "W", except in cases of extenuating circumstances.

After 75% of the time the class is scheduled, the student may withdraw from class by a petition demonstrating extenuating circumstances and after consultation with the appropriate faculty. Students should obtain a petition in the Admissions Office. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond

the control of the student. Withdrawal after the end of 75% of the time the class is scheduled, which has been authorized as extenuating circumstances shall be recorded as "W".

The "W" shall not be used in calculating units attempted nor for the student's grade-point-average. "Ws" will be used as factors in progress probation and dismissal.

Academic Honors

Dean's Honor List

Each semester, Fall and Spring, an Honor List is composed of students who have satisfactorily completed 12 or more units in a given semester with a 3.5 grade point average OR have completed 6 to 11.5 units in a semester with a 3.5 grade point average and have completed a cumulative total of 12 or more units with a 3.5 grade-point average in all work attempted.

In recognition of this scholastic accomplishment, each student is honored and awarded a certificate. The certificate issued for the first and second semester is titled DEAN'S HONOR LIST.

President's Honor Award

Students who have met the requirements for the Dean's Honor List for three consecutive semesters qualify for the President's Honor Award.

Graduation Honors

Graduates will be recognized at the annual commencement ceremony in May for outstanding scholastic achievement.

Outstanding academic achievement is designated by the Latin phrases Summa Cum Laude (with greatest praise), Magna Cum Laude (with great praise), and Cum Laude (with praise).

Summa Cum Laude 3.8 to 4.0 Cumulative grade point average in all college work completed.

Magna Cum Laude 3.6 to 3.79 Cumulative grade point average in all college work completed.

Cum Laude 3.3 to 3.59 Cumulative grade point average in all college work completed.

Valedictorian and Salutatorian

The Valedictorian and the Salutatorian are the students with the two highest cumulative grade-point-averages in the actual graduating class. The GPA is based on graduate status obtained at the end of the fall semester. The Valedictorian is the graduate with the highest grade point average. The Salutatorian is the graduate with the second highest grade point average.

Units of Work/Study Load

Study Load Limitations

Maximum and minimum unit requirements may apply, as follows:

Unit Maximum. Eighteen (18) is the maximum number of units a student may enroll in during the Fall and Spring Semesters. Seven (7) units is the maximum number a student may enroll in for the five-week Summer or Winter Session. The normal class load for students in the fall or spring semester is 12 to 18 units a semester for full-time students. A college program of 15 units is equal to at least a 50-hour work week for most students.

Those students who will be employed while attending college should consider reducing their programs accordingly. It is suggested that those students who are employed full-time should enroll in no more than one or two classes or 9 units maximum.

Students may petition to take 19 or more units if they meet the following criteria:

1. Have established a grade point average of 2.7 or higher in the Los Angeles Community College District.
- OR
2. Provide evidence of a 2.7 or higher grade point average through a transcript from an accredited institution.