The West Los Angeles College (West) Catalog describes the courses, programs and services of the college that are planned for the 2014-2016 academic years. Most of the policies and regulations affecting students are described in this catalog, and each student is responsible for becoming familiar with this information. More current and complete information may be obtained from the appropriate department or administrative office or from the WLAC website at www.WLAC.edu.

The 2014-2016 college catalog represents a major revision, focusing on helping students through to degrees and certificates. Curriculum maps are the backbone of this approach. With the assistance of an adjunct faculty member, faculty and chairs developed maps for all degrees and certificates. The Dean of Curriculum and Career and Technical Education met with the counseling division to assure that the faculty recommended curriculum maps supported the development of Student Educational Plans. A workgroup of the SLO Coordinator, the Dean Of Teaching and Learning, the Curriculum Committee Chair, Articulation Officer, Dean of Admissions and Records and Vice President of Student Services was established to help gather the materials needed. The workgroup used a checklist derived from the 2014 ACCJC Standards to assure that all required elements were included.

The catalog will be distributed in hard copy and available online in fall 2014. Catalog corrections and addendums will be in the online version.

West Los Angeles College is a public tax-supported educational institution which offers post-high school opportunities for men and women and is administered by the Los Angeles Community College District Accreditation.

West Los Angeles College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges.

10 Commercial Boulevard, Suite 204, Novato, CA 94949 (405) 506-0234, an institutional accrediting body recognized by the Commission on Higher Education Accreditation and the U.S. Department of Education.
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FALL SEMESTER 2014

Residency Determination Date ...... August 31, 2014
Instruction Begins .................. September 2, 2014
Veteran’s Day Holiday (Observed) November 11, 2014
Thanksgiving Holiday (Observed) . November 27- 28, 2014
Final Examinations.................. December 15-21, 2014
Fall Semester Ends.................. December 21, 2014
Winter Break ......................... December 22-January 1, 2015

WINTER INTERSESSION 2015

Residency Determination Date ...... January 4, 2015
Instruction Begins .................. January 5, 2015
Martin Luther King’s Birthday ...... January 19, 2015
Final Examinations.................. last day of class
Winter Intersession Ends .......... February 8, 2015

SPRING SEMESTER 2015

Residency Determination Date ...... February 8, 2015
Instruction Begins .................. February 9, 2015
Lincoln’s President’s Day .......... February 13, 2015
Washington’s President’s Day ...... February 16, 2015
Spring Break ......................... April 4-10, 2015
Cesar Chavez Day (Observed) ...... March 31, 2015
Memorial Day Holiday (Observed) . May 25, 2015
Final Examination .................. June 1-7, 2015
Spring Semester Ends ............... May 31, 2015

SUMMER 2015

Summer Sessions Begin ............ June 15, 2015
(Instruction dates vary)
Independence Day Holiday ........ July 3, 2015
Summer Sessions End .............. August 30, 2015

NOTE: Dates subject to change.

FALL SEMESTER 2015

Residency Determination Date ...... August 30, 2015
Instruction Begins .................. August 31, 2015
Labor Day Holiday (Observed) ...... September 7, 2015
Veteran’s Day Holiday (Observed) November 11, 2015
Thanksgiving Holiday (Observed) . November 26-29, 2015
Final Examinations.................. December 14-20, 2015
Fall Semester Ends.................. December 20, 2015
Winter Break ......................... December 21-January 3, 2016

WINTER INTERSESSION 2016

Residency Determination Date ...... January 3, 2016
Instruction Begins .................. January 4, 2016
Martin Luther King’s Birthday ...... January 18, 2016
Final Examinations.................. last day of class
Winter Intersession Ends .......... February 7, 2016

SPRING SEMESTER 2016

Residency Determination Date ...... February 7, 2016
Instruction Begins .................. February 8, 2016
Lincoln’s President’s Day .......... February 12, 2016
Washington’s President’s Day ...... February 15, 2016
Spring Break ......................... April 1-8, 2016
Cesar Chavez Day (Observed) ...... March 31, 2016
Memorial Day Holiday (Observed) . May 30, 2016
Final Examination .................. May 31 – June 6, 2016
Spring Semester Ends ............... June 6, 2016

NOTE:

It is the STUDENT’S RESPONSIBILITY to read the information presented in this catalog and to know and observe all policies and procedures related to his/her program. Regulations will not be waived nor exceptions granted because a student pleads ignorance of policies, procedures, or deadlines.
THE LOS ANGELES COMMUNITY COLLEGE DISTRICT

The Los Angeles Community College District, the largest in California, serves approximately 150,000 students and is governed by a publicly-elected seven-member Board of Trustees. The District’s administrators, a Chancellor, Senior Vice Chancellor, and other senior staff members are appointed by the Board of Trustees. A non-voting student member who is nominated by all LACCD students from the nine campuses during the Associated Students Organizations (ASO) elections.

THE MISSION OF THE LOS ANGELES COMMUNITY COLLEGE DISTRICT


The mission of the Los Angeles Community College District is to provide our students an excellent education that prepares them to transfer to four-year institutions, successfully complete workforce development programs designed to meet local and statewide needs, and pursue opportunities for lifelong learning and civic engagement.

BOARD OF TRUSTEES

Scott J. Svonkin, President
Mike Eng, Vice President
Mike Fong
Andra Hoffman
Sydney K. Kamlager
Ernest H. Moreno
Nancy Pearlman
Gerson A. Liahu-Sanchez, Interim Student Trustee

DISTRICT ADMINISTRATION

Dr. Francisco C. Rodriguez, Chancellor
Dr. Adrian A. Barrera, Deputy Chancellor
Dr. Felicito Cajayon, Vice Chancellor for Economic Workforce Development
Bobbi Kimble, Interim Vice Chancellor for Educational Programs and Institutional Effectiveness
Dr. Albert J. Roman, Vice Chancellor for Human Resources
Jeanette Gordon, Chief Financial Officer/Treasurer
Dr. Kevin G. Jeter, Interim General Counsel
James D. O’Reilly, Chief Facilities Executive

770 Wilshire Boulevard
Los Angeles, California 90017-3856
OFFICE: (213) 891-2201
FAX: (213) 891-2304
OUR VISION

WEST: A gateway to success for every student.

OUR MISSION

West Los Angeles College provides a transformative educational experience.

West fosters a diverse learning community dedicated to student success. Through quality instruction and supportive services, the College develops leaders who encourage excellence in others.

At West, education enriches students with the knowledge and skills needed to earn certificates and degrees, to transfer, to build careers, and to pursue lifelong learning.

OUR VALUES

Excellence
West envisions each student and employee striving for excellence in and out of classes, laboratories, libraries, studios, playing fields and offices.

Ethics
We hold ourselves and others to the highest standards in personal as well as intellectual responsibilities. This informs relationships among students, staff, faculty and administration.

Empowerment
At West, everyone – students, staff, faculty, and administration – is empowered by high expectations, respect and acknowledgement in all pursuits, from single lessons to completed degrees, from daily encounters to formal policy deliberations.

Engagement
To be fully engaged academically, locally and globally is to embrace learning with passion, commitment and energy.

THE COLLEGE

The college colors, selected by the students of West Los Angeles College in 1969, are royal blue and gold. The original college nickname was the “Oilers,” which was selected because the campus neighbors an oil field on one side. Teams were referred to as the “Oilers.” However, in 2008 as part of the college’s 40th anniversary celebration, the students and faculty selected a new mascot – the Wildcats.

West Los Angeles College, located on a lushly landscaped hillside in Culver City, opened its doors in February 1969. One of the nine campuses of the Los Angeles Community College District, the college has approximately 12,000 students attending day, evening and weekend classes. West serves Baldwin Hills, Beverly Hills, Brentwood, Century City, Crenshaw, Culver City, La Tijera/Windsor Hills, Marina Del Rey, Mar Vista, Pacific Palisades, Palms, Playa del Rey, Venice, Westchester, West Los Angeles and Westwood. Students represent a rich mixture of nationalities and cultures.

The motto “GO WEST. GO FAR.” was also adopted near the time of the 40th anniversary celebration. It speaks to the success of our alumni and the mission of our faculty and staff – to help our students realize their goals and go far in life.

Administration
West Los Angeles College’s president heads the college, and is assisted by three vice presidents as well as deans, associate deans, classified administrators, faculty and staff. They all carry out the vision of the college: “West: A gateway to success for every student.”

Academic Divisions
The college features thirteen divisions which provide quality academic transfer and career and technical education classes and wide-ranging support services for students. The divisions are: Allied Health; Applied Technology; Career Studies, Social Sciences; Cinema Entertainment and Media Arts; Computer Science; Counseling; Health and Kinesiology; Humanities and Fine Arts; Language Arts; Library and Learning Resources; Mathematics; and Science.

Support Services
Support services of the College include: the Child Development Center (CDC), Disabled Students Programs and Services (DSP&S), Distance Learning, Extended Opportunity Programs and Services/Cooperative Agencies Resources for Education (EOP&S/CARE), Matriculation, Student Services, Counseling, Financial Aid, and the Workforce Development Center.

Accreditation
The college is fully accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, and offers a wide range of transfer and career and technical-oriented programs. The American Dental Association accredits the Dental Hygiene Program; the Federal Aviation Administration certifies the Aviation Maintenance Program, and the American Bar Association approves the Paralegal Studies Program.
EDUCATIONAL PHILOSOPHY

The Los Angeles Community Colleges affirm the principle that individuals should have opportunities to develop to their full potential. To that end, our main responsibility is to the students and to the provision of education, which benefits students and enables them to contribute to society.

Our College, therefore, should be accessible to all individuals who have the capacity and motivation to profit from higher education. Curricula and services of our colleges should provide the means for fulfilling the promise of open access.

We recognize the necessity to adapt to the changing educational needs of the Los Angeles Community Colleges’ communities and to the growing diversity among students. The quality of the educational experience is to be judged by its value to students and communities, not merely by quantitative appeal. We further recognize that academic freedom is essential to excellence in education.

INSTITUTIONAL STUDENT LEARNING OUTCOMES

West Los Angeles College uses student learning outcomes to continually assess student learning and institutional improvement. Student learning outcomes are used to measure achievement of course goals, programs, and degrees. Assessment data provide information for faculty development of strong programs, effective curricula, and innovative teaching. In addition, student learning outcome assessment assists programs, departments and the college in accreditation by providing evidence of quality teaching and learning.

A. Critical Thinking: Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences.

B. Communication: Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings.

C. Quantitative Reasoning: Identify, analyze, and solve problems that are quantitative in nature.

D. Self-awareness/Interpersonal: Apply self-assessment and reflection strategies to interpersonal, work, community, career, and educational pathways.

E. Civic Responsibility: Apply the principles of civility to situations in the contexts of work, family, community and the global world.

F. Technical Competence: Utilize the appropriate technology effectively for informational, academic, personal, and professional needs.

G. Cultural Diversity: Respectfully engage with other cultures in an effort to understand them.

H. Ethics: Practice and demonstrate standards of personal and professional integrity, honesty and fairness; apply ethical principles in submission of all college work.

I. Aesthetics: Use multiple modes of inquiry and approaches to experience and to engage with the arts and nature; develop and express personal creative visions throughout all aspects of one’s life.

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 race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, medical condition (cancer-related), sexual orientation, age, disability or veterans status (Board Rule 1202).

Inquiries regarding equal opportunity at West Los Angeles College should be directed to the LACCD Office for Diversity, Equity and Inclusion (www.laccd.edu).

ACADEMIC FREEDOM STATEMENT

Community college faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subjects is to seek and to state the truth as they see it. To this end faculty members devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although faculty members may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
As teachers, faculty members encourage the free pursuit of learning in their students. They hold before them the best scholarly standards of their discipline. Faculty members demonstrate respect for the student as an individual, and adhere to their proper role as intellectual guides and counselors. Faculty members make every reasonable effort to foster honest academic conduct and to assure that evaluation of students reflects their true merit. They respect the confidential nature of the relationship between faculty member and student. They avoid any exploitation of students for private advantage and acknowledge significant assistance from them. They protect the academic freedom of students.

As colleagues, faculty members have obligations that derive from common membership in the community of scholars. Faculty members do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas faculty members show due respect for the opinions of others. Faculty members acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. Faculty members accept their share of faculty responsibilities for the governance of their institution.

As members of an academic institution, faculty members seek above all to be effective teachers and scholars. Although faculty members observe the stated regulations of their institutions, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Faculty members give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, faculty members recognize the effect of their decisions upon the program of the institution and give due notice of their intentions.

As members of their community, faculty members have the rights and obligations of all citizens. Faculty members measure the urgency of these obligations in the light of their responsibilities to their subject areas, to their students, to their profession, and to their institutions. When they speak or act as private persons they avoid creating the impression that they speak or act for their colleges or universities. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Refer to Board Rule 15002. ACADEMIC FREEDOM.
The Board of Trustees reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow Prohibited Discrimination. The discussion of ideas, taboos, behavior or language which is an intrinsic part of the course content shall in no event constitute Prohibited Discrimination. It is recognized that an essential function of education is a probing of received opinions and an exploration of ideas which may cause some students discomfort. It is further recognized that academic freedom ensures the faculty’s right to teach and the student’s right to learn.

SUMMARY OF SEXUAL HARASSMENT POLICY

The policy of the Los Angeles Community College District is to provide an educational, employment and business environment free of 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 federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract.

Sexual harassment as defined in the policy 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 XV (Board Rule 15001). The Los Angeles Community College District has a policy which provides formal and informal procedures for resolving complaints. Copies of the policies and procedures may be obtained from the LACCD 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 experiences 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 the conduct is aimed at students.

Complainants are advised that administrative and civil law remedies, including but not limited to injunctions, restraining orders or other orders may be made available.
You have the right!

- To work and study in an atmosphere free of harassment and discrimination
- To be judged by the same criteria as all others, not by standards that are less demanding, or more rigorous, or different in any way
- To complain, free of retaliation

ACCURACY STATEMENT

The Los Angeles Community College District and West Los Angeles College have made every effort to make this catalog accurate and may, without notice, change information, courses, or programs offered. The reasons for change may include student enrollment, level of funding, or other issues decided by the District or College. The District and College also reserve the right to add to, change, or cancel any rules, regulations, policies and/or procedures as provided by law. Please refer to the online catalog addenda for the most current version of this publication at www.wlac.edu/academic/index.aspx.
APPLICATION FOR ADMISSION
Applications are available on the college website (www.wlac.edu), or at the Office of Admissions and Records, Student Services Building SSB. From that point on, the Los Angeles Community College District and the college use a computer-generated number to identify student records.

ADMISSION ELIGIBILITY
Persons who possess a high school diploma or its equivalent meet the basic eligibility requirement for any public California two-year community college. Persons who do not possess a high school diploma or its equivalent, but who meet additional criteria, are also eligible for admission.

Additional eligibility criteria include:

1. Being eighteen (18) years of age or older.
2. Being an apprentice, as defined by Section 3077 of the California Labor Code.
3. Being in grades K through 12, under special circumstances.

International F-1 Visa students may be required to show acceptable proof of ability in English and to provide other documents, as outlined in the international student application. See the college website at www.wlac.edu and click on International Students.

REGISTRATION MATERIALS
Students continuing from the prior semester will automatically receive registration materials. New and returning students are issued registration information when the application for admission is processed.

Students in grades K-12 applying to concurrently enroll at West Los Angeles College must submit the “Supplemental Application for Admission of Students in Grades K-12” for every academic term in which they wish to enroll.

RE-ADMISSION
Students who have not attended West for two or more semesters must file a new application. Students in grades K-12 applying to concurrently enroll at West Los Angeles College must submit the “Supplemental Application for Admission of Students in Grades K-12” for every academic term in which they wish to enroll.

Information regarding other eligibility criteria and/or admissions procedures is available in the Office of Admissions and Records.

RESIDENCY REQUIREMENTS
CALIFORNIA RESIDENCE REQUIREMENTS
To attend any of the Los Angeles Community Colleges as a resident of California, a student is required to have been a California resident for more than one year immediately preceding the Residency Determination Date. The Residency Determination Date is that day immediately preceding the opening day of instruction of the semester or session. Residence is defined as a union of act and intent. F-1 Visa students, by virtue of their non-resident status, do not meet this requirement.

NON-RESIDENT
A non-resident student is one who has not had residence in the State of California for more than one year immediately preceding the Residency Determination Date. Residence is defined as a union of act and intent. Physical presence alone is not sufficient to establish California residency, nor is intent when not coupled with continuous physical presence in the State. Certain non-U.S. citizens are permitted to establish residency and others are not. Check with the Admissions Office regarding your particular status. A student classified as a nonresident will be required to pay non-resident tuition fees as established by the District Board of Trustees.

NON-RESIDENT TUITION FEE
Non-resident students who are admitted as “Special Part-time Students Grades K-12” will be charged nonresident tuition fees for all units taken. The tuition fee for non-resident students must be paid at the time of registration.
NON-RESIDENT TUITION REFUND CRITERIA AND SCHEDULE

A non-resident student who formally drops or otherwise separates from part or all of his/her enrollment may request a refund of previously paid non-resident tuition in accordance with the schedule below.

Non-resident refunds will be computed as follows:

<table>
<thead>
<tr>
<th>CLASS TYPE</th>
<th>DATE REQUEST</th>
<th>REFUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Length</td>
<td>Through second week</td>
<td>Full Tuition</td>
</tr>
<tr>
<td></td>
<td>of instruction.</td>
<td></td>
</tr>
<tr>
<td>Regular Length</td>
<td>After second week</td>
<td>No Refund</td>
</tr>
<tr>
<td></td>
<td>of instruction.</td>
<td></td>
</tr>
<tr>
<td>Short Term</td>
<td>Through 10 percent</td>
<td>Full Tuition</td>
</tr>
<tr>
<td>(Less than regular length)</td>
<td>of class length.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>After 10 percent</td>
<td>No Refund</td>
</tr>
<tr>
<td></td>
<td>of class length.</td>
<td></td>
</tr>
</tbody>
</table>

AB 540 EXEMPTIONS

On October 12, 2001 the Education Code was modified to exempt certain non-resident students who attended and graduated from California high schools from non-resident tuition. This change (Education Code, Section 68120.5) does not grant residency; rather it requires that certain non-resident students be exempt from paying non-resident tuition. Students exempt from paying non-resident tuition do not become residents for eligibility purposes for any state-funded program (e.g., EOP&S, BOG Fee Waiver). The exemption tuition is mandatory; if the District finds that a student meets all requirements in the law, non-resident tuition may not be charged.

The student must meet all of the following eligibility requirements to be eligible for the exemption:

1. The student must have attended a California high school (grades 9 through 12) for three or more years.
2. The student must have graduated from a California high school or attained the equivalent thereof (e.g., a GED or high school proficiency exam).
3. Except for non-immigrant aliens, any non-resident student who meets the requirements contained in “1” and “2” shall be exempt from non-resident tuition even if he/she is a U.S. citizen or lawful immigrant.
4. Students without lawful immigration status must complete and sign the LACCD EC 68130.5 Non-Resident Tuition Exemption Request form, which indicates that the student has applied for legalization or will do so as soon as the student is eligible to do so.

INTERNATIONAL (F-1) VISA STUDENTS/ADMISSIONS

West Los Angeles College is an institution approved by the U.S. Citizenship and Immigration Services to issue certificates of eligibility for non-immigrant (F-1) student status. West Los Angeles College accepts a number of qualified international students each semester who wish to pursue occupational, transfer, and Associate degree curricula.

All applicants must meet the following admissions criteria:

1. English language proficiency to begin academic program or start program at West for language training.

   Proficiency is verified by one of the following:
   - West assessment
   - WLAC ESL assessment level 5 or above
   - English is your native language
   - Attendance at a U.S. high school for a minimum of two years
   - Attendance at a U.S. college or university with a passing grade in English 101 or equivalent
   - International Baccalaureate with an English Language score of 3 or better
   - TOEFL minimum score of 450 PBT or 45 IBT; WLAC TOEFL Code is 4964
   - IELTS minimum score of 4.5
   - iTEP minimum score of 4
   - STEP-Eiken minimum score for 2nd grade of at least 75% and Results Pass
   - Cambridge Certificate of Proficiency in English (CPE) score of “C” or better
   - Cambridge General Certificate of Education reflecting A Level Placement

2. Demonstrate the ability to pay the nonresident tuition and fees and personal living expenses estimated at $16,500 per year (fees subject to change). Fees include mandatory Medical Insurance provided by LACCD with no substitution of other medical insurance coverage.

   International students must maintain a full-time academic load of 12 or more units per semester for the Fall and Spring semesters. Enrollment is permitted but not required during the Winter and Summer sessions. Upon admission, student services include counseling, orientation, instructional support (tutoring) and Learning Skills Center, and an international student organization. Information is available in the International Student Services Office located in Building SSB.
3. Requested forms include: An application fee receipt, and international application, and other forms, if applicable.

See www.wlac.edu and click “International Students” for more information.

INTERNATIONAL STUDENT MEDICAL INSURANCE FEE

Note: the fees listed below were accurate at the time this catalog went to print, and are subject to change by the California Legislature or the LACCD Board of Trustees. Fees are due at the time of registration and create a hold until paid in full.

International students attending a college in the Los Angeles Community College District under an F-1 visa shall be charged a medical insurance fee equal to the cost of medical insurance purchased by the District on the student’s behalf.

In exchange for the International Student Medical Insurance fee, international students will be provided with a medical insurance policy with the following minimum coverage:

1. Medical benefits of $250,000 maximum benefit, with per incident maximum benefit of $100,000;
2. Repatriation of remains in the amount of $15,000;
3. Expenses associated with the medical evacuation of the student to his or her home country in the amount of $50,000; and
4. A deductible not to exceed $500 per accident or illness. $25 co-pay for physician and urgent care visits. $100 co-pay for emergency room visits. Co-pay fees are waived if referred by the Student Health Center.
5. The maximum out-of-pocket expense is $2,500 if out-of-network medical services are used.

STUDENT IDENTIFICATION NUMBER

The Los Angeles Community College District maintains a student record system that uses a computer-generated number to identify an individual. For legal and privacy reasons, it no longer uses the social security number. Changes in a student’s ID number may be made in the Admissions Office.

STUDENT RECORDS AND DIRECTORY INFORMATION AND FAMILY EDUCATION RIGHT AND PRIVACY ACT (FERPA)

The Los Angeles Community College District, in compliance with Federal and State law, has established policies and procedures governing student records and the control of personally identifiable information. The Los Angeles Community College District recognizes that student records are a confidential matter between the individual student and the college.

At the same time, the District has a responsibility to fulfill public information needs (e.g., information about students participating in athletics, announcement of scholarships and awards). To meet this responsibility, the District may release directory information unless the student states in writing that he or she does not want it released. The responsibility for carrying out these provisions is charged to the college records officer, designated by the chief administrative officer on each campus. The records officer may be contacted via the Office of Admissions. Copies of Federal and State laws and District policies and procedures are maintained by the records officer and are available for inspection and inquiry.

All student records maintained by the various offices and departments of the college, other than those specifically exempt by law, are open to inspection by the student concerned. The accuracy and appropriateness of the records may be challenged in writing to the records officer. A student has the right to receive a copy of his or her record, at a cost not to exceed the cost of reproduction. (Requests for transcripts should be made at www.wlac.edu.)

No student records, other than directory information, will be released without the written consent of the student concerned except as authorized by law. A log of persons and organizations requesting or receiving student record information is maintained by the records officer. The log is open to inspection only to the student and the community college official or his or her designee responsible for the maintenance of student records.

Directory information includes the student’s name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Directory Information about any student currently attending the college may be released or withheld at the discretion of the records officer.
No directory information will be released regarding any student who has notified the records officer in writing that such information shall not be released. All inquiries regarding student records, directory information, and policies for records access, release, and challenge should be directed to the records officer via the Office of Admissions. Students have the right to file a complaint with the United States Department of Education concerning alleged violations of Federal and State laws governing student records.

**TRANSCRIPTS**

Upon request by the student, a copy of the student’s academic record shall be forwarded to the student, or his or her designated addressee, promptly by U.S. mail or other responsible forwarding agency. A student or former student shall be entitled to two free copies of the transcript of his or her record. Additional copies shall be made available to the student, or to an addressee designated by the student, at a cost of $3 per copy. Students may request special processing to expedite their request for a fee of $10. This option is subject to the college’s ability to provide this service. Requests for transcripts or verifications may be submitted to the Office of Admissions online or in person. Transcripts from another institution are not available for copying (Board Rule 8401.10).

The student’s transcript may be withheld if:

1. Any library books or other college property are charged to the student or are unreturned, or
2. There are any unpaid fees or charges due to the college. The transcript may be withheld until these obligations of the student to the college are discharged.

**SUBMITTING ACADEMIC TRANSCRIPTS**

- Official copies of academic transcripts shall be received only by the Admissions and Records Office, unopened, via U.S. mail.
- No transcripts will be accepted directly from students.
- We advise that official transcripts mailed directly from the last high school attended and from each college attended be submitted. However, this is not a requirement for admission. All transcripts become the property of the college and cannot be returned to the student.

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**STUDENT FEES**

Note: the fees listed below were accurate at the time this catalog went to print, and are subject to change by the California Legislature or the LACCD Board of Trustees. Fees are due at the time of registration and create a hold until paid in full.

<table>
<thead>
<tr>
<th>TYPE OF FEE</th>
<th>Summer/Winter</th>
<th>Fall/Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Fees for ALL Students</td>
<td>$46/unit</td>
<td>$46/unit</td>
</tr>
<tr>
<td>Non-Resident Tuition for Out-of-State Residents</td>
<td>$193/unit</td>
<td>$193/unit</td>
</tr>
<tr>
<td>Capital Outlay Fee</td>
<td>$22/unit</td>
<td>$22/unit</td>
</tr>
<tr>
<td>Non-Resident Tuition for Out-of-State Residents</td>
<td>$197/unit</td>
<td>$197/unit</td>
</tr>
<tr>
<td>Beginning 2015-16 Academic Year Capital Outlay Fee</td>
<td>$25/unit</td>
<td>$25/unit</td>
</tr>
<tr>
<td>Non-Resident Tuition for International Student</td>
<td>$215/unit</td>
<td>$215/unit</td>
</tr>
<tr>
<td>and/or F-1 VISA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application Fee</td>
<td>$35</td>
<td>$35</td>
</tr>
<tr>
<td>SEVIS Processing Fee</td>
<td>$25</td>
<td>$25</td>
</tr>
<tr>
<td>International Student Medical Insurance (IMED)</td>
<td>None</td>
<td>$600</td>
</tr>
<tr>
<td>Non-Resident Tuition for International Student</td>
<td>$222/unit</td>
<td>$222/unit</td>
</tr>
<tr>
<td>and/or F-1 VISA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beginning 2015-16 Academic Year Application Fee</td>
<td>$35</td>
<td>$35</td>
</tr>
<tr>
<td>SEVIS Processing Fee</td>
<td>$25</td>
<td>$25</td>
</tr>
<tr>
<td>International Student Medical Insurance (IMED)</td>
<td>None</td>
<td>$618</td>
</tr>
<tr>
<td>Audit Fee</td>
<td>$15</td>
<td>$15</td>
</tr>
<tr>
<td>Health Services Fee</td>
<td>$8</td>
<td>$11</td>
</tr>
<tr>
<td>Associated Student Organization (ASO) Membership Fee (Optional)</td>
<td>$3</td>
<td>$7</td>
</tr>
<tr>
<td>Student Representation Fee (Mandatory)</td>
<td>$1</td>
<td>$1</td>
</tr>
<tr>
<td>Parking Fee –Standard All Student Lots</td>
<td>$7</td>
<td>$20</td>
</tr>
<tr>
<td>Parking Fee ASO Preferred</td>
<td>$10</td>
<td>$27</td>
</tr>
<tr>
<td>Instructional Materials Fee</td>
<td>See courses in schedule of classes</td>
<td>See courses in schedule of classes</td>
</tr>
<tr>
<td>Other Fees</td>
<td>See courses in schedule of classes</td>
<td>See courses in schedule of classes</td>
</tr>
<tr>
<td>Emergency Processing of Transcripts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(CSU/IGETC Certification is not available with Rush Transcript requests)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First 2 transcripts ever requested</td>
<td>$7</td>
<td>$7</td>
</tr>
<tr>
<td>Additional Rush Transcripts</td>
<td>$10/copy</td>
<td>$10/copy</td>
</tr>
<tr>
<td>Verification of Enrollment/Transcripts</td>
<td>Free</td>
<td>Free</td>
</tr>
<tr>
<td>First 2 transcripts ever requested</td>
<td>$3/copy</td>
<td>$3/copy</td>
</tr>
<tr>
<td>Additional copy</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PAYMENT METHODS
There are several ways to pay fees depending on the student’s personal convenience and physical access to the college:

In Person: Pay by cash, check or credit card at the Cashier’s Window:

Business Office, Building SSB:
Monday and Thursday 8:30 a.m. - 5:00 p.m.
Tuesday and Wednesday 8:30 a.m. - 7:00 p.m.
Friday 8:30 a.m. - 1:00 p.m.

U.S. Mail: Make check or money order payable to West Los Angeles College. Send to WLAC Business Office, 9000 Overland Ave., Culver City, CA 90230. Be sure to provide your Student ID number, current address, and phone number with your check.


If you pay your fees by check, you authorize the College either to use the information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. Funds may be withdrawn from your account as soon as the same day and you will not receive a cancelled check back from your financial institution. A $10 handling fee will be charged for each check returned as not payable by the bank.

ENROLLMENT FEE
Enrollment Fee Section 72252 of the Education Code requires community colleges to charge an enrollment fee to each student enrolling in college. All students are required to pay the enrollment fee after they have registered for classes. A hold will be placed on the student’s record until fees are paid.

BOARD OF GOVERNORS’ WAIVER AND ENROLLMENT FEE ASSISTANCE
West Los Angeles College offers enrollment fee assistance to eligible students who need assistance in paying the enrollment fee. The Board of Governors (BOG) Enrollment Fee Waiver is available to a student whose family is receiving Temporary Assistance for Needy Families (TANF) / CalWORKs, Supplemental Security Income/State Supplemental Program, General Assistance/General Relief, or who meet the qualifying income standard. In addition, dependents of Veterans/National Guard, Congressional Medal of Honor recipients and their children, victims of the September 11, 2001 terrorist attack and dependents of deceased law enforcement /fire suppression personnel killed in the line of duty, are also eligible for fee waiver.

An Automatic Fee Waiver will be processed for eligible California residents who have filed a Free Application for Federal Student Aid (FAFSA) with the College Financial Aid Office. All other students must contact the Financial Aid Office to obtain a Board of Governors Fee Waiver (BOGFW) Application.

See Board of Governors Fee Waiver Program under “Financial Aid.”

ENROLLMENT FEE REFUND POLICY
For full-term courses: The student will receive a full refund up to the end of the second week of classes. There will be no refunds after that date, unless the student must drop a class due to cancellation or rescheduling by the college administration.

For short-term courses: The student will receive a full refund up to the end of a period of time equal to 10% of total class time. There will be no refunds after that date, unless the student must drop a class due to its cancellation or rescheduling by the college administration.

1. All refund of fees paid MUST BE requested through the Business Office. Refund must be accompanied with the original copy of the register receipt and credit card slip. A picture I.D. is also required.
2. A waiting period of 15 working days for check payment will be observed before cash or check refund will be given. A cancelled check will be required to obtain an earlier refund. Refunds for payment processed by electronic check can be processed after a 10 working day waiting period upon presentation of an electronic payment receipt.
3. Non-resident tuition fee refund will be made by check.

AUDIT FEE
Students who are enrolled in ten units of credit or more may audit up to three units without charge. There is no withdrawal from an audit or refund of the audit fee.

HEALTH SERVICES FEE
The Board of Trustees shall require that each campus collect a mandatory fee for the administration of a college health program to all full-time and part-time students pursuant to Education Code Section 76355 and Title 5 of the California Code of Regulations, Section 54702 (Board Rule 8502, which define the services, fee procedures, and specific allowable fee expenditures).

Except in cases where it is allowable under the law, health services will not be provided to minors under the age of eighteen (18), unless the student has a consent form signed by his or her parent or guardian.
Exempted from the payment of these fees are: (a) students who depend exclusively on prayer for healing in accordance with the teaching of a bona fide religious sect, (b) students who are attending classes under an approved apprenticeship training program, (c) noncredit education students, (d) students enrolled in District colleges exclusively at sites where student health services are not provided, (e) students who are enrolled in District colleges exclusively through Instructional Television or distance education classes, (f) students who are enrolled in District colleges exclusively through contract education, (g) students admitted as Special Part-time Students (K-12) or Special Summer School Students under the provisions of Board Rule 81001.01 or 81001.02.

ASSOCIATED STUDENTS ORGANIZATION (ASO) FEE
This student activity fee supports scholarships, enrichment programs and student events on campus.

STUDENT REPRESENTATION FEE
This is a mandatory per semester fee to provide support for representatives to state student viewpoints before various governmental offices and agencies.

PARKING FEE
Parking fee information is available at www.wlac.edu. All College parking areas are designated “ Permit Parking Only” and are restricted to vehicles displaying a valid permit.

An ASO Preferred Parking Permit is available, and includes the ASO membership fee and other perks.

Parking passes can be ordered online at www.wlac.edu/Transportation/Parking.aspx.

INSTRUCTIONAL MATERIALS
Students may be required to provide their own additional instructional or other materials required for a credit or non-credit 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.

OTHER FEES
Please visit www.wlac.edu/Admissions/Grades-Transcripts.aspx or call (310) 287-4501 to determine the correct amount of fee for transcript processing or enrollment verification.

STUDENT SUCCESS AND SUPPORT PROGRAM (formerly Matriculation)
Student Success & Support Program (SS&SP) is a process that enhances student access to the California Community Colleges and promotes and sustains the efforts of credit students to be successful in their educational endeavors. The goals of Student Success & Support Program are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives through the assistance of the student-direct components of the student success & support program (formerly matriculation) process: admissions, orientation, assessment and testing, counseling, and student follow-up. “Matriculation” means a process that brings a college and an enrolled student into an agreement for the purpose of realizing the student’s educational goal and completing the student’s course of study through the college’s established programs, policies, and requirements. This agreement is to be implemented by means of the student’s individual educational plan.

The institution’s responsibility under the agreement includes the provision of student services to provide a strong foundation and support for their academic success and ability to achieve their educational goals. Services that are provided to ensure student success include: Orientation to the college programs and services, Assessment in English or English as a second language and math, Counseling that provides the development of an education plan leading to a course of study and guidance on course selection that is informed by, and related to, a student’s academic and career goals, assistance to students in the exploration of educational and career interests and aptitudes, identification of educational objectives, including, but not limited to, preparation for transfer, associate degrees, and career technical education certificates and licenses.

Additional services include referral to specialized support services as needed and available, including, but not necessarily limited to, federal, state, and local financial assistance; health services; career services; veteran support services; foster youth services; extended opportunity programs and services; campus child care programs that teach basic skills education and English as a second language; and disabled student services, evaluation of each student’s progress and referral to appropriate interventions for students who are enrolled in basic skills courses, who have not declared an educational goal as required, or who are on academic probation.

The student's responsibilities under the agreement include, but are not necessarily limited to the identification of an academic and career goal upon application, the declaration of a specific course of study after a specified time period or unit accumulation.
diligence in class attendance and completion of assigned coursework, and the completion of courses and maintenance of academic progress toward an educational goal and course of study identified in the student's education plan.

The focus of the Student Success and Support Program is on the entering students' transition into college in order to provide a foundation for student achievement and successful completion of students' educational goals, with a priority toward serving students who enroll to earn degrees, career technical certificates, transfer preparation, or career advancement.

Effective Fall 2014, first time non-exempt students seeking priority registration shall be required to:

a. Identify a course of study
b. Participate in the assessment process
c. Complete an orientation activity provided by the college and
d. Participate in counseling, advising, or educational planning service to develop, at a minimum, an abbreviated student education plan.

Effective Fall 2015 all new non-exempt students shall complete the above requirements.

In addition, all new non-exempt students shall develop a comprehensive education plan after completing 15 units of degree applicable course work or prior to the third semester of enrollment whichever comes first. Failure to comply with the requirements above may result in a hold on the student's registration and or loss of registration priority until the services are completed.

Exemption Criteria for Student Success and Support Services:

a. The student has completed and Associate Degree or higher
b. Student has enrolled at the college solely to take a course that is legally mandated for employment or necessary in response to a significant change in industry or licensure standards or
c. Has enrolled at the college as a Special Admit student.

Any student exempted in accordance with this section shall be given an opportunity to choose whether or not to participate.

REGISTRATION PRIORITY:

Students may register for no more than 19 units per semester (primary terms of Fall and Spring) and no more than 9 units during the Winter and Summer Sessions. Students in good academic standing shall be granted registration priority on the basis of cumulative units completed within the LACCD in the order listed below, from highest to lowest.

1. New and fully matriculated students as follows:
   - Members of the armed forces or veterans pursuant to Education Code 66025.8
   - Cal WORKS recipients in good standing with fewer than 100 degree applicable units
   - Disabled Student Programs and Services (DSP&S) students in good standing with fewer than 100 degree applicable units
   - Extended Opportunity Programs and Services (EOP&S) students in good academic standing with fewer than 100 degree applicable units
   - Foster youth or former foster youth pursuant to Education code section 66025.9 regardless of academic standing and units taken.

2. Continuing students in good standing with fewer than 100 degree-applicable units, middle college students in good standing with fewer than 100 degree applicable units, new, fully matriculated students, returning exempt students and new students who are exempt from matriculation.

3. Students who have lost their enrollment priority as set forth below.

4. Special K-12 students pursuant to Education Code section 76001.

5. To be eligible for registration priority as listed above students must have completed orientation, assessment and developed student education plans. Please note that failure to comply with these requirements may result in a hold on registration and/or loss of priority registration until servers are completed.

Loss of Registration Priority

Students with the exception of foster youth or former foster youth, will lose registration priority at the first available registration after;
a. They are placed on academic or progress probation, or any combination thereof, for two consecutive terms.

b. Have earned one hundred (100) or more degree-applicable units in the District; however, non-degree applicable basic skills do not count toward the 100 units.

Appealing Loss of Registration Priority
Each college shall establish a Registration Appeals Committee to review requests from students appealing the loss of enrollment priority. College shall inform students of the appeals process and the time period by which appeals must be submitted. A student may appeal on one or more of the following grounds:

a. The student has extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the student’s control.

b. The student applied for reasonable accommodation for a disability; but did not receive it in a timely manner.

c. The student demonstrated significant academic improvement. Significant academic improvements as defines as achieving no less than a 2.0 grade point average in the prior term.

The college’s Registration Priority Appeals Committee shall notify the student within ten (10) business days of its decision. The decision of the college Registration Priority Appeals committee shall be final.

PRE-REQUISITES, CO-REQUISITES AND ADVISORIES:

A Pre-requisite is a condition of enrollment that a student is required to meet in order to demonstrate readiness for enrolling in a course or educational program.

Co-requisite: Courses that a student is required to take simultaneously in order to enroll in another course.

Advisory: An advisory is a course that a student is advised, but not required to take in conjunction with or prior to a course or program.

Procedures for Challenging Pre/Co requisites and limitations on enrollment.
If a student believes a course taken at another college or university meets the prerequisite for a West Los Angeles College course in which he/she wishes to enroll, the student may submit a prerequisite clearance request. To submit a prerequisite clearance request, please visit the “Admissions and Expressway” page at www.wlac.edu.

If a student has not met a prerequisite at either West or another college/university and qualifies for an exemption from the pre-requisite requirement, a prerequisite challenge form should be submitted to the department chair. To learn more about the requirements to challenge a prerequisite, please visit the “Admissions” page and then the “Expressway” page at www.wlac.edu.

Limitations on Enrollment
All courses shall be open to enrollment, however enrollment in specific courses or programs may be limited as follows:

a. Students meeting pre-requisites

b. Health and safety considerations

c. First come-first served basis

d. Registration procedure

e. Intercollegiate competition, honors courses or public performance courses, allocating available seats to those students judged most qualified, or

f. Enrollment in one or more sections of course to a cohort of students enrolled in one or more other courses, provided however, that a reasonable percentage of all sections of the course do not have such restriction,

g. Students on probation or students or subject to dismissal

h. May be limited to enrollment in a total number of units to selected courses, or required to follow a prescribed educational plan.

Challenges to Limitations on Enrollment:
A student may challenge an enrollment limitation on any of the following grounds:

1. The enrollment limitation is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.

2. The District is not following its policy on enrollment limitations, or

3. Basis upon which the District has established an enrollment limitation does not exist.

4. The student shall bear the burden of showing that grounds exist for the challenge. Challenges shall be addressed in 5 working days and if the challenge is upheld, the enrollment limitation shall be waived.
5. Upon completion of the challenge, the college shall advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to Title 5. Completion of this challenge procedure shall be deemed to satisfy the requirement of Title 5 that the district and the student attempted to informally resolve the complaint.

### VETERANS

**ADMISSIONS REQUIREMENTS FOR VETERANS**

Veterans are required to follow these procedures:

1. **File an application for VA Educational Benefits** (VA Form 22-1990 or 22-5490) and an application for admission to the college.

2. **Complete and submit Veterans enrollment forms for school records declaring major, transfer school, and schools previously attended.** The appropriate form for over 60 units must be filed.

3. **Request that transcripts from all colleges attended be sent directly to the Admissions Office.** This applies even if attendance at a college was for a short time with no units completed, or if it was prior to entering the service.

4. **Claims for dependents must be accompanied by a copy of the claimant's marriage license and/or birth certificates for each dependent child.**

5. **File VA Form 22-1995 (Request for Change of Program or Place of Training) if you are a transfer student.**

6. **Apply each semester for continuous VA educational benefits.**

**PROGRAM PLANNING FOR VETERANS**

Veterans should select their major and choose courses from those listed under that major in the catalog. It is advisable to make an appointment with a counselor for academic assistance. The VA will not pay for courses that do not fit into a veteran’s selected major.

**SELECTIVE SERVICE**

Under Veterans Affairs, according to Duration Code section 66500, all male applicants to undergraduate admissions are obligated to register with the Selective Service.

**ELECTIVE CREDIT FOR MILITARY SERVICE**

In accordance with Administrative Regulation E-118, using the general petition process, the college will maintain a written record of previous education and training of the veteran or eligible person which clearly indicates that the student has received appropriate credit for previous education and training, with the training period shortened proportionally. The student and the VA will also be notified of this process. Students must include a copy of their DD214, school transcripts, and/or course documentation with their petitions, and submit them to the Office of Admissions and Records.

Upon verification of completion of a Basic Training course in any of the armed services, the physical education graduation requirement will be waived. Waiver of the health education graduation requirement is not automatic; petitions will be evaluated on a case-by-case basis.

A veteran may also receive 6 units of elective credit for 181 days or more of active-duty service; such petitions will also be evaluated on a case-by-case basis. See Academic Policies, Credit for Military Service and Elective Credit for Military Training.

**ADDS AND DROPS FOR VETERANS**

The Veterans Advisor should be notified of program changes. Failure to do so may result in an overpayment or underpayment. The Veterans Administration holds the veteran responsible for reimbursement of overpayments.

**ACADEMIC PROBATION**

In accordance with Title 38, Code of Federal Regulations, Part 21, 5253 (d) (4), “The school enforces a policy relative to standards of conduct and progress required of the student.” This means that for veterans and/or eligible dependents, if such a student fails to obtain a cumulative grade point average of 2.0 or better after three (3) consecutive semesters, his/her VA educational benefits will be discontinued.

For additional information pertaining to academic status, see the Veterans Advisor in Building SSB.
ASSOCIATED STUDENTS ORGANIZATION (ASO)

The ASO General Council represents students in the shared governance process. The ASO emphasizes student leadership and self-governance to enable students to develop and express initiative in terms of the common good. Governed by the Executive Council, the Associated Student Organization conducts activities on behalf of the students. The General Council represents the student body’s interests at the college, district, regional, state, and federal levels. On behalf of the Vice President of Student Services, the ASO Advisor oversees the Associated Student Organization Executive Council, Finance Committee, and Inter-Club Council.

In accordance with the policies of the Board of Trustees, the Executive Council and the Finance Committee actively participate in the management of the business affairs of ASO.

A $7 ASO fee supports enrichment programs and student events on campus. Those paying the fee are also entitled to park in designated preferred student parking spaces on campus. Board of Trustees rules govern the collection, deposit and expenditure of funds, and all records are subject to annual audit by the Board of Trustees.

ELIGIBILITY FOR ASSOCIATED STUDENT ORGANIZATION OFFICES

Standards governing candidate and officer (as defined by the ASO constitution and by-laws) eligibility for appointed and elected Associated Student Organization officers (ASO) may be obtained at the following link.

www.laccd.edu/About/Documents/AdministrativeRegulations/S-9.pdf

STUDENT CLUBS AND ORGANIZATIONS

Believing that students will enrich their college experience by participation in extracurricular activities, the College is proud of its active club program. Principal support for club programs comes from the Inter-Club Council, composed of a representative from each campus club and chaired by the vice president of the ASO.

In conforming to the California Education Code, the only recognized clubs are those chartered by the ASO. Thus, the college assumes no responsibility for activities of uncharted groups, including off-campus social organizations that consist of students or former students. State law prohibits membership in secret organizations.

STUDENT TRUSTEE ELECTION PROCEDURE

The Los Angeles Community College District conducts an election annually. Each student in the District has an opportunity to be involved in the process of selecting a student representative to the Los Angeles Community College District Board of Trustees.

CHILD DEVELOPMENT CENTER

The Child Development Center is a nurturing place for children of WLAC student-parents. It is licensed by the DPS&S Community Care Licensing. The Center provides services which are free or low cost, are safe, and foster a positive learning environment for students’ children. Children aged 2-5 years are offered a developmentally appropriate curriculum, preparing them for their elementary education.

Applications are available in the Counseling Center, EOP&S, the Workforce Development Office and the Child Development Center, which is located south of the flagpole. For additional information phone (310) 287-4357. Applications are also available on the college website.

HOURS AND DAYS

The Center offers services day and evening. It is open Monday – Thursday from 7:45 a.m. to 4:00 p.m. for Toddlers and Preschoolers. The Center offers a meal program to participants of the day program.

AGES OF CHILDREN

Children aged 2-5 years are accepted into the Monday-Thursday 8:00 a.m.–4:00 p.m. program.

Children must attend a minimum of two sessions a week in the day program and one session per week in the evening program. Tuition is based on a sliding scale for student families. Qualifying families may be placed on a grant from CalWORKS, State Preschool, or General Child Care to reimburse tuition (different grants assist different age groups of children).

The Center is a teacher training program for students wishing to pursue a career in working with young children.
COMMENCEMENT INFORMATION

Commencement occurs at the end of the Spring semester. Students may petition to graduate if they anticipate completion of the requirements for an Associate Degree or Certificate of Achievement.

Certificate of Achievement candidates may petition at any time during the year using a Certificate Petition; however, the deadline for Spring certificate petitions must be the same as the graduation petition deadline in order to invite everyone to the ceremony in a timely manner.

Students must file within the deadlines to be invited to West’s Commencement ceremony.

Graduation petitions are accepted throughout the academic calendar year during the Spring, Summer, Fall, and Winter semesters.*

*Please refer to the Academic Calendar in the current schedule of classes for exact dates and deadlines.

GRADUATION PETITION PROCESS

Students who anticipate graduation must complete a Graduation Packet:

Step 1
To ensure you are eligible for graduation with an Associate’s Degree, please confirm that the following items are in progress or have been completed:

• 12 units of residency completed at West
• A minimum 2.0 cumulative grade point average
• A “C” or better in English 101* and Math 125*
• A “C” or better in all major courses
• 60 degree applicable units

Step 2
Students may choose a General Education Plan from the following:

• Plan A – For majors with a minimum of 18 units
• Plan B – For majors with a minimum of 36 units
• Plan CSU* - For all majors
• Plan IGETC* - For all majors

*Students are still required to fulfill the Health and Kinesiology (formerly PE) requirements.

Step 3
Official transcripts from all colleges/universities that you have attended must be on file in the Office of Admissions and Records, except for Los Angeles Community College District campuses. Transcripts must be mailed directly from the institution to West.

Step 4
A transcript evaluation petition must be completed for courses taken outside of the Los Angeles Community College District.

Step 5
Submit the completed Graduation Packet to the Office of Admissions and Records

COUNSELING CENTER

The Counseling Department at West Los Angeles College assists students in making decisions regarding educational, career, and personal concerns. Counseling is available for educational, transfer and career exploration by appointment. These services are provided by professional counselors through individual counseling, group workshops and referrals to appropriate resources on and off campus.

1. The primary goal of the Counseling Center is to provide opportunities for students to clarify their values and goals, to make appropriate academic decisions, to develop self-confidence and self-direction, and to build self-esteem.

2. An academic counseling session begins with educational goal setting, exploring education options and opportunities, evaluating the student’s educational background, and providing the student with clear, concise, up-to-date educational information. Counselors can assist individuals to assess their interests, strengths, abilities, and values; to set goals; to make plans to accomplish those goals; and to address personal challenges or barriers that impede plans to fulfilling those educational goals.

3. A counseling session will also assist individuals in selecting appropriate programs of study relative to their chosen objectives. Individual student/ counselor conferences are available by appointment. Brief counseling is available on a walk-in basis. Counseling appointments may be made online at www.wlac.edu, or in the Student Entry Center or by calling the Counseling Center directly at (310) 287-4257 / 4399.

4. Entering (first year) students are encouraged to enroll in Personal Development courses (PD 5, 17, & 40). Returning students and second year community college students are strongly encouraged to enroll in PD 4, 8, and 20. These courses are designed to help students become better acquainted with the educational opportunities...
at West Los Angeles College and will assist students in developing programs of study that will help them attain their educational and career objectives.

5. The Counseling Center is available to students 8:30 a.m. to 5:00 p.m. Monday and Thursday and 8:30 a.m. to 7:00 p.m. Tuesday and Wednesday. The Counseling Center is open 8:30 a.m. to 1:00 p.m. on Fridays.

Summary of Counseling Services

• Assist in completion of petitions (e.g., academic renewal, course repeat, preliminary graduation review & IGETC/CSU Certifications).
• Work with students to develop individualized student educational plans for academic, transfer and career goals.
• Explain requirements necessary to earn Associate Degrees, Certificates, and transfer to four-year colleges and universities.
• Assist students in making career choices and provide an understanding of the different majors and certificate programs offered at West Los Angeles College.
• Provide limited personal counseling and referrals on and off campus when appropriate.

The Counseling Center is located in the Student Entry Center, SSB Building. Students can obtain information by calling (310) 287-7242 or by visiting the West Los Angeles College website at www.wlac.edu.

Additional Counseling Services

Additional counseling services are also available through EOP&S/ CARE and DSP&S programs.

DISABLED STUDENT PROGRAMS & SERVICES

West Los Angeles College recognizes and welcomes its responsibility to provide an equal educational opportunity to all individuals with disabilities. The Office of Disabled Students Programs and Services (DSP&S) has been established to provide support services for all students with verified disabilities pursuing a college education. All services and equipment are provided free of charge to any qualifying student with a disability.

The DSP&S Office is located in Building SSB. Office hours are Monday through Thursday, 8:30 a.m. to 5:00 p.m., and Friday, 8:30 a.m. to 1:00 p.m. Early morning and evening appointments can be made by special arrangement. The telephone number is (310) 287-4450.

The following services are offered:

• Note taking assistance.
• Classroom accommodations for students with disabilities.
• Registration assistance.
• Academic and career guidance counseling.
• Adaptive equipment and technology aids.
• Adapted computer labs
• Test proctoring and related accommodations.
• Instructor liaison.
• Learning strategies and study skills classes

The DSP&S Office also maintains a liaison with the California Department of Rehabilitation and other public agencies such as the Regional Center and Westside Center for Independent Living.

LEARNING DISABILITIES PROGRAM
Assessment, special services, and individual instruction are available for students with learning disabilities. Students wishing to improve skills such as reading, writing, memory, arithmetic and other areas in order to succeed in their classes may be eligible for this program.

• Liaison with the Recording for the Blind and Dyslexic (books on tape).
• Alternate media and assistive technology (electronic text)
• Test proctoring and related accommodations.
• Special classes, such as Learning Skills 40: Introduction to Learning Disabilities and Learning Skills 41 (A-C): Study Strategies for the Learning Disabled.

Students who qualify may receive support services, special classes or both. For eligibility information, contact the Disabled Student Programs and Services Office at (310) 287-4450.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOP&S) / COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOP&S)
The EOP&S program is a state-funded program of support services which are designed to be above and beyond the scope of other services offered by the college. These services are specifically designed for students who are economically and educationally disadvantaged.
Who Is Eligible?
Students may be eligible for the EOP&S program if they satisfy the following requirements:

- Must be a Full-time student (12+ units).
- Qualify for the Board of Governors Fee Waiver (BOGFW) eligible under Method A or Method B.
- Application for Financial Aid is on file with WLAC.
- Student is educationally disadvantaged under Title V, Article 2, and Section 56220(e) of the California Code of Regulations.

Quality Services
Every student has the right to receive quality services. Our office is committed to excellence and takes pride in its ability to serve students in a timely, efficient and effective manner. It is our goal to continue maintaining the highest level of services to the students we serve.

Priority Registration
EOP&S students have an opportunity to register prior to regular telephone registration for all students. With this service, participating students are reasonably assured of the appropriate classes at the right time, allowing for the accommodation of other needs and responsibilities (e.g., child care, work, family needs, and community services).

Transfer Assistance
EOP&S students interested in transferring to the University of California (UC) or the California State University (CSU) system may qualify for a transfer application fee waiver. In addition, students applying to one of these universities can receive help with the application process, campus visitation, letters of recommendation, scholarship application, and biographical essay.

Workshops
Student Success Workshops are designed to enhance student personal development and success in higher education. All workshops are scheduled in advance, and students may attend without an appointment.

Book Voucher Program
EOP&S students in good standing are given a book voucher to purchase or rent books for authorized classes during the semester. Authorized classes are those listed in the Student Educational Plan/Class listed in syllabus and approved by the EOP&S counselor.

Counseling
The EOP&S counselor is an important resource, and all EOP&S students are eligible to receive individualized counseling. Participating students are required to meet with an EOP&S counselor at least three times per semester to update or revise the Student Educational Plan.

In addition to assisting students with class selection, counselors provide information on job preparation skills whether the student plans to complete a certificate of achievement or certificate of completion, an associate degree, or transfer to a college or university.

COOPERATIVE AGENCIES
RESOURCES FOR EDUCATION (CARE)

CARE is a special program for a unique group of EOP&S students. Administered through the EOP&S office, the CARE program provides additional services to students who are single parents, heads-of-household, and receiving public assistance from CalWORKS or TANF. Students who qualify for the CARE program are eligible to receive additional services in addition to those available under EOP&S.

Who Is Eligible?
Students may be eligible for the CARE program if they satisfy the following requirements:

- Full-time EOP&S students (12+ units).
- Single parent head of household.
- Current recipient of CalWORKS/TANF.
- Have at least one child under 14 years of age.

FINANCIAL AID

Financial Aid is monies made available by the federal and state governments and private sources in the form of grants, employment, scholarships and loans. These monies are available to make it possible for students to continue their education beyond high school even if they and/or their family cannot meet the full cost of the post-secondary school. The basis for such programs is the belief that parents have the primary responsibility of assisting their dependents to meet educational costs, and that financial aid is available only to fill the gap between a family’s contribution and the student’s yearly academic expenses.

HOW TO APPLY
Students must complete a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. The college code for West is #008596.

WHO IS ELIGIBLE?
To be considered for federal financial aid, a student must meet the following minimum requirements:

1. Be a U.S. citizen or eligible non-citizen. Eligible noncitizens are permanent U.S. residents who have
documents from the Immigration and Naturalization Service verifying that their stay in the U.S. is for other than a temporary purpose.

2. Demonstrate that they have financial need.

3. Demonstrate satisfactory progress in a course of study leading to an A.A. or A.S. degree, an occupational certificate, or transfer to a baccalaureate degree program.

4. Not be in default on a Perkins Loan or Federal Stafford Loan at any school they have attended.

5. Not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), ACG, or State Student Incentive Grant.

6. Be registered with the Selective Service if required (males only).

7. Have a high school diploma or its equivalent, or provide documentation of “Ability to Benefit.”. See “Satisfactory Academic Progress Policy for Financial Aid Recipients” later in this section, for further information about the requirements for students who do not have a high school diploma or its equivalent.

WHEN TO APPLY
Deadline and priority filing dates change each academic year. Students should consult the current financial aid publications for specific deadline dates. The Los Angeles Community College District has established one priority filing date for summer school and one for fall and spring semesters each year. West Los Angeles College will give first priority to completed applications received by the priority dates within the guidelines set by federal and state regulations. Students who have missed the priority deadline dates are encouraged to apply, as surplus funds may be available.

If in doubt, call or visit your college Financial Aid Office. Staff members are available to answer your questions and help you complete any of the forms. Keep in mind that it takes a minimum of 6-8 weeks between the time you apply for aid and the time your award is completely processed.

DETERMINING FINANCIAL NEED
The number and amount of financial awards and payments are subject to availability of institutional, federal and state aid funds. The Financial Aid Office will determine the type of aid and the amount received. Financial aid awards are based on demonstrated financial need which is the difference between allowable educational expenses and the total of a parent’s resources, and/or the student’s own resources.

Resources may include, but are not limited to, salary or wages, veteran’s benefits, Social Security benefits, or parent and/or student contributions. Resources are then measured against the institution’s student expense budget to determine financial need.

A student’s resources are determined by reviewing the financial aid application submitted by the student. Documentation of resources, including the 1040/Federal Income Tax transcript of the parent and/or student may be required. All information is confidential.

TYPES OF FINANCIAL AID AVAILABLE

GRANTS
• Federal Pell Grant
• Federal Work Study (FWS)
• Bureau of Indian Affairs Grant (BIA)
• CAL GRANTS: CAL GRANT A CAL GRANT B CAL GRANT C
• Chafee Grant
• Board of Governors Fee Waiver (BOGFW)

SCHOLARSHIPS
• Law Enforcement Personnel Dependents Scholarships

LOANS
• Federal Stafford Loan Program
• Book Loans

FEDERAL PELL GRANT
The Federal Pell Grant is a federally-funded program. To be eligible, an applicant must be an undergraduate student and demonstrate financial need. Grants range from $200 to $5730 per academic year for Los Angeles Community College District students. The amount of the award is determined by the Federal government, and is in most cases based on the previous year’s income and current asset information provided in the application. Students who want to apply for the Pell Grant and other federal financial aid programs should complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov.

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

In such cases, the student will need to contact the Financial Aid Office for assistance.
FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)
The FSEOG program is a federal program designed to supplement other sources of financial aid for students with exceptional need. FSEOG is available for as long as it takes to complete the first undergraduate degree within the time frame coinciding with LACCD’s Satisfactory Progress Standards. When students apply for federal financial aid, they will automatically be considered for this program based on the eligibility requirements and packaging policies. Priority will be given to the students with the most need.

All applicants must file the Free Application for Federal Student Aid (FAFSA) before the priority deadline date in order to be considered for this program.

BUREAU OF INDIAN AFFAIRS GRANT (BIA)
BIA Grants provide money to help defray the cost of education for students of American Indian heritage. Students may apply if they:

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

Amounts of the grants vary and are set by the individual agencies of the BIA.

Applications are available through the office of the Bureau of Indian Affairs or at the Central California Agency, Vocational Grants, 1824 Tribute Road, Suite J, Sacramento, CA 95815. For Higher Education Grant applications, write to the Office of Indian Education, 2800 Cottage Way, Sacramento, CA 95825.

STATE GRANTS
The State of California, through the California Student Aid Commission (CSAC), sponsors several grant programs for undergraduate students. These include but are not limited to Cal Grants, a program to assist the dependents of law enforcement officers who have been killed or disabled in the line of duty, and a Bilingual Teacher Grant Program. See the Financial Aid Office for a complete listing of grants, scholarships and loans offered through the California Student Aid Commission.

To qualify for any of the state-funded grants, students must be California residents, be U.S. citizens or an eligible non-citizen, obtain a Social Security number, and be attending (or plan to attend) an eligible school or college in California. Students can receive only one Cal Grant, Cal Grant A, B, or C.

CAL GRANT A
Although this grant can only be used at four-year colleges, students are encouraged to apply for one while attending West Los Angeles College. Cal Grant A helps low- and middle-income students with tuition costs. Grant recipients are selected on the basis of financial need and grade point average.

Students who qualify for Cal Grant A and who want to attend a community college can have the CSAC hold their award until they transfer to a four-year college. The grant can be put on hold for no more than two years, provided that the student continues to qualify financially.

** STUDENT ALERT! **

If you receive a GRANT and then WITHDRAW from some or all of your classes, you may OWE money back to the federal program. Here’s how it works:

Based on the date you withdraw, the Financial Aid Office will calculate the portion of the grant that you have earned.

If you receive LOAN money and withdraw, you will pay back the money according to the normal rules of the loan program.

If you receive WORK money and withdraw, you do not owe anything back. You always get to keep salary you have earned.

IF YOU ARE THINKING OF WITHDRAWING OR JUST LEAVING - PLEASE, THINK AGAIN
Immediately see a counselor or advisor and discuss your academic or personal reasons for leaving. Perhaps you can stay but take fewer courses.

Maybe there are services (e.g., tutoring, personal support) that will help you stay. Talk to your instructors; see what advice and help they can offer.

DON’T LEAVE UNLESS YOU MUST - BUT, IF YOU DO, TAKE CARE OF BUSINESS BEFORE YOU GO.

Go to the Financial Aid Office immediately. Learn how much you will owe and how you will have to repay it.

Please work with the Financial Aid Office. You can arrange for regular payments with the federal government without losing your student aid eligibility, so it is important to take care of the details before you go. If you leave without taking care of this business and you owe money, the Financial Aid Office will place a national HOLD on your student aid eligibility. You may also be referred to a debt collection agency if you do not take immediate action.

To be eligible for a new (first-time) Cal Grant A award, students must have a minimum of one full academic year of school work remaining and must be enrolled in at least 6 units of course work.

To apply, students must submit a Free Application for Federal Student Aid (FAFSA) and a GPA verification form by the deadline date.

**CAL GRANT B**

This grant provides a living allowance for students that come from low-income families. Because this grant is intended for students who would be unable to attend college without such help.

To apply, students must submit a Free Application for Federal Student Aid (FAFSA) and GPA verification form by the deadline date.

**CAL GRANT C**

This grant is intended for students who desire to train for specific occupations, vocations or technical careers, but do not have the financial resources to enter training programs.

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

To apply, students must submit a Free Application for Federal Student Aid (FAFSA) and GPA verification form by the deadline date.

**CHAFEE GRANT**

The California Student Aid Commission (CSAC) administers the California Chafee Program (CCGP). This program provides up to $5,000 of free money to former foster youth for college courses or vocational school training expenses.

You must complete the FAFSA and be enrolled at least six units in an eligible program at WLAC.

You may complete the Chafee Grant Application online and receive additional information at [www.chafee.csac.ca.gov](http://www.chafee.csac.ca.gov).

**LAW ENFORCEMENT PERSONNEL DEPENDENTS (LEPD) GRANT PROGRAM**

This grant program provides educational benefits to the dependents of California police and other law enforcement officers (Chiefs of Police, Police Officers, Sheriffs, Deputy Sheriffs, Marshals, Deputy Marshals, etc.) who have been killed or totally disabled in the line of duty.

For more information contact California Student Aid Commission Phone: (888)224-7268, #3. Web site: [www.specialized@csac.ca.gov](http://www.specialized@csac.ca.gov).

**BOARD OF GOVERNORS FEE WAIVER (BOGFW)**

The Board of Governors Fee Waiver (BOGFW) is offered by the California Community Colleges to help low-income students waive enrollment fees. Fees paid for students under this program include enrollment charges for the academic year and for summer session(s). Applicants do not have to be enrolled in a specific number of units or courses to receive this waiver. The fee waiver does not require repayment. The BOGFW does not waive the health fee. For further information, please see “Board of Governor’s Waiver and Enrollment Fee Assistance” (in the “Admissions Policies and Information” section).

*Note*: The Admissions Office makes the determination of whether a student is a California resident or a non-resident. Non-Resident students are not eligible for BOGFW with the exception of AB 540 students.

**REPAYMENT OF LOANS**

Repayment status begins nine months after the borrower graduates, withdraws, or ceases to be at least a half-time student, and can be extended to ten years and nine months after such date. During the repayment period, 5% interest is charged on the unpaid balance of the loan.
Students who are interested in the terms and conditions of the loan prior to applying for aid should come to the Financial Aid Office and ask for a copy of the promissory note.

**FEDERAL STAFFORD LOAN PROGRAM**
Eligibility for the Stafford Loan Program is based on financial need. In order to apply, applicants must submit a Stafford Loan Application as well as a Free Application for Federal Student Aid (FAFSA). To be eligible, a student must be enrolled in at least 6 units for the entire loan period. Repayment begins six months after a student ceases being a half-time student, withdraws, or graduates from school. All potential borrowers must attend a Debt Management Loan Workshop prior to being considered for processing for a Stafford Loan. The school which the applicant will attend must originate the Direct Stafford Loan Application before eligibility is established.

Students should refer to the Financial Aid Handbook for the loan limits set by the Los Angeles Community College District in an effort to emphasize and promote prudent debt management.

**SUBSIDIZED LOANS**
A subsidized loan in which the federal government will pay the interest on your loan while you are enrolled at least half time. Once you graduate, cease to be enrolled at least half time, or completely withdraw, you will be responsible to pay for the interest and begin making payments on your loan debt balance including interest payments. The federal government has made NEW changes to loan subsidies and aggregate loan limits. For a full explanation please visit: [www.studentloans.gov](http://www.studentloans.gov)

**UNSUBSIDIZED LOANS**
An unsubsidized loan is a loan in which the Federal Government does not pay interest on your loan. The interest on this loan begins accruing from the date the funds are disbursed. You are solely responsible to pay for the interest and loan debt balance for the entire life of the loan. The federal government has made NEW changes to loan subsidies and aggregate loan limits. For a full explanation please visit: [www.studentloans.gov](http://www.studentloans.gov)

**OTHER SOURCES OF FINANCIAL AID**
Employment - Federal Work-Study Program (FWS)
The FWS program is a Federal program which enables students to earn part of their financial aid award through part-time employment. To be eligible, students must be U.S. citizens or eligible noncitizens, enrolled in the appropriate number of units, and must maintain good academic standing while employed under the program. Hourly wages vary with the type of work, work experience, and the number of units completed.

**Additional Information**
The Student Financial Aid section of this catalog is intended to give students an overview of the financial aid programs at West Los Angeles College. A financial aid handbook, “Financial Aid Guide,” is available from the Financial Aid Office. It was written specifically to inform West Los Angeles College students about matters pertaining to financial aid on this campus, and it contains a more comprehensive explanation of satisfactory academic progress standards, financial aid programs, procedures and regulations.

**How Student Financial Aid Is Determined**
Most financial aid awards are based on demonstrated financial need, which is the difference between cost of attendance and the expected family contribution:

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<tr>
<th>COST OF ATTENDANCE</th>
<th>EXPECTED FAMILY CONTRIBUTION</th>
<th>NEED</th>
</tr>
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</table>

A parent’s or student’s contribution is determined from the information reported on the FAFSA and may be verified by a Federal Income Tax transcript (1040), and by agencies providing nontaxable income to the family.

Once the student’s financial need and eligibility are established, a ‘package of aid’ is provided which may be a combination of different aid programs. This package can consist of a combination of grant, work-study and loan funds.

The LACCD prefers to meet a student’s need with a combination of grant and self-help aid whenever possible.

**Satisfactory Academic Progress Policy for Financial Aid Recipients**
To be eligible to receive financial aid, a student must meet all of the following criteria:

**Initial Eligibility**
In order to establish initial eligibility when applying for financial aid, students must meet all standards of satisfactory progress based on course work that is part of the Los Angeles Community College District’s official student records.

If applicants have one semester in which progress was substandard, they will be placed on warning and considered for aid. Applicants with two or more semesters of substandard progress are not eligible and are expected to go through the appeal process to be considered.
Application of Standards
Satisfactory progress will be determined:

1. Upon publication of grades by the college Admissions Office.
2. Prior to the first disbursement of the fall and/or spring/summer semester(s) for students on warning.
3. Review of the 90-unit limit will occur at the beginning of the semester. Students with fewer than 90 units within the LACCD at the time of review will be considered eligible for the remainder of that semester as long as all other standards are met.

Failure to Meet the Standards of Satisfactory Progress
Students failing to meet any one or more of the standards will be disqualified from financial aid. Students will be notified of their status via their school issued LACCD email.

Disqualification
Students who are ineligible for financial aid at any LACCD college are ineligible at all colleges within the LACCD.

Satisfactory Progress Standards
1. Students must maintain a semester and cumulative GPA of 2.00.
2. Students must have completed fewer than 90 units within the LACCD at the start of the semester. The college may make exceptions for students who may require additional units to complete their educational goal.
3. Eligibility for financial aid for classes of Instructional Television (ITV) must meet the same standards of regular courses.

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<thead>
<tr>
<th>Type of Class</th>
<th>Financial Aid</th>
<th>Eligibility</th>
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</thead>
<tbody>
<tr>
<td>Pass/No Pass</td>
<td>X</td>
<td>NO</td>
</tr>
<tr>
<td>ITV</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Audited Classes</td>
<td>X</td>
<td></td>
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4. Students are allowed 90 attempted units within the LACCD in which to complete their educational goal. Attending full time (12 or more units per semester), students would be expected to complete their program in three years.
5. Students must complete more than 67% of semester units attempted.

NOTE: Students should refer to this catalog for rules relating to repeatability of certain classes. Continued eligibility is based on progress at the institution from which aid is requested, except for total unit limitation.

Determination of Disqualification
1. Students who have met their educational goal are ineligible for further financial aid.
2. Students who have attempted 90 units with the LACCD are ineligible for further financial aid beyond the semester in which the 90 units were attempted.
3. Students who do not achieve a cumulative GPA of 2.00 or better by the end of the semester must be disqualified.
4. Students must complete at least 67% of the cumulative units attempted.
5. Students may not have earned an Associates of Arts (AA) or Associate of Science (AS) degree outside of the Los Angeles Community College District nor have already earned a baccalaureate degree or higher.

Appeals
Students may appeal financial aid disqualification by submitting a written appeal to the College Financial Aid Office. The College Financial Aid Office establishes deadline dates for submission of appeals through administrative channels established at the College. Students may be reinstated when they have met all of the satisfactory progress standards or by an appeal; however, awards cannot be paid retroactively.

Each student must have an educational goal or objective that can be met at the institution from which financial aid is requested. Within the LACCD, having an educational goal is defined as:

1. Being enrolled in an eligible program or course of study leading to an Associate of Arts or Associate of Science Degree;
2. Being enrolled in a course leading to a Certificate upon completion; or
3. Being enrolled in a transfer program leading to a baccalaureate degree program.

HEALTH CENTER

The Student Health Center in Building A-9 offers free or low cost healthcare services to all currently-enrolled students. All medical services are provided by a certified Nurse Practitioner. An On-call Physician is available for medical consults. The student health center is closed weekends and all official holidays.

The mandatory Student Health Fee of $11 per semester ($8 during the Summer and Winter Intersession, and
subject to change) underwrites our health services and is payable at the time of registration.

The Student Health Center offers short term mental health counseling services (by appointment only) to students on campus. For more information on this service please call (310) 287-4478.

The Student Health Center requests everyone with serious medical emergencies on campus to call the Campus Sheriff at (310) 287-4314 in Lot 5, for assistance. The Campus Sheriff can provide first aid and contact paramedic and ambulance services in the area. Emergency call boxes are located throughout the campus.

For more information please call (310) 287-4478, or go to: www.wlac.edu/Health-Center/index.aspx

HONORS

HONOR SOCIETIES

Alpha Gamma Sigma / Phi Lambda Kappa
Alpha Gamma Sigma (AGS) is an honor society whose purpose is to promote and recognize scholastic achievement, cultural activities, leadership, scholarship, and to emphasize good character among students. The West Los Angeles College chapter of AGS, Phi Lambda Kappa, is involved in many campus activities and achieves community outreach through its charitable donations and service work at the college. Members of AGS assist with major college events such as the Dean’s Honor Reception, the Scholarship Reception, and Commencement.

Phi Theta Kappa – International Honor Society
The purpose of Phi Theta Kappa (PTK) is to recognize and encourage scholarship among two-year college students. To achieve this purpose, PTK provides an opportunity to develop leadership through service, for an intellectual climate in which to exchange ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. Students must have earned and maintain a 3.5 grade point average to be a member of PTK. Membership is open to full time, part-time, and international students. PTK currently meets once per month. For further information, please contact the Transfer Center.

TRANSFER HONORS PROGRAM
The Transfer Honors Program provides priority consideration for admission to selected prestigious four-year institutions including: UCLA, UC Irvine, UC Riverside, UC Santa Barbara, UC Santa Cruz, Azusa Pacific University, Chapman University, CSU Fullerton, CSU Stanislaus, LMU, Occidental College, Pepperdine University, Pitzer College, Pomona College, San Diego State University, University of Judaism, and Whitman College.

Program Benefits:
• Transcripts reflect participation in the program with “Honors” designation.
• Access to an Honors Counselor.
• Guest speakers, seminars, field trips to cultural events and concerts to further enhance Honors classes.
• Priority in application for Transfer Alliance Program scholarships.
• Participation in the annual Honors Student Research Conference at UC Irvine.
• Bus trips and tours to Alliance universities.
• Opportunities for interaction and individual conferences, and mentoring.

To Qualify for the Transfer Honors Program:
For continuing WEST students:
• Be eligible for English 101
• Completed 12 transferable college units
• Minimum GPA 3.2

For entry of High School Graduates:
• Minimum GPA 3.2
• Eligible for English 101 by assessment or AP Scores

To Apply:
Obtain and complete an application from the Transfer Honors web page at www.wlac.edu/Transfer-Programs/Transfer-Honors-Program.aspx as well as the following:

• Unofficial transcripts from all institutions attended
• 500 word essay describing your academic experience thus far, your academic & professional goals for the future, and finally why you would like to be a part of the Transfer Honors Program.
• Submit your complete application packet to the Transfer Center/ Counseling office during the submission period listed on the Transfer Honors website. All applications are reviewed by the Transfer Honors Committee which is a minimum 10 day process after the start of each semester. Applicants will be notified of the committee’s selection decision by the Transfer Honors Program Director.

Contract Honors Courses:
As a contract honors program any UC/CSU transferable course is eligible as honors with the instructors permission. The honors contract will reflect all requirements that must be met to earn the honor’s credit. Students must earn an “A” or “B” in the course in order to have the “Honors” notation placed on their transcript.
To Complete the Honors Program:
- Complete a minimum of 18 transferable units at WEST, consisting of 5 or 6 designated "Honors Courses"
- Complete a 200 level Math Course
- Have a GPA of 3.0 or higher in all course work
- Complete and file an application for admissions to your intended transfer university when appropriate.

For More Information please contact:
(310) 287-4289 | transferhonors@wlac.edu
SSB - 3rd Floor

DEAN’S HONOR
West Los Angeles College encourages academic excellence. Students who have completed at least 12 units in one semester with a grade point average of 3.5 or better are placed on the Dean’s List and remain there from semester to semester by maintaining a 3.5 grade-point average. Part-time students are placed on the Dean’s List after they have accumulated 12 units of work with a grade-point average of 3.5 or better and additionally for each semester’s increment of 6-11 units for which a grade point average of 3.5 is maintained.

Notation of Dean’s List achievement is made on the students’ permanent record.

HONOR CORDS
Braided gold honor cords are awarded to those students who graduate “Summa Cum Laude” with a GPA of 3.70-4.0.

Braided gold and blue honor cords are awarded to those students who graduate “Magna Cum Laude” with a GPA of 3.50-3.69.

Braided blue honor cords are awarded to those students who graduate “Cum Laude” with a GPA of 3.00-3.49.

Honor cords are presented only to students who qualify and participate in Commencement. Students who already possess an Associate in Arts or Science or equivalent, or an advanced degree are not eligible for these awards.

INTERCOLLEGIATE ATHLETICS
West Los Angeles College is a member of the Western State Athletic Conference. Other member institutions include Allan Hancock College, Antelope Valley College, Bakersfield College, Glendale College, Los Angeles Pierce College, Los Angeles Valley College, Santa Barbara City College, Ventura College, Oxnard College, College of the Canyons, Cuesta College, Moorpark College, and Santa Monica College. The Western State Conference of the California Community College Athletic Association (CCCAA), constitution and codes govern competition and eligibility.

Intercollegiate competition for men is offered in basketball cross-country, track & field, football, and baseball. Competition for women is offered in basketball, cross-country, track & field, volleyball, and soccer.

All questions pertaining to athletic eligibility should be directed to the Director of Intercollegiate Athletics at (310) 287-4513. You may also direct questions pertaining to athletic academic advising, and NCAA or NAIA rules for community college transfer students the West Los Angeles College Athletic Academic Counselor, at (310) 287-4273.

INTERNATIONAL STUDENTS

INTERNATIONAL F-1 VISA STUDENTS/ADMISSIONS
West Los Angeles College is an institution approved to issue certificates of eligibility (I-20) for non-immigrant student status. West Los Angeles College accepts qualified international students who wish to pursue occupational, transfer, and A.A. degree curricula. Refer to Admissions section of the catalog for details about admissions criteria.

Students with F-1 visa status must maintain a full time academic load of 12 or more units each Fall and Spring semester. Student services include counseling, instructional support (tutoring) and a learning skills center, a student organization and an international student club. Information is available at www.wlac.edu/International-f1-visa/index.aspx

INTERNATIONAL STUDENT MEDICAL INSURANCE FEE
International students attending a college in the Los Angeles Community College District under an F or M visa shall be charged a medical insurance fee equal to the cost of medical insurance purchased by the District on the student’s behalf.

In exchange for the International Student Medical Insurance fee, international students will be provided with a medical insurance policy with the following minimum coverage:

1. Medical benefits of $250,000 maximum benefit, with a per incident maximum benefit of $100,000.
2. Repatriation of remains in the amount of $15,000.
3. Expenses associated with the medical evacuation of the student to his or her home country in the amount of $50,000.
4. Deductible not to exceed $500 per accident or illness. $25 co-pay for physician and urgent care visits. $100 co-pay for emergency room visits. Co-pay fees are waived if referred by the Student Health Center.
5. The maximum out-of-pocket expense is $2,500 if out-of-network medical services are used.

PARKING

CAMPUS PARKING, TRAFFIC, AND SAFETY REGULATIONS

The maximum speed limit is eight (8) miles per hour on all parking facilities and 25 miles per hour on campus roads. All persons driving a vehicle on the campus are required to comply with the traffic laws of the State of California and the rules and regulations pursuant to Section 21113A of the California Vehicle Code.

Violations of any of the regulations set forth below may result in a citation being issued.

Section 21113A. CVC grants the President of West Los Angeles College authority to regulate and impose special conditions regarding traffic and parking regulations which include the authority to have vehicles which block traffic flow and pose a safety hazard or are abandoned with no license towed away at the owner’s expense.

Vehicles parking in areas designated as tow-away zones will be towed away – no exceptions. Please check fences and curbs for tow-away signs. ALL POSTED CAMPUS TRAFFIC AND PARKING REGULATIONS WILL BE ENFORCED. Parking on campus is a privilege, and permission to park may be revoked at any time.

West Los Angeles College assumes no responsibility for damage to any motor vehicle, theft of its contents, or injury to persons operating such vehicles on or off the campus.

Free parking is available on Stocker Street.

METERED PARKING STALLS ARE USED PRIMARILY FOR VISITORS. STUDENTS WITH A PERMIT MAY USE THE METER, BUT THEY MUST PAY.

A VALID PERMIT MUST BE DISPLAYED AT ALL TIMES. A STUDENT’S WEST LOS ANGELES COLLEGE PARKING DECAL IS VALID AT EACH LOS ANGELES COMMUNITY COLLEGE DISTRICT CAMPUS AT WHICH THE STUDENT IS CURRENTLY ENROLLED IN CLASSES.

Student parking permits are also issued in the Business Office, Building SSB, upon payment of the student parking fees.

Parking passes can be ordered online at http://www.wlac.edu/Transportation/Parking.aspx.

The parking permit serves as permission to park and is not a guarantee of a parking space.

Spaces designated as ASO Preferred are restricted to ASO members and employees of LACCD. Spaces designated as staff parking are restricted to employees of LACCD.

See STUDENT FEES section in this college catalog for more details. A two-week grace period to purchase parking permits is given for the Fall/Spring semesters. A one-week grace period is given for the Summer/Winter sessions.

SCHOLARSHIPS

Throughout the year, West Los Angeles College receives announcements about scholarship opportunities for students. The focus of each scholarship is different; some require academic excellence, some require financial need, and some are awarded to students majoring in specific areas of study. The Student Activities Office will post these announcements on its bulletin boards as well as make general announcements in campus media.

Updated information and scholarship applications will be available in the Student Activities Building (A9); the Student Services Office (SSB 440); and the Financial Aid Office (SSB 210).

TRANSFER CENTER

Building SSB | (310) 287- 4353
Monday – Thursday: 8:30am - 5:00pm
Friday 8:30am - 1:00pm

The West Los Angeles College Transfer Center is a valuable resource for students interested in a four-year university. The goal of the Transfer Center is to engage students in the transfer process, and produce a successful transfer student. It is a place to relax and interact with other students who have similar goals.

Staff and student workers are available to assist you regarding the transfer process.

Students can meet with university representatives who can answer questions and provide information to increase transfer success.

Students can browse through literature and computer programs for transfer and career exploration.
The Transfer Center is your connection to your future.

Resources available include:

- Brochures, catalogs and other material outlining universities and transfer requirements.
- Opportunities to have one-on-one advising sessions with university representatives.
- Access to computer-based programs such as EUREKA, to explore career and transfer options.
- Transfer fairs highlighting the UC/CSU system, as well as private and out-of-state universities.
- Transfer Preparedness Workshops facilitated by counseling staff.
- Field Trips to four-year colleges and universities.

The goal of the transfer center is to engage students in the transfer process, therefore producing a successful transfer student.

TRANSFER HONORS PROGRAM

See Honors heading earlier in this section of the catalog.

VETERANS SERVICES

West Los Angeles College programs are approved for veterans, enabling the College to work in close cooperation with the Veterans Administration by offering training under the provisions of Public Law 894 (Federal Education Rehabilitation Program), and Public Law 634 (War Orphans Act). WLAC also works closely with the California Veterans Educational Institute under the provisions of Chapter 34, Title 38, of the United States Code.

In order to be eligible to receive assistance, students must apply to the college, meet all admission requirements, and complete the necessary “Veterans Educational Benefits” forms (obtained from and returned to the Veterans Affairs Office). Veterans receiving assistance are responsible for knowing and strictly observing the regulations regarding a change of objectives, withdrawing from classes, overpayments, program planning, and the 60-unit rule.

The Veterans Affairs Office is located in the Student Services Building, SSB, and provides information and services for all veterans.

Withdrawals

It is the responsibility of veterans to immediately inform the Office of Veterans Affairs of any changes in enrollment status (changes in units taken). The last day of a veteran’s attendance in class must be immediately reported to the Veterans Administration in order to avoid overpayments. An excessive number of units of “W” may lead to academic probation or disqualification. Completing the appropriate form or giving written notice to the Admissions Office represents official withdrawal from a class.
ACCELERATED COLLEGE TRANSFER (ACT)

The Accelerated College Transfer (ACT) program is a two-year sequence of coursework designed for the highly motivated student who is interested in a non-traditional pathway to degree completion and/or transfer. The ACT program offers multiple two-year pathways to complete the following Associate of Arts degrees while simultaneously fulfilling IGETC requirements for transfer to UC and CSU campuses:

- Business Administration
- Liberal Arts and Sciences: Behavioral and Social Sciences
- Liberal Arts and Sciences: Health Professions
- Liberal Arts and Sciences: Math, Science and Computer Science

The ACT program features hybrid (classroom-based and online instruction) in 8-week sessions to offer flexible degree and certificate pathways for individuals with demanding schedules that conflict with traditional weekday course offerings. Some courses (including Math) are scheduled fully online for 16 weeks. Science courses with lab components are scheduled as fully classroom-based for 16 weeks. The two-year pathways also include fully online courses to enable students to complete 15 units or more in any given semester. The mixed format of the ACT program grants students the flexibility to complete entire degree/certificate programs during evenings, on the weekend, and online. Please visit the website at [www.wlac.edu/Act/index.aspx](http://www.wlac.edu/Act/index.aspx) for details.

BOOKSTORE

The Bookstore offers a variety of services to students, faculty and staff at West Los Angeles College.

The Bookstore sells textbooks and supplies, college and Wildcats logo merchandise, study aids and computer software. The Bookstore’s textbook rental program saves students an average of 60% or more compared to new textbook purchase price. The store also operates the PAWS 4 Snacks & Stuff convenience store in building B-4 which stocks a wide variety of snacks and beverages.

The Bookstore buys back used books during the last week of final exams in the Fall and Spring terms.

It is open five days a week, Monday through Thursday from 9:30am- 7:00pm and Friday 9:30am- 2:00pm. Hours of operation may vary at the beginning of semesters and during semester breaks.

The Bookstore telephone number is (310) 287-4560. Additional information on the Bookstore and services provided can be found at [www.wlac.edu/Bookstore/index.aspx](http://www.wlac.edu/Bookstore/index.aspx).

COMPUTER SCIENCE INFORMATION TECHNOLOGY DIVISION

The Computer Science Information Technology (CSIT) Division provides a number of computer labs to support the various instructional programs. Labs, in general, are organized by curriculum or training program.

Primary labs include; a CISCO/VMware lab (25 workstations), a Linux lab (30 workstations) supporting the cloud computing and virtualization curriculum, and three general purpose computing labs consisting of approximately 130 computers. The general purpose labs support programming, web design & development, Microsoft system & application, and Oracle database courses.

Students also have access to a general purpose lab that provides access to a wide range of software resources including; Microsoft Office, Microsoft Visual Studio, Adobe Web Premium, Legal Solutions Plus, WordPerfect, and SharePoint. Lab computers generally run the latest Microsoft operating system version.

Students will have access to Mac minis, iMacs, and Mac Pros.

Labs and classroom resources are often provided through one of many industry alliances established by the CSIT department. Key academic alliances are with Microsoft, CISCO, VMware (virtualization), EMC (information storage), Oracle (Database), Apple (Apple University Alliance) and CompTIA (Computer A+ Security+ certification). Through these alliances, students and faculty have access to software and training resources free of charge or at significant discounts.

DISTANCE LEARNING PROGRAM

Anytime, anywhere education is online at West Los Angeles College! Get connected with West’s comprehensive Distance Learning Program and earn college credit in a variety of online and hybrid classes that provide flexibility in scheduling and the ability to study when it is convenient for you. Online and hybrid classes feature the same content and offer the same transferability as on-campus classes. For transferability information, check out the “Hybrid and Online Classes” section of the current Schedule of Classes or visit the West Los Angeles College Distance Learning Program web site at [www.wlac.edu/online](http://www.wlac.edu/online).

Online classes are fully interactive, and most do not require any campus visits. Students have the flexibility of accessing course work 24 hours a day, 7 days a week from any up-to-date computer with Internet access.
Students are also welcome to access online classes using the Library Instructional Research Lab (LIRL) on the 2nd floor of the Library. Hybrid classes have an on-campus requirement; see the current Schedule of Classes or visit the Distance Learning Program web site at www.wlac.edu/Online for specific course requirements.

Please visit www.wlac.edu/online for a list of current hybrid and online class offerings, online student services and more. For questions, or to request additional information, contact the Dean of Distance Learning & Instructional Technology, at (310) 287-4305.

Degrees Available Completely Online
- Accounting
- Anthropology
- Business
- Business Administration
- Computer Network and Security Management
- Computer Science Information Technology
- English
- Fire Technology
- Liberal Arts
- Marketing
- Real Estate

Degrees Available Primarily Online
- Administration of Justice
- Child Development
- Computer Application and Office Technologies
- Computer Web Support / Database Administration
- Economics
- History
- Hospitality
- Management – Small Business
- Philosophy
- Political Science
- Science
- Spanish
- Travel

Certificates of Achievement Available Completely Online
- Accounting
- Computer Network and Information System Security
- Computer Network Management
- Computer Science Information Technology
- Computer Web Support and Administration
- Fire Technology
- Hotel Front Desk and Back Office Operations

Certificates of Achievement Available Primarily Online
- Business Application and Database Management
- Child Development
- Computer Web Support & Database Administration
- Event and Convention Planning
- Hospitality
- Hotel Sales and Marketing
- Management – Small Business

FOOD SERVICE
The Bookstore provides a wide variety of hot and cold “grab and go” food and beverages. The PAWS convenience store in building B-4, also offers an assortment of snacks and beverages for students on the go.

A food truck is also available.

HOUSING
The college does not provide residence facilities. Rooms and apartments are available in nearby communities.

JUMPSTART PROGRAM
JUMPSTART provides high school students the opportunity to earn transferable college credits, begin preparing for a career, and earn credits toward high school graduation through participation in a supportive academic experience.

Students may enroll in college level classes offered at West or in specifically designated courses offered at their high school.

Students must obtain written permission from their parents and high school counselors to participate in JUMPSTART.

For more information, please call (310) 287-4451.

LEARNING SKILLS
Learning skills classes address basic skills in English, language acquisition, and mathematics. Basic skills courses include classes on reading fundamentals, grammar and mechanics, vocabulary development, and essay writing, as well as basic math through intermediate algebra. Courses in the Learning Skills curriculum are designed to help students prepare for and progress through basic skills coursework in English and Math.
LIBRARY AND LEARNING RESOURCES

The Library and Learning Resources Division actively seeks to help students in achieving their ultimate educational goal- academic success. Thus, it seeks to accommodate and to support the variety of learning styles that students develop to achieve that success.

A student, for example, may want to study alone or in a group; accomplish research in the traditional method or learn about new online methods of research; polish basic skills in English or Math or supplement subject-content courses (e.g., Chemistry, Foreign Language, History, Political Science) in a computer-assisted instructional environment; or seek tutorial assistance. Any student can accomplish any combination of these modes of learning in the Division of Library and Learning Resources.

The Division consists of two departments: the Library, and the Learning Center. The Division occupies the Heldman Learning Resource Center (HRLC) building. The Library is located on the 2nd and 3rd floors, and the Learning Center is located on the ground level.

Free Wi-Fi access is available to all West students and staff. Wi-Fi access points are strategically located throughout the Library building to allow Internet access anywhere within the building.

Operational hours vary from semester to semester, so please contact the Library Circulation Counter (x4408), Learning Center (x4404), Reference Desk (x4269), or visit the Divisional web site www.wlac.edu/Library/index.aspx for current information.

LIBRARY

24/7 Online Reference Services
West Los Angeles College Library offers 24/7 online live chat reference services to answer research question 24 hours a day, 7 days a week.

Audio-Visual and Multimedia Services
Library staff assist faculty and students to access and use the audio-visual & multimedia resources in the Library. Staff also provides instructional media support to faculty.

Book Collection and Other Library Resources
The Library collection consists of approximately 67,000 print titles and approximately 100,000 e-book collection titles. Most of the print titles are available for general circulation. Others are held either in Reference or on Reserve. Print sources include books, monographs, government documents, maps, encyclopedias, dictionaries, and legal materials. Other hardcopy resources include a collection of serials or periodicals of approximately 70 titles.

The Library also maintains an instructional media collection of DVDs, video tapes, CDs, and audio recordings. Remote access is provided for all electronic resources, including several periodical and reference databases.

Information Competency (IC)
Information Competency “is a set of abilities requiring individuals to recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information,” according to the American Library Association. The UCs, CSUs, and the Academic Senate of the Community Colleges of California, among others nationwide, all endorse information competency as a priority for college students. The Western Association of Schools and Colleges names information literacy, among other priority competencies, specifically in their Handbook of Accreditation:

Baccalaureate programs ensure the development of core learning abilities and competencies including, but not limited to, college-level written and oral communication; college-level quantitative skills, information literacy, and the habit of critical analysis of data and argument.

To address this core competency, the Library provides Library Science courses and orientations. Students participate in a teacher-sponsored class-orientation. More ambitious students may want to undertake one of the for-credit Library Science courses, many of which are transferable to CSU and/or UC. Please consult the current Schedule of Classes for the Library Science courses.

Library Lab and Classroom
Library Science courses are taught online, and the workshops are conducted in the Library Internet Research Classroom (LLRC - HLRC 218). All of the Library’s online resources are available in the LLRC for students undertaking Library Science coursework or other formal instruction in information competency.
These resources are also available at the larger Library Instructional Research Lab (LIRL) which is the school’s college-wide computer lab. Both PC and Mac computers are available at LIRL. Together LIRC and LIRL provide over 150 student computers, offering access to the online catalog, periodical and research databases, the Internet, and selected Microsoft applications.

Reference and Circulation Services
The Reference Desk is staffed by librarians who respond to all research and reference queries, assisting students with effective strategies to obtain information. Instructional and bibliographical aids are available in print and on the library web site. At the Circulation Counter, books, textbook reserves, periodicals, and other materials may be checked out for prescribed periods of time.

LEARNING CENTER
Located on the first floor of the HLRC, the Learning Center provides an active learning center. It includes computer assisted instruction facilitated by staff as well as peer and group tutoring. Included in the Learning Center are the Language Lab and the Writing Lab. Hours of operation vary from semester to semester- please contact (310) 287-4404, or visit the library web site.

Tutorial Services
A campus-wide, free Tutorial Services Program provides assistance in many subjects. Tutoring is provided only for courses taught at West Los Angeles College. Peer tutoring is available on a drop-in basis; arrangements may be made for group tutoring. Please consult the current tutoring schedule for availability of tutors and times.

Joyce Jaffe Writing Lab
The Writing Lab services are available on a drop-in basis to any student wanting help with organizing, developing, writing, and revising class papers for courses at West Los Angeles College (e.g., English, Health, Psychology) and with preparing essays for scholarship and transfer applications.

Language Lab
Foreign language lab courses are held in the foreign language lab. Students use interactive multimedia computer tutorials to enhance listening, reading, and writing skills in a foreign language. The lab activities allow the students to review, drill, and master vocabulary and grammar material presented in the lecture course. Foreign language video, audio-cassettes and software keyed to the textbook are available for lab use only. Students taking Spanish online should take the lab course offered online.

SHERIFF SERVICES
The Los Angeles Community College District contracts with the County of Los Angeles Sheriff Department (LASD) to provide law enforcement and security services on campus. The Deputy Sheriffs are peace officers of the State of California. They are teamed on campus with Security Officers hired and trained by the LASD. Police Cadets employed by the College are assigned to work with the Sheriff’s officers.

The Sheriff’s Station is located in Building C-3 on Freshman Drive, inside Parking Lot 5. The Sheriff’s Station is open 24 hours a day throughout the year. The Sheriff handles criminal complaints, personal injury incidents, lost and found property, and general assistance requests for the College.

Sheriff’s Station: (310) 287-4314 Non-Emergency

Emergencies should be reported by calling 9-1-1. For more information about the campus Sheriff or related topics, including Clery Act information, visit www.wlac.edu/Sheriff/index.aspx.

General Regulations on Driving and Parking
1. The person in whose name the vehicle is registered will be held responsible for any violations involving the vehicle.
2. Yield the right of way to pedestrians at all times.
3. Driving or parking a vehicle on pedestrian paths, sidewalks, or safety zones is prohibited. All violators will be cited.
4. Curbs painted red indicate NO PARKING zones. Curbs painted yellow indicate loading and unloading zones for passengers and business deliveries. Curbs painted green indicate "special parking" or limited parking time. Curbs painted blue indicate handicapped parking by Special Permit obtained from Special Services. Student parking is not permitted in Staff/Faculty lots without a Special Permit. Parking in red and yellow zones, loading docks, entrances to buildings and driveways constitutes illegal parking.
5. No vehicle shall back into a stall. Vehicles must park clearly within marked stalls. Failure to do so will constitute illegal parking.
6. The responsibility of finding a legal parking space rests with the motor vehicle operator. LACK OF SPACE IS NOT CONSIDERED A VALID EXCUSE FOR VIOLATION OF THESE REGULATIONS.
7. Any area on campus that has been closed off by barricades or other traffic control devices shall not be entered by any vehicle.

8. Motorcycles, motor-scooters and motorized bicycles may not be parked in bicycle racks nor may they be driven on sidewalks or pedestrian paths. **MOTORCYCLES ARE NOT PERMITTED ON INNER CAMPUS ROADWAYS.**

9. Always lock your car and set brakes when parking.

10. If you feel you have received a parking citation in error, see the College Sheriff between the hours of 7:00 a.m.-9:00 p.m., Monday – Thursday and 8 a.m.-4 p.m., Friday–Saturday (excluding holidays). Sheriff’s Office open 24 hours. For emergency calls: (310) 287-4314, or (310) 287-4315.

**Bicycle Safety Rules**

1. Bicycle racks are provided at various locations on campus. Lock your bicycle to the rack with a sturdy chain to help prevent theft.

2. No bicycle riding is permitted on sidewalks adjacent to classrooms or under arcades.

3. No bicycles are permitted in classrooms, library, gyms, or other school facilities.

4. If bicycles are chained to poles outside classrooms, bicycles must be parked so as not to obstruct sidewalks.

5. Ride with the traffic, obeying all traffic rules as you would on a public highway as per Section 21200 of the California Vehicle Code. If bike lanes are striped on the road, ride within the lanes.

6. It is your responsibility to watch out for pedestrians. Exercise caution on the inner campus and walk your bike during heavily congested periods.

7. Riding on grass is prohibited.

**Roller-skates, in-line skates and skateboards are NOT permitted on campus.**

**Dogs are not permitted on campus**

Service animals are permitted.

Access to campus is limited on weekends and at night. The campus is closed from 11:00 p.m. to 6:00 a.m. Monday-Thursday. 6:00 p.m. to 6:00 a.m. Friday and Saturday.

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**Non-District Sponsored Transportation**

Some classes may be conducted off campus. Unless you are specifically advised otherwise, you are responsible for arranging for your own transportation to and from the class site.

Although the District may assist in coordinating the transportation and/or recommend travel times, route or caravanning, be advised that the District assumes no liability or responsibility for the transportation of any person driving a personal vehicle who is not an agent of the District.

**WESTSIDE EXTENSION**

(West Community Services)

Westside Extension offers an array of elective, not-for-credit classes, workshops and one-day seminars in a wide variety of topics, including career training and preparation, arts and crafts, computers, business, personal finance, performing arts, writing and personal development. Extension classes are taken for career development, personal growth or simply enjoyment, and there are usually no tests or homework. A class may meet just once during a semester, or for several sessions, depending on the topic.

The Extension Program is self-supporting, with all revenues generated from class registration fees. Financial assistance is not available. Three times a year, a Westside Extension brochure of classes is mailed to local residents to promote upcoming classes. Registrations and payment of class fees are handled through the Extension Office only.

The office is located in Parking Lot 5. See the web site for office hours, as they vary throughout the year.

You can view Westside Extension’s offerings at [www.westside.wlac.edu](http://www.westside.wlac.edu) Contact the office by emailing westside@wlac.edu or calling (310) 287-4475.

**CAMPUS AND COMMUNITY PROGRAMS**

Eligibility requirements must be met to participate in CalWORKs, TRIO, SSS, and EOP&S programs.

**CalWORKS**

The program serves eligible students and their families with educational and career support and opportunities that include a variety of resources that facilitate and enable students to complete a pre-gram of study that leads to employment and or college completion.
TRIO Programs
TRIO Programs are federally funded programs that support student success.

Student Support Services
Provides resources and academic services to eligible West Los Angeles College students, increasing persistence, transfer and graduation from postsecondary institutions. Participants receive stipends.

Educational Opportunity Center
This outreach program serves eligible participants with a comprehensive array of services designed to counteract the enormous socio-economic and educational disadvantages constituents face. Participants receive assistance with college admissions and financial aid applications; assistance in preparing for college entrance exams; information and workshops on financial and economic literacy; guidance on secondary school entry and reentry and referrals to GED programs; individualized personal, career, and academic advisement; tutorial services; workshops; assistance with course selection; and mentoring.

Educational Talent Search
Provides services to participants at Webster and Marina Del Rey Middle Schools and Dorsey High School that build confidence through academic services and enrichment activities, grade level success, high school completion and supports post-secondary enrollment.

- **Upward Bound Classic 1** (Crenshaw & Dorsey High Schools)
- **Upward Bound Classic 2** (Los Angeles & Hamilton High Schools)
- **Upward Bound Math Science 1** (Crenshaw & Dorsey High Schools)
- **Upward Bound Math Science 2** (Los Angeles High School) These programs provide academic and cultural experiences as prescribed by the funding sources for eligible participants within the partner schools who have the potential for success and acceptance into college. Programming and activities include afterschool tutoring, Saturday academies and summer programs. The Math Science programs promote STEM postsecondary enrollments. Participants receive stipends.

RULES, REGULATIONS & POLICIES

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators of the Colleges 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 the sustained and independent search for truth, and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner. In the furtherance of the students’ interest in free inquiry and the search for truth, it is also important that students be able to hear the views of non-students and engage in the free exchange of ideas with non-students.

All persons shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state and nation. All persons shall respect and obey the rules, regulations and policies of the Los Angeles Community College District.

Conduct in all of the Los Angeles Community Colleges must conform to District and College rules and regulations. Violations of such rules and regulations may result in disciplinary action depending on the individual’s status as student, faculty, staff or visitor. Violations of such rules and regulations include, but are not limited to, the following:

**Article VIII – Conduct on Campus**

**BOARD RULES 9803 – STANDARDS OF CONDUCT**

**Board Rule 9803.10 WILLFUL DISOBEDIENCE**
Willful disobedience to directions of College officials acting in the performance of their duties.

**Board Rule 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.

**Board Rule 9803.12 DISHONESTY**
Dishonesty, such as cheating, or knowingly furnishing false information to the College.

**Board Rule 9803.13 UNAUTHORIZED ENTRY**
Unauthorized entry to or use of the College facilities.
Board Rule 9803.14 COLLEGE DOCUMENTS
Forgery, alteration, or misuse of College documents, records or identification.

Board Rule 9803.15 DISRUPTION OF CLASSES
Obstruction or disruption of classes, administration, disciplinary procedures, or authorized College activities.

Board Rule 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.

Board Rule 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, or violation of any rules of conduct as set forth in this Article. Any person whose conduct violates this section shall be considered to have interfered with the peaceful conduct of the activities of the college where such acts are committed.

Board Rule 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.

Board Rule 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 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, while participating in any District or college-sponsored function or field trip. “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
F. stimulants and depressants
G. cocaine

Board Rule 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 to all persons except sworn peace officers, police officers, and other governmental employees charged with policing responsibilities.

Board Rule 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, national origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, handicap or veterans status.

Board Rule 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.

Board Rule 9803.23 CONSPIRING TO PERFORM ILLEGAL ACTS
Any agreement between two or more persons to perform illegal acts.

Board Rule 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.

Board Rule 9803.25 DISORDERLY CONDUCT
Conduct that may be considered disorderly includes:
lewd or indecent attire or behavior that disrupts classes or college activities; breach of the peace of the college; aiding or inciting another person to breach the peace of college premises or functions.

Board Rule 9803.26 THEFT OR ABUSE OF COMPUTER RESOURCES
Theft or abuse of computer resources including but not limited to:

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 and 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.

Board Rule 9803.27
PERFORMANCE OF AN ILLEGAL ACT Conduct while present on a college campus or at a location operated and/or controlled by the District or at a District-sponsored event, which is prohibited by local, State, or federal law.

Board Rule 9803.28
ACADEMIC DISHONESTY
Violations of Academic Integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one’s identity for the purpose of enhancing one’s grade.

Board Rule 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:

a. Unsafe conduct in connection with a Health Services Program (e.g., Nursing, Dental Hygiene, etc.);
b. Failure to follow safety directions of District and/or College staff;
c. Willful disregard of safety rules as adopted by the District and or College; and/or
d. Negligent behavior which creates an unsafe environment.

STUDENT DISCIPLINE PROCEDURES
Community college districts are required by law to adopt standards of student conduct along with applicable penalties for violation (Education Code Section 66300). The Los Angeles Community College District has complied with this requirement by adopting Board Rule 9803, Standards of Conduct (see above).

The District has adopted Board Rule 91101, Student Discipline Procedures, to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of Conduct. All proceedings held in accordance with these procedures shall relate specifically to an alleged violation of the established Standards of Conduct. These provisions do not apply to grievance procedures, student organization councils and courts, or residence determination and other academic and legal requirements for admission and retention. Disciplinary measures may be taken by the College independently of any charges filed through civil or criminal authorities, or both.

ARTICLE IX - FREEDOM OF SPEECH
Board Rule 9901
COLLEGES AS NON-PUBLIC FORUMS. The colleges of the Los Angeles Community College District are non-public forums, except for those portions of each college designated as Free Speech Areas are hereby designated as limited public forums, which designation may be removed and reverted to non-public forum designation by the Board of Trustees.

Board Rule 9902
FREE SPEECH AREAS. The college president shall designate an area or areas on the college campus as areas for free discussion and expression by all persons. A Free Speech Area may only be located where there is a normal flow of student traffic with unlimited accessibility. Necessary campus rules governing the operation of such areas shall govern only the time, place and manner in which said areas are to be used. All such rules shall be applied equally and fairly to all persons desiring to use the Free Speech Areas. No restrictions shall be placed on subject matter, topics or viewpoints expressed in Free Speech Areas.

Board Rule 9902.10
RESPONSIBILITIES OF PERSONS USING FREE SPEECH AREAS. All persons using the Free Speech Area of a college are expected to monitor the content of their speech such that the expression (1) is not obscene, libelous or slanderous according to current legal standards, (2) does not create a clear and present danger of the commission of unlawful acts on community college premises, (3) does not violate of lawful community college regulations, or (4) does not substantially disrupt the orderly operation of the college. Any person who is found to have expressed speech in violation of this section may be subject to the sanctions applicable respectively to students, staff, faculty or visitors.

Board Rule 9902.11
DISTRIBUTION OF MATERIALS. Persons using a Free Speech Area shall be allowed to distribute petitions, circulars, leaflets, newspapers, miscellaneous printed matter and other materials, subject to the following restrictions:

A. Such distribution shall take place only within the geographical limits of the Free Speech Area;
B. Any material being distributed which is discarded or dropped in or around the Free Speech Area other
than in an appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the Free Speech Area that day;

C. Persons distributing material shall not impede the progress of passersby, nor shall they force or coerce passersby into taking the proffered material.

Board Rule 9902.12
FORMS OF SPEECH. Persons using a Free Speech Area shall be entitled to exercise their speech privileges in any manner which does not violate the rules of conduct set forth in Article VIII or in this Article, including but not limited to the use of printed materials and the wearing of buttons, badges or other insignia, except that:

A. No means of amplification may be used, electronic or otherwise, which creates any noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or classes taking place at the time;

B. No person using the Free Speech Area shall physically touch, strike or impede the progress of passersby, except for incidental or accidental contact, or initiation of such contact by a passerby;

C. No person using the Free Speech Area shall solicit donations of money, through direct requests for funds, sales of tickets or otherwise, except where he/she is using the Free Speech Area on behalf of and collecting funds for an organization which is registered with the secretary of state as a nonprofit corporation, or is an approved Associated Students Organization or Club.

Board Rule 9903
TIME ALLOTMENTS FOR SPEECH. The president of each college or his/her representative may set reasonable time restrictions on the use of Free Speech Areas, in order to ensure that all persons are given equal access to the use of the Free Speech Area. The times at which the Free Speech Area may be used shall be subject to reasonable campus regulations.

Board Rule 9903.10
BULLETIN BOARDS. Students shall be provided with bulletin boards for use in posting student materials at campus locations convenient for student use. The location and number of such bulletin boards shall be determined by the college president or his/her representative.

Each college may have bulletin boards. The use of the bulletin boards shall be open to use only by students or recognized student organizations and shall be based on a first-come, first-served basis.

Posting of materials on bulletin boards shall be subject to the limitations concerning the manner of exercising students' rights of free expression in Free Speech Areas pursuant to Section 9902.10.

All materials displayed shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the college president's designee.

The president of each college shall prescribe reasonable lengths of time during which such printed material may be posted on the bulletin boards with the object of assuring fair access to the bulletin boards for all students.

Board Rule 9903.11
POSTING AREAS. The president of each college, or his/her representative, may designate areas other than the bulletin boards for display of materials.

Board Rule 9904
STUDENT USE OF AREAS NOT DESIGNATED FOR FREE SPEECH ACTIVITIES. Student use of classrooms, rooms, buildings, facilities and grounds not designated as Free Speech Areas or otherwise designated for student free speech exercises in accordance with this Article shall be governed by the rules and regulations established pursuant to Article X, relating to student activities and events.

Board Rule 9905
VISITOR USE OF AREAS NOT DESIGNATED FOR FREE SPEECH ACTIVITIES. Visitor use of any areas, classrooms, rooms, buildings, facilities and grounds not designated as Free Speech Areas is subject to the Civic Center Permit rules set forth in Chapter VII, Article 2 of these Board Rules.

ARTICLE X - EVENTS AND ACTIVITIES OF STUDENTS AND STUDENT GROUPS

Board Rule 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.
Board Rule 91004.12
NON-CENSORSHIP OF LECTURERS AND SPEAKERS. Those routine procedures required by an institution before a guest speaker is invited to appear on campus shall be designed only to insure that there is an orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities shall not be used as a device of censorship. It shall be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

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

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, and 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.

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

RECORDING DEVICES
State law in California prohibits the use of any electronic listening or recording device in a classroom without prior consent of the instructor and college administration. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Vice President of Academic Affairs for approval.

SMOKING POLICY
Smoking is not permitted on campus except for designated smoking zones.

STUDENT DISCIPLINE PROCEDURES
Violation of the above Board Rules shall result in student discipline imposed in accordance with the Student Discipline Procedures as stated in Board Rule 91101.

Discipline includes warning, reprimand, disciplinary probation, suspension or termination of financial aid, suspension, withdrawal of consent to remain on campus, expulsion subject to reconsideration, and permanent expulsion.

Furthermore, institutional policies and practices may impose disciplinary sanctions on students and employees consistent with local, State, and federal law, up to and including expulsion, termination of employment, and referral for prosecution for violations of the standard of conduct. The Los Angeles Community College District is committed to drug- and alcohol-free campuses, and we ask you to share in this commitment and dedication.

STUDENT RESPONSIBILITY
The College believes that education requires the concentrated effort of both the instructor and the student. Consequently, the student is held responsible for providing the time and personal effort and motivation necessary to meet the requirements of all his or her courses. This would include regular and prompt attendance, adequate study time, and careful adherence to the specific course work requested by the instructor.

STUDENTS RIGHT TO KNOW

In compliance with the Students-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 West Los Angeles 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. These rates do not represent the success rates of the entire student population at West Los Angeles College, nor do they account for student outcomes occurring after this three-year period. The completion rate numbers for West Los Angeles College can be found at:

http://srtk.cccco.edu/index.asp.
POLICY ON STUDENT AND PUBLIC COMPLAINTS AGAINST INSTITUTIONS

The Los Angeles Community College District and West Los Angeles College have in place student grievance and public complaint policies and procedures that are reasonable, equitably administered, and shared openly with the public.

The District

Specifically, the Board Rules are accessible online at the District Website under the Board of Trustees link. Board Rule 15003 defines key terms for the complaint process (e.g. complaint and discrimination) and uses terms under federal and state laws and the categories of discrimination (see LACCD Board Rule 15003 at http://www.laccd.edu/Board/Documents/BoardRules/Chapter%20XV.docx). In addition to prohibited discrimination, other student complaints and grievances are described in Administrative Regulations promulgated under the rules which are available online at the District’s website (see LACCD Board Rule 9803 at http://www.laccd.edu/Board/Documents/BoardRules/Ch.IX-ArticleVIII.pdf).

Complaints are addressed in the following categories:

- Financial Aid: Describes the district appeals review process for college decisions regarding financial aid appeals;
- Admissions and Health (Nursing): Explains the program admissions, academic, and health requirements for the District’s nursing programs. Dismissal and appeals procedures are detailed in this regulation as well;
- Grades: Details the procedures for resolving student grievances, including grade challenges;
- Student Grievance Procedures: Explains the appeal procedure at the district-level following certain types of grievances;
- Disability Services: Describes the criteria for serving students with disabilities, including appeals of eligibility determination and accommodations;


The College

Key components of the procedures and processes for complaints and grievances include:

- Student Grievance Procedure
- Student Discipline
- Grade Complaints
- Students Rights to Know (refer to the Students Rights to Know section of this catalog)[4]

Students with grievances should contact the college ombudsperson appointed by the Office of the President (Administrative Regulation E-55) see www.wlac.edu/Policies/Grievance.aspx

Prohibited discrimination complaints (including sexual harassment claims) should be directed to the LACCD Office of Diversity (https://www.laccd.edu/FacultyStaff/diversity/Pages/default.aspx) for review and, if appropriate, investigation. If the complaint warrants an investigation, the compliance officer completes the investigation within 60 days and makes a written report to the College president for college-based matters. The College president independently assesses whether the “preponderance of the evidence” supports a violation of the prohibited discrimination policy. Prior to making a final decision, the complainant(s) and the alleged offender(s) are provided with a summary of the compliance officer’s findings from the investigation, and they are provided an opportunity to make an oral statement to the College president.

Issues that are not resolved at the campus level may be presented to the Accrediting Commission for Community and Junior Colleges (ACCJC) for complaints associated with institutional compliance with academic program quality and accrediting standards. If the complaint cannot be resolved at the campus level and is unrelated to academic program quality and accrediting standards, it can be directed to the CCC Chancellor’s Office.
<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>TYPE OF</th>
<th>AGENCY</th>
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<tr>
<td>Accrediting Commission for Community and Junior Colleges (ACCJC)</td>
<td>Accreditation</td>
<td>10 Commercial Boulevard, Suite 204, Novato, CA 94949 (405) 506-0234 <a href="http://www.accjc.org/contacting-accjc">http://www.accjc.org/contacting-accjc</a></td>
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<tr>
<td>California Community College Chancellor’s Office (CCCCO)</td>
<td>Approves</td>
<td>1102 Q St, Suite 4550, Sacramento, CA 95811-6549 <a href="http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx">http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx</a></td>
</tr>
<tr>
<td>Administration of Justice</td>
<td>Certification</td>
<td>California Commission on Peace Officer Standards &amp; Training (POST) 860 Stillwater Road, Suite 100</td>
</tr>
<tr>
<td>Aviation Maintenance Technician</td>
<td>Certification</td>
<td>Federal Aviation Administration (FAA) 15000 Aviation Boulevard, Suite 2000</td>
</tr>
<tr>
<td>Certified Nurse Assistant and Home Health Aide</td>
<td>Certification</td>
<td>California Department of Public Health (CDPH) PO Box 997377, MS 0500</td>
</tr>
<tr>
<td>Child Development</td>
<td>Approval</td>
<td>Department of Public Social Services State of California Commission on Teacher Credentialing 1900 Capitol Avenue</td>
</tr>
<tr>
<td>Paralegal</td>
<td>Approval</td>
<td>Standing Committee on Paralegals American Bar Association 321 N. Clark Street, 19th Floor</td>
</tr>
<tr>
<td>Real Estate</td>
<td>Certification</td>
<td>California State Department of Real Estate 320 West 4th Street, Suite 350</td>
</tr>
<tr>
<td>Real Estate Appraiser Skill Certificate</td>
<td>Certification</td>
<td>California Bureau of Real Estate Appraisers (BREA) Enforcement Unit 1102 Q Street, Suite 4100</td>
</tr>
</tbody>
</table>
**Student Grievance Policies & Procedures**

The purpose of the student grievance procedure is to provide a prompt and equitable means of resolving student grievances. The procedure enumerated in Administrative Regulation E-55 shall be available to any student or applicant for admission who believes a College decision or action has adversely affected his or her status, rights, and/or privileges as a student. Education Code Section 76224(a) governs grievances relating to course grades.

**Section 76224(a) provides:**

“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.”

Before filing a grievance, each student with a complaint should first try to resolve the problem informally by contacting and discussing the matter with the person involved. If that effort fails and the complaint involves a faculty member, the student should contact the appropriate department chairperson next, and then contact the appropriate Dean of Academic Affairs if the matter is not resolved.

If the complaint involves a staff member and is not resolved after discussing the matter with the staff member, the student should contact the person’s immediate supervisor or manager.

The Student Grievance link on the college website explains the purpose of the student grievance and the process to resolve and initiate the grievance and other complaint processes ([visit www.wlac.edu/Policies/Grievance.aspx](http://www.wlac.edu/Policies/Grievance.aspx)). Students needing assistance with the grievance process can contact the ombudsperson for support. Students also have the option to request a student advocate who assists the complainant with the grievance process. In compliance with the recent Title IX regulations changes effective July 1, 2015, both the District and the College have designated Title IX compliance officers who students, faculty, or staff may contact to collect resources or to submit Title IX-related complaints; both the District and College websites post contact information for the Title IX compliance officers (see web site link 5 – this is what I’m making with Glenn).

**Presidential Complaint Process**

The College has a review process for complaints that do not fall under any of the enumerated categories. The procedure is outlined as an internal operational policy:

Within 90 days from the start of the investigation, a written decision is mailed to both the complainant(s) and the alleged offender(s) from the College president’s office. Following the final written decision, the College president initiates discipline, if appropriate. If the complainant is not satisfied with the written decision, he or she may appeal to the District’s governing board within 15 days by writing an appeal to the District chancellor’s office. Records of these types of investigations, including the compliance officer’s investigation report and the College president’s written decisions are securely maintained in the College president’s office.

To contact the President’s Office visit the CE Building – Academic Affairs or call (310) 287-4325.
ENROLLMENT AND ATTENDANCE

DISTRICT POLICIES

OPEN ENROLLMENT
Unless specifically exempt by law, every course for which state aid is claimed is fully open to any person who has been admitted to the College and who meets the appropriate academic prerequisites.

UNITS OF WORK/STUDY LOAD
Study List Limitations
Maximum and minimum unit requirements may apply, as follows:

Unit Maximum: The maximum study load is 18 units during a regular semester and 9 units during a Summer or Winter Intersession. This includes enrollment at other LACCD campuses. The normal class load for students in the Fall or Spring Semester is from 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. Students who desire to take 19 or more units must obtain approval from a counselor.

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

Unit Minimum: A student must be enrolled in at least one course per term.

ATTENDANCE STATEMENT
Only students who have been admitted to the college and are in 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 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 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 encouraged to advise their instructors of anticipated absences.

Note: Students are responsible for officially dropping a class that they stop attending. See “Adding/Dropping/Section Transfer of Classes” below.

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

1. Single audit classes require a fee of $15 per unit. There is no withdrawal from an audit or refund of the audit fee.
2. Students who are enrolled in 10 units of credit or more may audit up to three units without charge.
3. Students auditing a course shall not be permitted to change their enrollment in that course to receive credit for the course.
4. Priority in class enrollment shall be given to students desiring to take the course for credit.
5. Permission to enroll in a class on an audit basis is at the instructor’s discretion.
6. 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. (Board Rule 6706.00)
7. Financial Aid may not waive any fees for audited courses.

CONCURRENT ENROLLMENT
A student may simultaneously enroll at both West Los Angeles College and a high school or another college.

The following, however, are not permitted:

- Concurrent enrollment in more than one section of the same course during a semester, with the exception of certain classes on a limited basis.
- Enrolling in classes scheduled or conducted during overlapping times.

Violation of this regulation will result in exclusion from class and denial of course credit in both courses/sections. Additionally, violators will be subject to disciplinary action. See the “Student Conduct” section in this catalog.)

A limited number of eligible elementary and secondary school students (grades K-12) may be admitted as special part-time students. These students will be admitted for the purpose of enrolling in advanced
scholastic or vocational work at the college, under the provisions of Education Code sections 48800, 48800.5 and 76001. Students admitted under the provisions of this regulation are expected to follow the regulations and procedures established for all college students.

Special part-time students:

• Will submit the "Supplemental Application for Admission for Students in Grades K-12" and additional documents requested by Admissions & Records prior to enrollment.

• Will not exceed 11 units per semester across the Los Angeles Community College District. Exceeding the enrollment limit forfeits special part-time status and will result in tuition fees for all units taken.

The Los Angeles Community College District and its colleges are not responsible for the supervision of minor students outside of the classroom setting. Special part-time admits will not be afforded any special consideration or supervision as a result of their special admission status.

Parents are responsible for ensuring that their children are appropriately supervised before class begins, after class finishes, and if or when a class is cancelled and/or dismissed early.

Parents or guardians will not have access to a student’s records (including grades and transcripts) without the student’s written consent, the student’s minor status notwithstanding.

**FINAL EXAMINATIONS**

The college assumes that a student registers in good faith for a full semester’s work inclusive of all course requirements. The College Calendar clearly indicates the beginning and the end of each semester, and the instructional program is predicated upon this time plan.

All students, as a part of their course work, are required to take final examinations in all subjects in accordance with an examination schedule made available each semester by the Office of Academic Affairs. No student will be excused from final examinations.

No special final examinations are given at times other than scheduled except through the Office of the Vice President of Academic Affairs, and no such examination will be offered before the scheduled examinations.

**ADDITION/DROPPING/SECTION TRANSFER OF CLASSES**

**ADDITION CLASSES**

Only students who have been admitted to the college and are in approved active status may add or attend classes. Students who want to add a course after the end of the first week of class must obtain an add permit from the instructor.

**DROPPING CLASSES**

Students wanting to drop one or more classes must do so through the Student Information System (SIS) at www.wlac.edu.

Please refer to the current schedule of classes for semester drop date deadlines.

A grade (A, B, C, D, F, P, INC, or NP) will be assigned to students who are enrolled past the end of the 14th week, even if they stop attending class, except in cases with extenuating circumstances. After the last day of the 12th week for a 16-week semester (or 75% of the time the class is scheduled, whichever is less), students may withdraw from class upon petition demonstrating extenuating circumstances, and after consultation with appropriate faculty.

**SECTION TRANSFER**

Students may transfer from one section of a class to another section of the same class in the same semester with the approval of the instructor of the class being transferred to. In addition, the class must have the same start and end dates.

**WITHDRAWAL FROM THE COLLEGE**

The college recognizes that a student does not leave college for superficial reasons. Students in need of advice should see a counselor prior to withdrawal.

Official withdrawal requires that a student drop one or more classes through the online Student Information System (SIS) at www.wlac.edu. A student who does not comply with these requirements may receive failing grades.

See the College Calendar in the current schedule of classes for the deadlines for withdrawal. Information on class withdrawal policy is included under "Grading Symbols and Definitions Policy" below.

Please see “Limit of 3 Attempts” course repetition policy for more information.
COURSE 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.

ADVANCED PLACEMENT COURSE EQUIVALENCE

<table>
<thead>
<tr>
<th>AP EXAM</th>
<th>PASSING SCORE</th>
<th>WLAC COURSE EQUIVALENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>3,4,5</td>
<td>Art 101 &amp; 102</td>
</tr>
<tr>
<td>AP Art Studio: Drawing</td>
<td>3,4,5</td>
<td>Art 201 &amp; 202</td>
</tr>
<tr>
<td>AP Art Studio: Two-dimensional design</td>
<td>3,4,5</td>
<td>Art 501</td>
</tr>
<tr>
<td>AP Biology</td>
<td>3,4,5</td>
<td>Biology 3A &amp; 3B</td>
</tr>
<tr>
<td>AP Calculus AB</td>
<td>3,4,5</td>
<td>Math 261</td>
</tr>
<tr>
<td>AP Calculus BC</td>
<td>3,4,5</td>
<td>Math 261 &amp; 262</td>
</tr>
<tr>
<td>AP English Language and Composition OR</td>
<td>3,4,5</td>
<td>English 101</td>
</tr>
<tr>
<td>English Literature and Composition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AP French Language</td>
<td>3,4,5</td>
<td>French 1</td>
</tr>
<tr>
<td>AP Government and Politics</td>
<td>3,4,5</td>
<td>Political Science 1</td>
</tr>
<tr>
<td>AP History: European States</td>
<td>3,4,5</td>
<td>History 2</td>
</tr>
<tr>
<td>AP History: United States</td>
<td>3,4,5</td>
<td>History 11 &amp; 12</td>
</tr>
<tr>
<td>AP History: World</td>
<td>3,4,5</td>
<td>History 86 &amp; 87</td>
</tr>
<tr>
<td>AP Human Geography</td>
<td>3,4,5</td>
<td>Geography 2</td>
</tr>
<tr>
<td>AP Macroeconomics</td>
<td>3,4,5</td>
<td>Economics 2</td>
</tr>
<tr>
<td>AP Microeconomics</td>
<td>3,4,5</td>
<td>Economics 1</td>
</tr>
<tr>
<td>AP Music Theory</td>
<td>3,4,5</td>
<td>Music 101</td>
</tr>
<tr>
<td>AP Physics B</td>
<td>3,4,5</td>
<td>Physics 6 &amp; 7</td>
</tr>
<tr>
<td>AP Physics C: Mechanics</td>
<td>3,4,5</td>
<td>Physics 37</td>
</tr>
<tr>
<td>AP Physics C: Electricity and Magnetism</td>
<td>3,4,5</td>
<td>Physics 38</td>
</tr>
<tr>
<td>AP Psychology</td>
<td>3,4,5</td>
<td>Psychology 1</td>
</tr>
<tr>
<td>AP Spanish Language</td>
<td>3,4,5</td>
<td>Spanish 1</td>
</tr>
<tr>
<td>AP Statistics</td>
<td>3,4,5</td>
<td>Math 227</td>
</tr>
</tbody>
</table>

Credit by Examination

A student may receive credit for courses (on the list that follows) by taking an examination administered by the college in lieu of attending the course. A petition to receive credit by examination by the subject’s division chairperson. (Board Rule 6704)

Eligibility:

1. Be currently registered and have a cumulative grade point average of 2.0 or higher.
2. Have completed 12 units or more within the Los Angeles Community College District and cleared all holds.
3. Not be currently enrolled in, nor have completed a more advanced course in this discipline.

A student may petition for credit by examination for only the subjects that are listed on the current approved list of Credit by Examination Courses (Board Rule 6704).

APPROVED CREDIT BY EXAMINATION COURSES:

Allied Health Division
- Dental Hygiene 103
- All Health Occupations
- All Pharmacy Technician

Aviation Maintenance
- (Limited - must meet FAA rules)

Social Sciences Division
- Administration of Justice 1, 2, 3, 4, 5, 6, 7, 8, 14, 15, 67, 75, 98, and 101
- Anthropology 101, 102

Career Studies Division
- Business 1, 38
- Business 5
- Real Estate 1, 3, 5, 7, 9, 21

Humanities and Fine Arts Division
- Architecture 161, 162, 172, 173, 180, 201, 202
- Art 101, 102
- Humanities 1
- Music 101, 201, 211, and 321
- Philosophy 1
Language Arts
• Foreign Language

Science Division
• Astronomy 1
• Biology 3A
• Environmental Science 1 and 2
• Geology 1
• Oceanography 1

LIMITATIONS ON PETITIONING FOR EXAMINATION
The maximum number of units for which a student may petition for credit by examination at the College is 15 units (Board Rule 6704.10). The same 15-unit maximum applies toward meeting graduation requirements (Board Rule 6704.11). Units for which credit is given pursuant to the provision of this section shall not apply toward the 12 units of residence (Board Rule 6704.12). No more than one challenge per course will be permitted.

The student’s record shall be annotated “Credit by Examination”, and Credit by Examination grades shall be entered on the student’s record as “P” for passing and “NP” for not passing (Board Rule 6704.13). A student who does not pass the exam for a course may not repeat the exam. (Board Rule 6704.14). Students may need to enroll in a special Credit by Exam course to obtain credit, and students will be responsible for any tuition fees.

Credits acquired by examination are not applicable to meeting such unit load requirements as selective service deferment, veterans, or Social Security benefits.

COURSE REPETITION

DROPPING/WITHDRAWING & REPEATING CLASSES
Limit of 3 Attempts -- Effective July 2012, Title V regulations limit the number of times a student can enroll in a non-repeatable credit course to three (3) attempts. Opting for a “W” in a class or earning a grade of “D” or “F” all count as attempts. If a class is dropped prior to the “No Penalty” withdrawal date so that no “W” is received, it will NOT count as an attempt at the class.

For more information on this policy, exceptions, and how to petition, visit www.WLAC.edu/SSSP/news-updates.aspx#course repetition. The web page also addresses making wise class selections and deciding when and whether to drop a class.

REPEATING CLASSES
If you are enrolling in a class in Art, Dance Techniques, Kinesiology or Theater, please read below:

Course Families
Students enrolled in ‘active participation courses’ in physical education, visual arts or performing arts are limited to 4 enrollments per ‘family.’ Failures and withdrawals all count as enrollments.

If you are a student enrolling in classes in one of these areas, please check the academic department for updates on which restrictions apply to courses in your area.

Special Circumstances
Repetition of courses for which a grade of “C” or better has 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.

To Improve Substandard Grades
Students may repeat coursework in which substandard grades (“D,” “F,” or “NP”) were awarded in the District. This policy only applies to courses taken at colleges within the Los Angeles Community College District. Other institutions may differ, and students planning to transfer to another college should contact the institution regarding its policy. Courses completed through the provisions of Board Rule 6704 (Credit by Examination) may not be used to remove a substandard grade.
TRANSFER CREDIT POLICY

Transfer credit for lower division courses taken at regionally accredited institutions of higher education in the United States is accepted toward Associate Degrees or Certificates. Students must provide official transcripts. Please have your school(s) mail them directly to the Graduation Office. Refer to Board Rule 6701.10 and Administrative Regulation E-93: Transfer of General Education Requirements.

In accordance with Administrative Regulation 119 Upper Division Transfer Credit:

Transfer credit for upper division courses taken at a regionally accredited institution of higher education in the United States is accepted toward Associate Degrees and Certificates. Students must provide official transcripts. Please have the granting school(s) mail them directly to the West Los Angeles College Graduation Office.

Transfer Administrative Regulations are located at the following website: [http://www.laccd.edu/About/Pages/default.aspx](http://www.laccd.edu/About/Pages/default.aspx)

Transfer Board Rules are located at the following website: [http://www.laccd.edu/Board/Pages/Board-Rules.aspx](http://www.laccd.edu/Board/Pages/Board-Rules.aspx)

CREDIT FOR COURSES COMPLETED AT NON-ACCREDITED INSTITUTIONS

In accordance with LACCD Board Rule 6701.10: All courses and units (including those units earned on a “pass-no pass” basis) used to satisfy requirements, including graduation requirements, educational program requirements and transfer core curriculum requirements, shall be from accredited institutions, unless otherwise specified in this Board Rule.

“Accredited institution” shall mean a postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. It shall not mean an institution “approved” by the California Department of Education or by the California Council for Private Postsecondary and Vocational Education.

In accordance with LACCD Administrative Regulation E-118: The following exceptions may be made to this regulation:

1. **Credit for Military Service**
   Students who are currently serving in or have served in the military may, after successful completion of at least one course with the Los Angeles Community Colleges, request an evaluation of credit earned through military service training schools and/or military occupational specialties.

   Elective credit for military service will not include subject credit for a Health Education requirement.
   No grade points will be given for military credit.
   Students may petition for their one unit activity requirement to the Kinesiology department.

2. **Elective Credit for Military Training**
   Six units of elective credit for military service will be approved upon petition for graduation if the following conditions are met:
   - a) Complete a minimum of 12 units at West Los Angeles College.
   - b) Are currently enrolled.
   - c) Serve 181 days or more in the armed services.
   - d) Present an Honorable Discharge (DD 214) form.

3. **Credit for Law Enforcement Academy Training**
   a. Credit for basic recruit academy training instructional programs in Administration of Justice or other criminal justice occupations shall be granted as follows:
   b. Credit will be given for training from institutions which meet the standards of training of the California Peace Officers Standards and Training Commission.
   c. Credits granted by an institution of higher education for basic recruit academy training under the above provisions shall not be identified as equivalent to any required course in the major.
CREDIT FOR COURSES TAKEN AT INSTITUTIONS OF HIGHER LEARNING OUTSIDE OF THE UNITED STATES

In accordance with LACCD Administrative Regulation E-101:

1. After completion of 12 units within the Los Angeles Community College District with a "C" (2.0) or higher grade point average, a student may submit a petition to have course work completed at institutions of higher education outside the United States accepted by the college.

2. A maximum of the equivalent of 30 semester units may be accepted for course work completed at an institution of higher education outside the United States.

3. A student petitioning for credit must provide an evaluation of their transcripts completed by an independent transcript evaluation service approved by the California Commission on Teacher Credentialing. Please see the Evaluation Office in Admissions and Records for a list of approved agencies.

4. Course descriptions along with topics covered, hours, and prerequisites, if applicable, must also be included.

5. If course equivalency is granted, the courses shall be used for all degrees and certificates awarded by colleges in the LACCD, except that:
   a. No course taken outside the US may be used to satisfy the Associate Degree’s Reading and Written Expression or Oral Communication Requirement.
   b. No course taken at institutions of higher learning outside the US may be used to satisfy Associate Degree’s American Institutions requirement.
   c. In cases where course credit is not granted for the Written Expression, Oral Communication, or American Institutions requirements, students may petition to receive elective credit.

This evaluation is only valid in the Los Angeles Community College District and may not necessarily meet the requirements of other colleges and universities. Those wishing to transfer should consult with their prospective transfer institution.

CATALOG RIGHTS

A student remaining in continuous attendance in the Los Angeles Community College District may elect to satisfy the degree, certificate or graduation requirements in effect at the college from which the student will either earn his/her degree, certificate or graduate:

1. at the time the student began such attendance at the college, or
2. at the time of graduation.

The college may develop a policy to:

1. authorize or require substitutions for discontinued courses; or
2. require a student changing his/her major to complete the major requirements in effect at the time of the change;
3. allow students to select an intervening catalog in years between time student began continuous attendance and time of graduation.

This policy does not apply to college programs which are governed or regulated by outside government agencies or which require licensure or certification through one of these agencies.

CONTINUOUS ATTENDANCE

“Continuous attendance” means no more than one semester absence within a school year, excluding Summer Sessions and Winter Intersession. Students granted a “military withdrawal” under the provisions of Board Rule 6701.10, will be considered to be in “continuous attendance” for their required period of military service.

GRADES AND GRADE CHANGES

The instructor of the course shall determine the grade to be awarded to each student in accordance with the following Grading Symbols and Definitions Policy. The determination of a student’s grade by the instructor is final in the absence of error, fraud, bad faith, or incompetence. The removal or change of an incorrect grade from a student’s record shall only be done upon authorization by the instructor of the course.

In the case of fraud, bad faith, or incompetence, the final decision concerning removal or change of grade will be made by the College President or designee after the grievance procedure is completed. See the “Student Grievance Procedure” section of this Catalog.

No grade may be challenged by a student more than one year from the end of the term in which the course was taken absent extenuating circumstances; if a college’s academic senate has determined that extenuating circumstances apply, then that period of time during
GRADE SYMBOL DEFINITIONS AND CONDITIONS

Board Rule Chapter VI Article VII Section 6700

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, certificate, or license.

Grades shall be averaged on the basis of point equivalencies to determine a student’s Grade Point Average (GPA), using the following evaluative symbols:

(P and NP grades may be given only in courses authorized by the District, Pass/No Pass Option and Credit by Examination Policies.)

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

<table>
<thead>
<tr>
<th>SYMBOL</th>
<th>DEFINITION</th>
<th>GRADE POINT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>Passing (Less than Satisfactory)</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0.00</td>
</tr>
<tr>
<td>P</td>
<td>Pass (At least satisfactory - units not counted in GPA)</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>NP</td>
<td>No Pass (Less than satisfactory - units not counted in GPA)</td>
<td></td>
</tr>
<tr>
<td>RD</td>
<td>Report delayed (assigned only by the Registrar when there is a delay in reporting the grade beyond the control of the student; a temporary notation to be replaced by a permanent symbol as soon as possible.</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal (the “W” symbol may be used to denote withdrawal in accordance with the requirements of section 55024.)</td>
<td></td>
</tr>
<tr>
<td>MW</td>
<td>Military Withdrawal Military Withdrawal (the “MW” symbol may be used to denote Military Withdrawal in accordance with section 55024)</td>
<td></td>
</tr>
</tbody>
</table>

“IP”  IN PROGRESS

The “IP” symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is “in progress,” but that assignment of a grade must await the course 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.

“RD”  REPORT DELAYED

The RD symbol may be assigned when there is a delay in reporting the grade beyond the control of the student. The RD may be assigned by the Dean of Student Services only. It is a temporary notation to be replaced by a symbol as soon as possible.

“W”  WITHDRAWAL

 Withdrawal from a class or classes shall be authorized through the last day of the fourteenth week of instruction or 75% of the time the class is scheduled to meet whichever is less.

No notation (“W” or other) shall be made on the record of a student who withdraws before the census date of the course.

Withdrawal between the end of the fourth week (or 30% of the time the class is scheduled to meet, whichever is less) and the last day of the fourteenth week of
instruction (or 75% of the time the class is scheduled to meet, whichever is less) shall be authorized after informing the appropriate faculty. A student who remains in class beyond the fourteenth week or 75% of the time the class is scheduled shall be given a grade other than a "W", except in cases of extenuating circumstances.

After the last day of the fourteenth week (or 75% of the time the class is scheduled, whichever is less) the student may withdraw from class upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty.

Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Withdrawal after the end of the fourteenth week (or 75% of the time the class is scheduled, whichever is less) which has been authorized in extenuating circumstances shall be recorded as a "W".

For purposes of withdrawal policies, the term "appropriate faculty" means the Instructor of Record for each course in question or, in the event the instructor cannot be contacted, the department chair or equivalent faculty officer.

The "W" shall not be used in calculating units attempted nor for the student's grade point average.

"W's" will be used as factors in progress probation and dismissal.

A "W" shall not be assigned, or if assigned shall be removed, from a student's academic record, if a determination is made that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment or that the student withdrew because he or she reasonably believed that remaining in the course would subject him or her to discriminatory treatment or retaliation for alleging discriminatory treatment.

A student may not withdraw and receive a "W" symbol on his or her record more than three times for enrollment in the same course. A student may enroll again in the same course after having previously received the authorized number of "W" symbols in the same course, if a designated college official approves such enrollment after review of a petition filed by a student.

"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 withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be a "MW".

1. Military withdrawals shall not be counted in progress probation and dismissal calculations.

2. MW shall not be counted towards the permitted number of withdrawals.

The District shall refund the entire enrollment fee unless academic credit has been awarded.

PASS/NO PASS OPTION

The College President has designated courses in the college catalog wherein all students are evaluated on a "Pass/No Pass" basis, or wherein each student may elect no later than the end of the first 30% of the term, whether the basis of evaluation is to be "Pass/No Pass" or a letter grade. These courses will be noted in the college catalog as being eligible for the Pass/No Pass option.

1. USAGE FOR A SINGLE PERFORMANCE STANDARD
   The Pass/No Pass 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 Pass (P) shall be assigned for meeting that standard, and a grade of No Pass (NP) shall be assigned for failure to do so.

2. ACCEPTANCE OF CREDITS
   All units earned on a "Pass/No Pass" basis at 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 "Pass/No Pass" 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 Pass" (NP) grade.

4. GRADE POINT CALCULATION
   Units earned on a "Pass/No Pass" basis SHALL NOT be used to calculate grade point averages. However, units attempted for which "No Pass" (NP) is recorded shall be considered in probationary and dismissal procedures.
5. **STANDARDS OF EVALUATION**

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

6. **COURSE REPETITION**

A student who has received a grade of “No Pass” (NP) may repeat the course by meeting the requirements set forth by the District Course Repetition to Improve Substandard Grades policy.

**REGULATIONS FOR PASS/NO PASS OR PASS/FAIL**

Not all courses will be offered on a “Pass/No Pass” basis. Determination of courses will be made by the college President. A maximum of 15 units of “Pass/No Pass” work may be used towards the Associate's Degree. A maximum of one course per semester may be taken for “Pass/No Pass.” However, this restriction does not apply to students who already possess a bachelor's or higher degree.

“Pass/No Pass” may not be used for courses required toward a certificate, Associate's Degree major or transfer preparation for a major and/or certification, or as a prerequisite for another course.

English 101 may not be taken for “Pass/No Pass.” CSU will allow no more than 30 units total “Pass” graded courses toward the bachelor's degree.

A limited number of units of “Pass/No Pass” can be applied toward transfer to UC campuses. Please consult a West counselor or the Transfer Center for specific information.

Students must notify the Admissions Office by the end of the 5th week of the course if they wish to take a course “Pass/No Pass,” otherwise, all courses are for a letter grade. This decision will be irrevocable.

“Pass/No Pass” is similar to Pass/Fail. A passing grade is granted for performance which is equivalent to the letter grade of “C” or better. Students electing “Pass/No Pass” grading should be aware that although such grades are not calculated into the grade point average at West Los Angeles College, four-year colleges, in considering applications for admission, may consider the Pass grade as the equivalent of “C.” Consultation with a counselor is advisable before making such elections.

**APPROVED PASS/NO PASS COURSES**

<table>
<thead>
<tr>
<th>Allied Health/Dental Hygiene</th>
<th>Dental Hygiene 87, 90, 91, 92, 151, 160, 201, 251</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Studies Division</td>
<td>All Accounting, Business, Law, Management, Marketing, Real Estate and Travel courses All Administration of Justice courses</td>
</tr>
<tr>
<td>Communication, Entertainment and Media Arts Division</td>
<td>Theater 505</td>
</tr>
<tr>
<td>Computer Science and Applications Division</td>
<td>Computer Science 991, 992</td>
</tr>
<tr>
<td>Humanities and Fine Arts Division</td>
<td>Art 101, 102, 103, 109, 201, 202, 203, 204, 205, 206, 301, 302, 304, 305, 501, 502, 503, 708, 709, 710, 711 Humanities 5, 30, 31 Music 101, 111, 112, 141, 201, 211, 321, 501, 561, 775 Philosophy 1, 3, 6, 8, 9, 20, 23, 41</td>
</tr>
<tr>
<td>Language Arts Division</td>
<td>English 127, 203, 204, 205, 206, 207, 209, 215, 219 French 1, 2, 3, 4, 5, 6, 185, 285, 385 Spanish 1, 2, 3, 4, 5, 6, 8, 14, 21, 22</td>
</tr>
<tr>
<td>Library and Learning Resources Division</td>
<td>Library Science 88, 99D, 99E, 101, 102, 117, 130 Learning Skills 2, 3, 4, 5, 10, 15, 49, 50 Supervised Learning Assistance (Tutoring)</td>
</tr>
<tr>
<td>Mathematics Division</td>
<td>Math 100</td>
</tr>
<tr>
<td>Science Division</td>
<td>Biology 3 Earth Science 1 Environmental Science 1, 2 Geography 1, 2 Geology 1, 6 Oceanography 1</td>
</tr>
<tr>
<td>Social Sciences Division</td>
<td>All Anthropology courses</td>
</tr>
</tbody>
</table>
ACADEMIC STANDARDS AND CREDIT POLICIES

ACADEMIC RENEWAL
A student may submit a petition to the Admissions and Records Office to have their academic record reviewed for academic renewal action of substandard academic performance under the following conditions:

1. A student 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:
A. Eliminating up to 18 semester units of course work from consideration in the cumulative grade-point average; and
B. Annotating the student’s academic record indicating where courses have been removed by an academic renewal action. The permanent academic record shall be annotated in such manner that all grades assigned remain legible, ensuring a true and complete academic history.

Note: Academic renewal actions are irreversible.

GRADUATION HONORS AND AWARDS
Graduation honors and awards are to be based on the student’s cumulative grade point average for all college work attempted. This policy is adopted for use in the Los Angeles Community College District only. Other institutions may differ, and students planning to transfer to another college should contact that institution regarding its policy.

ACADEMIC PROBATION POLICIES
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 (Board Rule 8200.10). 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 of less than a “C” (2.0).
b. Progress Probation - The student has enrolled in the Los Angeles Community College District in a total of at least 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 (50%).
c. Transfer Student - The student has met the conditions of Section a. or Section b. at another college within the Los Angeles Community College District.
d. Provisional Students - The student is admitted as a provisional student with probationary status pursuant to Board Rule 8100.

Appeal of Probation (Board Rule 8200.11).
A student who is placed on probation may submit a written appeal in compliance with college procedures.

Removal from Probation (Board Rules 8201.10 and 8201.11).
A student shall be removed from probation upon meeting the criteria specified in this section.

a. Academic Probation: A student on academic probation for a grade point deficiency shall be removed from probation when the student’s accumulated grade point average is 2.0 or higher.
b. Progress Probation: A student on progress probation because of excess units for which entries of “W” (Withdrawal), “I” (Incomplete), and “NC” (No Credit) are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

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

Academic Probation (Board Rule 8202.10).
A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three (3) consecutive semesters.

Progress Probation (Board Rule 8202.11).
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 “W”, “I”, and “NC” are recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent (50%).

Dismissal (Board Rule 8202.13).  
A student who is subject to dismissal shall be notified by the College President, or designee, of dismissal which will become effective the semester following notification.

Dismissal from any one college in the District shall disqualify a student from admission to any other District college.

Exceptions to Dismissal (Board Rule 8202.14).  
A student who is subject to dismissal may be continued on probation under the following conditions:

a. The dismissal determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student.

b. The student selects to enroll in a prescribed corrective program designed to assist him/her in improving academic skills.

Appeal of Dismissal (Board Rule 8202.15).  
A student who is subject to dismissal may submit a written appeal in compliance with college procedures. Dismissal may be postponed and the student continued on probation if the student presents evidence of extenuating circumstances or shows significant improvement in academic achievement but has not been able to achieve to a level that would meet the requirements for removal from probation.

Re-admission after Dismissal (Board Rule 8202.16).  
A student who has been dismissed may request reinstatement after two 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 colleges. Readmitted students are returned to probationary status and will be subject to dismissal in accordance with Board Rules 8202.10 and 8202.11.
GRADUATION REQUIREMENTS

The Board of Governors of the California Community Colleges has authorized the Los Angeles Community College District Board of Trustees to confer the degrees of Associate in Arts and Associate in Science.

The awarding of an Associate Degree symbolizes a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively, both orally and in writing; to use mathematics; to understand the modes of inquiry in the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in considering ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, the student should possess sufficient depth in some field of knowledge to contribute to a lifetime interest.

1. **Unit Requirement** – A minimum of 60 semester units of course credit in a selected curriculum with at least 18 semester units of study in a major or area of emphasis and at least 18 semester units of study in general education. Associate degrees for transfer, as defined in California Education Code §66746, must be aligned with transfer model curricula as approved by the State Chancellor and must require 60 semester units for completion, with at least 18 units of study in a major/area of emphasis and completion of Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education Breadth Requirements.. Board Rule 6201.10

   One credit hour of community college work is approximately three hours of recitation, study, or laboratory work per week throughout a term of 16 weeks.

2. **Scholarship Requirement** – A 2.0 GPA or better in all work attempted in the curriculum upon which the degree is based.

3. **Competency Requirement** – Students must demonstrate competence in reading, written expression, and mathematics. The following courses and examinations are approved to meet the competency requirement for the Associate Degree as defined in Board Rule 6201.12.

   Effective for students entering prior to Fall 2009 semester:

   A. The competency requirement in reading and written expression may be met by:

      A1. Completion of a course in intermediate composition with a grade of “C” or better:
          English 28.

   B. The competency requirement in mathematics may be met by:

      B1. Completion of Math 115, or 117 and 118, or a higher mathematics course with a grade of “C” or better, or

      B2. Achieving a satisfactory score on the District Mathematics Competency Examination given by the mathematics department.

   Effective for all students admitted on or after the Fall 2009 semester:

   A. The competency requirement in reading and written expression may be met by:

      A1. Completion of a course in college reading and composition with a grade of “C” or better:
          English 101

   B. The competency requirement in mathematics may be met by:

      B1. Completion of Math 125, or a higher, mathematics course with a grade of “C” or better, or

      B2. Achieving a satisfactory score on the District Mathematics Competency Examination given by the Mathematics Department.

4. **Residence Requirement** – Completion of at least 12 units of course work in residence and attendance at the College during the semester in which the graduation requirements are completed. Exceptions may be made under special circumstances.
5. **Course Requirements** – Students who are majoring in programs of study for which 18 to 35 units are required in the major shall complete Graduation Plan A. Students who are majoring in programs of study for which 36 or more units are required in the major shall complete Graduation Plan B. The two Graduation Plans are outlined in the West Los Angeles College General Education Requirements worksheet and a list of majors can be found at the end of the “Academics” section.

**REQUIREMENTS FOR A SECOND ASSOCIATE IN ARTS OR ASSOCIATE IN SCIENCE DEGREE**

A student who contemplates acquiring a second associate degree should discuss this matter with a counselor to determine whether the student’s goal would better be met by either a baccalaureate degree or occupational certificate, or whether acquisition of a second associate degree meets a bona fide occupational requirement.

The requirements for a second associate in arts or associate in science degree for someone already having earned an associate degree are as follows:

1. Completion of at least 30 NEW units, including those required by the new major.
2. A 2.0 GPA or better in all work attempted for the second degree.
3. Completion of at least 12 units of work in residence and attendance at West Los Angeles College during the semester in which the graduation requirements are completed.
4. A student requesting a second degree must submit documentation of all college work completed elsewhere, including official transcripts documenting the first degree, when filing a graduation petition for the second degree. The graduation petition must be filed in the Admissions Office before the deadline date posted during the semester all requirements are being met.
5. General education requirements will be considered to have been met by the student who has an associate, baccalaureate or higher degree from an accredited institution. A student who plans to earn a bachelor’s degree should take a pattern of courses designed to complete the lower-division preparation for their major and the general education pattern of the college to which they will transfer. Students also have the option of choosing to follow the Intersegmental General Education Transfer Curriculum (IGETC) for CSU or UC campuses, or the CSU certification requirements which will enable them to complete their lower-division general education courses at West Los Angeles College.

**TRANSFER REQUIREMENTS**

(See Associate Degrees for Transfer)

Students who plan to earn a bachelor’s degree should take a pattern of courses designed to complete the lower-division preparation for their major and the general education pattern of the college to which they will transfer.

Students also have the option of choosing to follow the Intersegmental General Education Transfer Curriculum (IGETC) for CSU or UC campuses, or the CSU certification requirements which will enable them to complete their lower-division general education courses at West Los Angeles College. West Los Angeles College can provide lower-division preparation for various majors at most California public and private four-year institutions.

For the purposes of classification, students who are paralleling the work of four-year colleges and universities are deemed to be “transfer students.”

Two principal kinds of requirements must be met in order to attain full junior standing at the University of California or other institutions maintaining equivalent standards to which students expect to transfer:

1. Completion of the specific requirement for junior standing in the proposed college or university; or
2. Completion of the lower-division prerequisites for upper division majors and minors. Prerequisites vary according to the institution of higher education in which students expect to enroll.

*NOTE: Students expecting to transfer to four year institutions should see a West Los Angeles College counselor and consult the catalogs of transfer institutions regarding specific requirements for upper-division standing.*

**Student Responsibility for Meeting Transfer Requirements**

Students are strongly advised to gather as much information as possible about their chosen transfer college or university. Counselors will assist students with the transfer process, including appropriate course selection and information regarding the admission process and requirements. However, it is up to each individual student—working with a counselor—to decide upon an educational goal, to take responsibility for devising a long-range educational plan to achieve this goal, to read the catalog of his or her chosen transfer college or university, and to make sure all procedures for admission and graduation are completed on time.
institution, and then to choose the appropriate West Los Angeles College courses to satisfy the requirements for transfer to that college or university.

**Courses Which May Be Used in IGETC or CSU plans:**

1. Courses that are required for the major may also be used for general education.

2. A course found in more than one area may be counted only once.

3. Courses taken at other California Community Colleges are counted only in the area(s) where they are listed for that college.

4. Courses taken at a foreign institution may not be used on the UC/CSU Certified Plan.

5. Courses required for the major must be completed with a grade of “C” or higher.

**CALIFORNIA STATE UNIVERSITY (CSU) CERTIFICATION OF GENERAL EDUCATION REQUIREMENTS**

Under agreement with the California State University system, West Los Angeles College can certify up to 39 units toward the general education requirements for a baccalaureate degree at any one of the campuses in the State University system. Under this certification process, the receiving college will accept the units certified toward completion of the general education requirements as the institution prescribes them. The college to which the student transfers would agree neither to reduce this number nor to question the units certified. It is important for the student to follow the required patterns as listed below and to take courses in as many different areas as possible. Students planning to transfer should consult with a counselor concerning these general education requirements as soon as they have determined the college they wish to attend, as the requirements are periodically revised. West Los Angeles College offers a CSU Certificate of Achievement.

**GPA Requirement**

IGETC courses must be completed with a grade of C (2.0) or higher. A “Credit” or “Pass” that is defined by institutional policy as being equivalent to a grade of C (2.0) or higher may be applied to meet IGETC requirements.

**Use of AP Exams**

IGETC course credit may be earned for scores of 3, 4 or 5 on Advanced Placement (AP) exams that the community college faculty recognize as equivalent to its IGETC-approved courses. An acceptable score on an English AP exam may be used to meet the English Composition requirement, not the Critical Thinking/English Composition requirement.

**Proficiency in a Language Other Than English**

Students may demonstrate proficiency for the purpose of fulfilling the Language Other Than English IGETC requirement in one of the following ways:

- Complete two years of high school coursework in one language other than English with a grade of C or better. Student must provide official transcripts from High School.
• Complete a course at a college or university with a grade of C or better in each course. Refer to IGETC Area 6 for courses.

• Achieve a satisfactory score on the SAT Subject Test in languages other than English. If the test was taken before May 1995, the first score is the minimum; if the test was taken after May 1995, use the second score.

Chinese With Listening: not offered before 1995/520
French/French With Listening: 500/540
German/German With Listening: 500/510
Hebrew (Modern): 500/470
Italian: 500/520
Japanese With Listening: 500/510
Korean/Korean With Listening: not offered before 1995/500
Latin: 500/530
Spanish/Spanish With Listening: 500/520

• Achieve a score of 3, 4 or 5 on a College Board Advanced Placement (AP) Examination in a language other than English.

• Achieve a score of 5 or higher on an International Baccalaureate (IB) Higher Level Examination in a language other than English.

• Satisfactorily complete a proficiency test administered by a community college, university or other college in a language other than English. The test must assess the student proficiency at a level equivalent to at least two years of high school language.

• Complete, with grades of C or better, two years of formal schooling at the sixth-grade level or higher in an institution where the language of instruction is not English. If secondary school was completed in a non-English-speaking country and the language of instruction of the secondary school was not English, language other than English proficiency can be certified for IGETC without further evaluation. The student must present appropriate documentation of attendance at the secondary school.

• Earn a passing grade on the international A level or O level exam in a language other than English.

• If an appropriate achievement test is not available to assert a student’s proficiency in a language other than English, a faculty member associated with a California community college can verify competency. The college must provide a document on letterhead asserting that the student proficiency in the language is equivalent to two years of high school study.

IGETC CONSIDERATIONS
Students with a substantial amount of coursework from institutions outside the United States should consult with a West Los Angeles College counselor to determine whether they should complete IGETC or the lower-division breadth/general education requirements at the campus they plan to attend.

Foreign coursework from non-US regionally accredited institutions may not be used.

In addition, some colleges or majors prefer that transfer students follow a more prescribed lower-division curriculum.
CERTIFICATION

What Certification Means
Certification guarantees that no additional lower-division general education courses can be imposed on a student as a condition of graduation. “Certified” community college students are deemed to have satisfied the lower-division general education requirements of their chosen transfer institution. “Uncertified” UC and CSU transfer students will have their transfer coursework applied to the graduation requirements of their new UC or CSU campus, but will find that they must complete more lower division, general education units than are required of a “certified” transfer. For this reason, “fully certified” transfer is strongly recommended.

Courses completed at a California Community College will be applied to the subject area in which they were listed by the institution where the work was completed. Coursework from other United States regionally accredited institutions may be used on IGETC OR CSU G.E. Coursework must be evaluated by a counselor.

Requirements should be completed and certified prior to transfer. West Los Angeles College will verify that the student has completed the IGETC requirements prior to transfer to the UC or CSU system. It is the student’s responsibility to request IGETC or CSU G.E certification during the last semester of attendance.

Partial certification is defined as completing all but two (2) courses on the IGETC pattern. The student petitions for certification and either the complete or partial certification is sent by the CCC to the UC or CSU. Each UC or CSU campus will inform a student that has submitted a partial certified IGETC of the specific timelines and courses needed to complete the IGETC. The UC or CSU is responsible for verifying that the missing IGETC course(s) has been completed.

Warning: Students need Area 1 and 2 completed to meet minimum transfer admission requirements. Therefore, partial certification that acknowledges a deficiency in Area 1 and/or 2 may also indicate a student does not meet minimum transfer requirements.

IGETC CERTIFICATION
All IGETC coursework MUST be completed before a student’s transfer to receive complete IGETC Certification. Students may be partially certified under the IGETC pattern if they are missing no more than two courses from the IGETC pattern.

CSU CERTIFICATION
The California State University (CSU) system will extend Full Certification to students who have completed all sections of the CSU General Education Pattern. Partial Certification is awarded for completion of any of the five general education subsections. CSU Certification should be requested during your last semester.
WEST LOS ANGELES COLLEGE

IGETC ADVISING FORM -- for transfer to the CSU / UC Systems

General Education Plan 2014-2015

THIS FORM SUBJECT TO CHANGE EACH YEAR. Please consult with a Counselor as updates are made throughout the year.

Disclaimer: Every effort has been made to ensure the information below is accurate and timely. However, this information is unofficial and should be checked against the official information found on the ASSIST website @ www.assist.org

<table>
<thead>
<tr>
<th>ENGLISH COMMUNICATIONS</th>
<th>2-3 COURSES (6-9 Sem/8-12 Quarter Units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSU transfer – complete one course from each group. UC transfer – complete one course from groups A and B only.</td>
<td></td>
</tr>
<tr>
<td>A. English Composition: English 101</td>
<td></td>
</tr>
<tr>
<td>B. Critical Thinking/English Composition: English 103,</td>
<td></td>
</tr>
<tr>
<td>C. Oral Communication (CSU requirement only): Communications (formerly Speech) 101, 104, 151</td>
<td></td>
</tr>
<tr>
<td>Other College</td>
<td>Advanced Placement (Area IA only)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING</th>
<th>1 COURSE (3 Sem/4 Quarter Units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 227, 235+, 236+, 245+, 260+, 261+, 262+, 263, 270, 275 Max UC credit: one course for Math 245 and 260 combined: ( \text{COSCI 942} )</td>
<td></td>
</tr>
<tr>
<td>Other College</td>
<td>Advanced Placement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ARTS AND HUMANITIES</th>
<th>3 COURSES (9 Sem/12 Quarter Units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose 1 course from A, 1 course from B, and a third course from A or B</td>
<td></td>
</tr>
<tr>
<td>A. Art: Art 101, 102, 103, 107, 109, 111; Cinema 3 (same as Theater 505), 107; Music 111, 121, 122, 141; Theater 100, 110, 505 (same as Cinema 3)</td>
<td></td>
</tr>
<tr>
<td>B. Humanities: English 102, 203, 204, 205, 206, 209, 215, 219, 234; French 3, 4, 5, 6, 10; History 2, 86, 87; Humanities 1, 30, 31, 60, 77; Philosophy 1, 20, 33, 41; Spanish 2, 3, 4, 5, 6,</td>
<td></td>
</tr>
<tr>
<td>Other College</td>
<td>Advanced Placement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOCIAL AND BEHAVIORAL SCIENCES</th>
<th>3 COURSES (9 Sem/12 Quarter Units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose 3 courses from at least two different disciplines</td>
<td></td>
</tr>
<tr>
<td>Group A: Anthropology 102, 103, 121, 134; Group B: Economics, 1, 2, 10, 11; Group C: History 43, 44; Group D: History 52; Group E: Geography 2; Group F: African American Studies 4** (same as History 41), 5** (same as History 42); French 10; History 1, 2, 5, 6, 11, <strong>12</strong>, 29, 41** (same as African American 4); 42**, 43**, (same as African American 5, 43, 44, 52, 86, 87; Group H: Administration of Justice 4, Political Science 1, 2, 7, 8, 14; Group I: Child Dev 1; Psychology 1; Group J: Administration of Justice 1, 67; Sociology 1, 11</td>
<td></td>
</tr>
<tr>
<td>**History 11, 41; Afro Am 1 combined: max credit, one course **History 12, 42, 43, 44 African Am 5 combined: max credit, one course</td>
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</tr>
<tr>
<td>Other College</td>
<td>Advanced Placement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PHYSICAL AND BIOLOGICAL SCIENCES</th>
<th>2 COURSES (7 Sem/9 Quarter Units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose 1 course from A, 1 course from B. At least 1 course must include a corresponding lab. Lecture courses with Labs included are marked with (<em>) Separate Lab courses are marked with (</em>)</td>
<td></td>
</tr>
<tr>
<td>A. Physical Science: Astronomy 1; Chemistry 51+, 60+, 101**, 102**, 211**, 212**, Earth Science 1; Environmental Science 1; Geography 1; Geology 1; Ocean 1, Physical Science 1; Physics 6**, 7**, 37**, 38**, 39**, **(Chem 51 and 50 combined: max credit, one course. No credit for Chem 51 and 60 if taken after Chem 101 or 102.)</td>
<td></td>
</tr>
<tr>
<td>B. Biological Sciences: Anatomy 1; Anthropology 101; Bio 3A &amp; 3B* (to receive UC/CSU credit both 3A &amp; 3B must be completed) 6**, 7**, Environmental Sci 2; Micro 20**, Physiology 1**, Psychology 2</td>
<td></td>
</tr>
<tr>
<td>C. Laboratory Activity: Requirement met by any corresponding lab to lecture in Area 5A or 5B. Anthro 111; Bio 3B, Earth 2, Geog 15, Geol 6, Physical Sci 14</td>
<td></td>
</tr>
<tr>
<td>Other College</td>
<td>Advanced Placement</td>
</tr>
</tbody>
</table>

| LANGUAGE OTHER THAN ENGLISH (UC Requirement ONLY) |
|--------------------------------------------------|---------------------------------|
| Proficiency in any foreign language can be met by passing 2 years of a foreign language in high school with a grade of C or better, 2 years attendance at a foreign junior high or high school, proving competency by an acceptable exam, or choosing one of the following courses: Arabic 1, 2; ASL 2, Chinese 1, 2, 3, 4, 5, 6; Japanese 1, 2; Spanish 1 or 2, 3, 4, 5, 6. Courses at Level 3 may be double counted in Area 3B. (**) 21 and 22 combined are equivalent to Foreign Language 1. If proficiency was met in high school, transcript must be provided (no units granted for HS coursework). |
| Other College | Advanced Placement |

CSU Requirement ONLY – GRADUATION REQUIREMENT (NOT part of IGETC American Institutions)

Not part of IGETC, but may be completed prior to transfer. For IGETC Certification purposes, courses used to satisfy this CSU graduation requirement may also be used to satisfy IGETC area N. If a course is used to satisfy both IGETC area IV and CSU, some CSU campuses require students to take an additional course(s) after transfer.

Choose 1 course from A, 1 course from B

B. Political Science 1

Other College | Advanced Placement |

Major Prep Courses:

Electives:

**Credit for one course only **Courses may be limited by UC; (C = Completed, IP = In Progress, N = Need) TOTAL

6/25/2014
### CSU GENERAL EDUCATION CERTIFICATION

**WEST LOS ANGELES COLLEGE**  
California State University System  
CSU GENERAL EDUCATION PLAN 2014-2015

Every community college may apply its courses differently, even if the course has the same title and course number. Consult with a counselor for up to date information. **Areas A1, A2, A3, B4 must be completed with a grade of "C" or higher before transferring to a CSU.**

Disclaimer: Every effort has been made to ensure the information below is accurate and timely. However, this information is unofficial and should be checked against the official information found on the ASSIST website at www.assist.org

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#### A. ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING 9 Semester /12 Quarter Units

Select 1 course from each area *.  

- **A-1. Oral Communication:** Communications (formerly Speech) 101, 121, 151
- **A-2. Written Communication:** English 101
- **A-3. Critical Thinking:** English 102**, 103; Philosophy 6, 8; Communications (formerly Speech) 104

*In English 103 is a CSULA requirement  

*All coursework in this area must be completed with a "C" or better to meet admissions requirements to a CSU campus.

Other College ________  
Advanced Placement ________

#### B. PHYSICAL UNIVERSE AND ITS LIFE FORMS 9 Semester /12 Quarter Units

Select 3 courses to include one from B-1, one from B-2, and one from B-4. **A Corresponding lab course is required. Lecture courses with Lab included are marked L.**

- **B-1. Physical Science:** Astronomy 1; Chemistry 51**, 60**, 61, 101**, 102**, 211, 212; Earth Science 1; Environmental Science 1; Geography 1; Oceanography 1; Physical Science 1; Physics 6**, 12, 37, 38**, 39**; [UC transfer credit limit: Credit given for only one of Physics 6/7 or Physics 37/38/39] (Chemistry 51 and 60 certified: max credit one course. No credit for Chem. 51 or 60 if taken after Chem. 101 or 162)

- **B-2. Life Science:** Anatomy 1**, Anthropology 101; Biology 3A & 3B**; [to receive UC/CSU credit for 3A, 3B must be completed]; 6**, 7**; (No credit for Bio 3A/3B if taken after Bio 4 or 13); Environmental Science 2; Microbiology 20; Physiology 1**; Psychology 2

- **B-3. Laboratory Activity:** This requirement may also be satisfied by completion of any lecture with lab course listed in area B-1 or B-2 above that is marked with a *.

  - Astronomy 5; Anthropology 111; Biology 3B**; Earth Science 2; Environmental Science 13; Geography 15; Geology 6; Physical Science 14; Physics 14 (Lab for Physics 12);


  *Coursework in area B-4 (Math/Quantitative Reasoning) must be completed with a "C" or better for admission to a CSU.

Other College ________  
Advanced Placement ________

#### C. ARTS AND HUMANITIES 9 Semester /12 Quarter Units

Choose 1 course from C-1-1, one course from C-2, and a third course from either C-1 or C-2.

- **C-1. Arts:** Art 101, 102, 103, 104, 107, 109, 111, 117**, 201, 501, 502, 708, 709; Cinema 3 (same as Theater 505), 107; History 40; Humanities 73**, 101, 111, 122, 124, 121; Theater 100, 110, 200, 505 (same as Cinema 3)

- **C-2. Humanities:** Arabic 1, 2; American Sign Language 1, 2; Chinese 1, 21, 22; English 102**, 127, 203, 204, 205, 206, 209, 215, 219**, 234**, 239, 299; French 1, 2, 3, 4, 5, 6; History 1, 2, 86, 87; Humanities 1, 30, 31, 60, 61, 77; Japanese 1, 2, 2; Philosophy 1, 20, 33, 41; Spanish 1 or 21 & 22, 2, 3, 4, 5, 6; Communications (formerly Speech) 135;

Other College ________  
Advanced Placement ________

#### D. SOCIAL SCIENCES 9 Semester /12 Quarter Units

Courses must be chosen from at least two disciplines. [please review box below for additional options].

*Not part of CSU G.E., but may be completed prior to transfer. For CSU GE certification purposes, courses used in this box to satisfy this graduation requirement may also be used to satisfy Subject Area D. However, if a course(s) is used to satisfy both CSU GE subject-area requirement and the CSU United States History, Constitution and American Ideals graduation requirement, some CSU campuses may require students to take an additional course(s) after transfer. Other CSU campuses should be consulted directly regarding their policy.

- **A. Political Science 1**
- **B. African American Studies 4, 5, History 11, 12, 41, 42, 43, 44**

- **D-1. Anthropology & Archeology:** Anthro 102, 103, 121, 134
- **D-2. Economics:** Business 1; Economics 1, 2, 10, 11
- **D-3. Ethnic Studies:** African American Studies 4, 5; English
- **D-4. Gender Studies:** History 1, 52**
- **D-5. Geography:** 2

Other College ________  
Advanced Placement ________

#### E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT 3 Semester /4 Quarter Units

- **Family & Consumer St. 21:** Health 2, 7, 11; Personal Development 20, 40; Psychology 41**, 52, 64; DanceST 814; DanceEQ 463; Kinesiology 232, 272, 286, 326, 329, 345, 350, 387, 388, 391 Kinesiology Athletics 508, 553, 511

*Only 1 unit of DANCEST, DANCEDEQ, KINIKIN ATHE activity may be counted in this area.

Other College ________  
Advanced Placement ________

Military Credit ________

**Major Prep Courses:**

**Electives:**

(C = Completed, IP = In Progress, N = Need) **TOTAL**

(***May be counted in one area only; (+) courses where transfer credit may be limited; (†) Course with a Laboratory component.**

6/25/14

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## ASSOCIATE DEGREE

### WEST LOS ANGELES COLLEGE

**ASSOCIATE DEGREE – GENERAL EDUCATION REQUIREMENTS**

**PLAN A 2015-2016** (rev 2/2016)

**General Education Requirements:** Minimum of 30 semester units.

**Major Requirements:** Minimum of 18 units in a single or related field. Effective for all students entering Fall 2009 or later, each course counted towards the major or area of emphasis requirement must be completed with a “C” (2.0 or equivalent) or better or a “P” if the course is taken “Pass no Pass” basis.

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**A. NATURAL SCIENCES**

- **LECTURE COURSE REQUIRED**
- **3 Semester /4 Quarter Units minimum**
- **Courses with Labs are marked with (L). Separate Lab courses are marked with (S)**
- Anatomy 1; Anthropology 101, 111; Astronomy 1; Biology 3, 3A, 3B, 6, 7, 10, 110; Chemistry 51, 60, 101; Earth Science 1; Environmental Science 1, 2; Geography 1, 15; Geology 1, 6; Microbiology 20; Oceanography 1; Physical Science 1, 1C; Physics 6, 7, 37; Physiology 1; Psychology 2

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**B. SOCIAL AND BEHAVIORAL SCIENCES**

- **9 Semester /12 Quarter Units minimum**

**B1. AMERICAN INSTITUTIONS**

- (3 Semester Units minimum)
- African American Studies 49 (same as History 41); 59 (same as History 42); History 11, 12, 14, 41; 42, 43, 44; Political Science 1

**B2. SOCIAL AND BEHAVIORAL SCIENCES**

- (3 semester units minimum)
- Administration of Justice 1, 4, 67; African American Studies 2, 49; 59; Anthropology 102, 103, 121, 132; Asian 3; Business 5; Child Development 1; Chinese 3, 10; Economics 1, 2, 10, 11; Geography 2; History 1, 2, 27, 29, 74, 86, 87; Law 1; Library Science 101, 103; Personal Development 20, 40; Political Science 2, 7, 60; Psychology 1, 13, 14, 41, 52; Sociology 1, 2, 11

**B3. Minimum of 3 additional semester units from B1 or B2 above.**

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**C. HUMANITIES**

- **3 Semester /4 Quarter Units minimum**
- Arabic 1, 2; American Sign Language 1, 2; Art 101, 102, 103, 107, 111, 201, 300 400, 501, 635, 636, 637, 708, 709, 806; Chinese 1, 21, 22; Cinema 1, 3, 5, 107; Dance Studies 805; English 102, 127, 203, 204, 205, 206, 209, 215, 219, 234, 239, French 1, 2, 3, 4, 10; History 1, 2, 40; Humanities 1, 30, 31, 60, 77; Japanese 1, 21, 22; Multimedia 100; Music 101, 111, 121, 136, 141, 214; Philosophy 1, 9, 12, 14, 20, 33, 40, 41; Photo 27A, 27B; Spanish 1 or 21, 22, 3, 4, 5; Theater 100, 110, 114, 200, 232, 305, 505

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**D. LANGUAGE AND RATIONALITY**

- **12 Semester /16 Quarter Units minimum**

**D1. ENGLISH COMPOSITION**

- (3 Semester Units minimum)
- Business 32; English 28, 101

**D2. COMMUNICATION AND ANALYTICAL THINKING**

- (6 Semester Units minimum)
- Co Sci 901, 902, 903, 934, 935, 936, 938; English 102, 103; Library Science 101, 102, 103, 104; Math 115, 117, 118, Math 123A, B, C, 125, 127, 128 or higher; Philosophy 6, 8, 8, 9; Communications 101, 104, 121, 151

**D3. Minimum of 3 additional semester units from D1 or D2 above.**

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**E. HEALTH AND PHYSICAL EDUCATION**

- **3 Semester Units minimum**

**E1. HEALTH EDUCATION**

- (2 Semester Units minimum)
- Health 7, 11 (Include one P.E. activity course from E2)

**E2. PHYSICAL EDUCATION ACTIVITY**

- (1 Semester Unit minimum)
- ANY KINESIOLOGY activity (FORMERLY P.E.)/DANCET/DANCD/OT may be counted. Must be an activity class.

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**Major / Area of Emphasis:**

**Major Courses (minimum 18 units) See WLAC catalogue for major requirements**

**Electives**

**Competency Met: Eng: Course_____ Math: Course_____ Test_____ TOTAL**

(Course with Lab; (*) separate Lab course; (l) same as course)

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**Updated June 2015**

Counselor’s Name: __________________________ Student’s Signature: __________________________ Date: __________________________

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60 **WEST LOS ANGELES COLLEGE | 2014 - 2016 CATALOG (revised Fall 2015)**
ASSOCIATE DEGREE

WEST LOS ANGELES COLLEGE
ASSOCIATE DEGREE – GENERAL EDUCATION REQUIREMENTS

PLAN B 2015-2016 (rev 2/2016)

General Education Requirements: Minimum of 18 semester units.
Major Requirements: Minimum of 38 units in a single or related field. Effective for all students entering Fall 2009 or later, each course counted towards the major or area of emphasis requirement must be completed with a “C” (2.0 or equivalent) or better or a “P” if the course is taken on a “Pass or No Pass” basis.

THIS FORM SUBJECT TO CHANGE EACH YEAR
Please see a counselor and check the college catalog for specific major requirements.

<table>
<thead>
<tr>
<th>A. NATURAL SCIENCES</th>
<th>LECTURE REQUIRED</th>
<th>3 Semester /4 Quarter Units minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses with Labs are marked with *; Separate Lab courses are marked with #.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anatomy 1*, Anthropology 101, 111*, Astronomy 1; Biology 3, 3A, 3B; 6*, 7*, 10, 110; Chemistry 51*, 60*, 101*, 102*, 211*, 212*, Earth Science 1, 2*, Environmental Science 1, 2; Geography 1, 15*, Geology 1, 6*, Microbiology 20*; Oceanography 1, Physical Science 1, 14*; Physics 6*, 7*, 37*, 39*, 39h; Psychology 1; Physiology 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Courses Other College</td>
<td>Advanced Placement</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. SOCIAL AND BEHAVIORAL SCIENCES</th>
<th>3 Semester /4 Quarter Units minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1. AMERICAN INSTITUTIONS (3 Semester Units minimum)</td>
<td></td>
</tr>
<tr>
<td>African American Studies 4#(same as History 41), 5#(same as History 42); History 11, 12, 14, 41#, 42#, 43, 44; Political Science 1</td>
<td></td>
</tr>
<tr>
<td>Courses Other College</td>
<td>Advanced Placement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. HUMANITIES</th>
<th>3 Semester /4 Quarter Units minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arabic 1, 2; American Sign Language 1, 2; Architecture 101, Art 101,102, 103, 107, 111,141, 201, 300,400,501, 502, 633,635,639,708, 709,806, Chinese 1, 21, 22; Cinema 1, 3, 5, 107; Dance Studies 805; English 102, 127, 203, 204, 205, 206, 209, 215, 219, 234, 239, 275; French 1, 2, 3, 4; History 1, 2, 86, 87; Humanities 1, 30, 31, 60; Japanese 1, 21, 22; Multimedia 100; Music 101, 111, 121, 122, 136, 141, 201, 202, 211,214, 321-324, 341, 411-413, 561, 775; Philosophy 1,9,12,14,20, 33, 40,41,Photo 27A, 27B; Spanish 1 or 21, 22, 2, 3, 4, 5; Theater 100, 110, 114, 200, 232, 305, 305</td>
<td></td>
</tr>
<tr>
<td>Courses Other College</td>
<td>Advanced Placement</td>
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<thead>
<tr>
<th>D. LANGUAGE AND RATIONALITY</th>
<th>6 Semester /8 Quarter Units minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>D1. ENGLISH COMPOSITION (3 Semester Units minimum)</td>
<td></td>
</tr>
<tr>
<td>Business 32, English 28, 101;</td>
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</tr>
<tr>
<td>D2. COMMUNICATION AND ANALYTICAL THINKING (3 Semester Units minimum)</td>
<td></td>
</tr>
<tr>
<td>Accounting 1; Co Sci 901, 902, 933,934,935; English 102, 103; Library Science 101, 102,103,104; Math 115, 117, 118, 123A,B,C 125, 127, 128 or higher; Philosophy 6, 8, 9; Communications 101, 104, 121, 151</td>
<td></td>
</tr>
<tr>
<td>Courses Other College</td>
<td>Advanced Placement</td>
</tr>
<tr>
<td>Competency Met: Eng. Course, Math. Course, Test</td>
<td></td>
</tr>
<tr>
<td>Courses Other College</td>
<td>Advanced Placement</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>E. HEALTH AND PHYSICAL EDUCATION</th>
<th>3 Semester /4 Quarter Units minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1. HEALTH (minimum 2 units in Health Education)</td>
<td></td>
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<tr>
<td>Health 1, 11 (Include one activity course from E2)</td>
<td></td>
</tr>
<tr>
<td>E2. PHYSICAL EDUCATION ACTIVITY (minimum 1 unit of P.E. Activity) ANY KINESIOLOGY course (formerly PE/DANCE/DANCETQ) may be counted for this area. Must be an activity. (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Courses Other College</td>
<td></td>
</tr>
</tbody>
</table>

Major/Area of Emphasis:

Major Courses (minimum 36 units)

Electives

TOTAL

<table>
<thead>
<tr>
<th>(L) Lab; *Separate Lab; # same as course</th>
</tr>
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<tbody>
<tr>
<td>C = Completed</td>
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</tbody>
</table>

Updated 6/10/2015

Counselor’s Name | Student’s Signature | Date

WEST LOS ANGELES COLLEGE | 2014 - 2016 CATALOG (revised Fall 2015) 61
ASSOCIATE DEGREE: Plan A & B Graduation Requirement

I. Unit Requirement: At least 60 units of course credit in a selected curriculum. (6201.10)

II. Scholarship Requirement: A “C” (2.0) grade average or better in all work attempted in the curriculum upon which the degree is based. (6201.11)

III. Competency Requirements: (Administrative Regulation E-79)

The following courses and examinations are approved to meet the competency requirement for the Associate Degree as defined in Board Rule 6201.12:

<table>
<thead>
<tr>
<th>For all continuing students entering PRIOR to Fall 2009</th>
<th>For all new/returning students ENTERING Fall 2009 or after</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Mathematics Competency</strong></td>
<td><strong>A. Mathematics Competency</strong></td>
</tr>
<tr>
<td>1. Completion of one of the following courses (or its equivalent at another college) with a grade of “C” or better:</td>
<td>May be met by completion of one of the following:</td>
</tr>
<tr>
<td>- Mathematics 115 or any higher level mathematics course with a prerequisite of Mathematics 115 or its equivalent:</td>
<td>1. Completion of one of the following courses (or its equivalent at another college) with a grade of “C” or better: Mathematics 125 or any higher-level mathematics courses with a prerequisite of at least mathematics 125 or its equivalent.</td>
</tr>
<tr>
<td>- General Engineering Technology 121</td>
<td>3. A score of 3 or higher on one of the following AP Exams: Calculus AB, Calculus BC or Statistics</td>
</tr>
<tr>
<td>OR</td>
<td>4. Complete the college assessment exam in mathematics and achieve a score determined comparable to satisfactory completion of intermediate algebra. That is, students who place into a mathematics course above the level of intermediate algebra have met the competency requirement.</td>
</tr>
<tr>
<td>2. Achievement of a score of 15 or higher on the District Mathematics Competency Examination.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>B. Reading and Written Expression Competency</strong></th>
<th><strong>B. Reading and Written Expression Competency</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Completion of one of the following courses (or its equivalent at another college) with a grade of “C” or better:</td>
<td>May be met by completion of one of the following:</td>
</tr>
<tr>
<td>- English 28, English 61, English 62, English 63, English 65</td>
<td>1) Completion of English 101 (or its equivalent at another college) with a grade of “C” or better.</td>
</tr>
<tr>
<td>- English 101</td>
<td>2) A score of 3 or higher on one of the following AP Exams: English Language and Composition, English Composition and Literature</td>
</tr>
<tr>
<td>- Journalism 101</td>
<td>3) In meeting the Reading and Written Expression competency requirement, course work is the primary measure of competency. However, competency may be met through credit-by-examination, as determined by the individual colleges.</td>
</tr>
<tr>
<td>2. In meeting the Reading and Written Expression competency requirement, course work is the primary measure of competency. However, competency may be met through credit-by-examination, as determined by the individual colleges.</td>
<td>4) Complete the college assessment exam in English and achieve a score determined comparable to satisfactory completion of English 101. That is, students who place into a English course above the level of English 101 have met the competency requirement.</td>
</tr>
</tbody>
</table>

HOW TO CHOOSE THE CORRECT GENERAL EDUCATION PLAN

Students will follow either Plan A or Plan B depending on the number of units in their major. Please check the college catalog or speak with a counselor.
ASSOCIATE DEGREES, CERTIFICATES OF ACHIEVEMENT AND SKILL CERTIFICATES

West Los Angeles College provides educational programs that lead to transferring to four-year colleges and universities, as well as career programs that lead to Associate Degrees, Certificates of Achievement, or Skill Certificates.

Associate Degree for Transfer
A Degree with a Guarantee.

Associate Degrees for Transfer (AA-T and AS-T)
California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units at a CSU.

To view the most current list of Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to http://www.sb1440.org/Counseling.aspx. Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

An Associate of Arts (A.A.) or Associate of Science (A.S.) Degree is granted to recognize a student’s satisfactory completion of an organized program of study consisting of a minimum of 60 degree-applicable semester units including general education requirements and specific major requirements. A minimum GPA of 2.0 (“C”) or better is required for an Associate Degree.

A Certificate of Achievement is issued in State-approved programs designed for students who are looking for instruction with a high degree of specialization. Certificate programs vary in length, but must have 18 or more semester units, and may be pursued on a full-time or part-time basis. Career and Technical Career Education (CTE) certificate programs are usually one-year educational programs that offer courses needed to prepare students for immediate employment. A Certificate program is specific, and no course substitution will be permitted unless approved by the department. A grade of “C” or better is required in each course required for the major.

A Skill Certificate is issued by the department offering the certificate for programs requiring 17 semester units or less. Skill Certificates are designed for those students who have limited time, or who wish to limit their commitment to a particular field of study. Students may seek increased job-related specialization, job advancement, or preparation for new employment. Courses that make up a Skill Certificate may apply toward a Certificate Program or Associate Degree. A grade of “C” or better is required in each course required for the major. Always consult a counselor for verification.

Departments offering skills certificates are responsible for their issuance.

Note: Skill certificates are not state-approved and are not included on transcripts. Only students completing state-approved degrees and/or certificates of achievement may participate in commencement.

Noncredit Certificates of Completion & Competency
West Los Angeles College has received approval from the California Community College Chancellor’s Office to offer noncredit programs with certificates of completion. These educational programs focus on college preparation or career development. Refer to page 137 for additional information.

Applying for degrees or certificates
Students should petition the Admissions office for Associate Degrees, Certificates of Achievement or Noncredit Certificates during the final semester in which completion of requirements takes place. Units earned toward a Certificate may be applied toward an Associate Degree of the same major.

A 2.0 GPA and completion of at least 12 units of work in residence and attendance at West Los Angeles College during the semester in which the requirements are completed is required for any certificate.

For both the degree and certificate programs, transcripts from all other colleges attended must be on file in the Admissions office.
TRANSFER DEGREES

Associate of Arts for Transfer

- Anthropology
- Art History
- Communication Studies
- Economics
- English
- History
- Music
- Philosophy
- Political Science
- Psychology
- Sociology
- Spanish
- Studio Arts

Associate of Science for Transfer

- Administration of Justice
- Business Administration
- Early Childhood Education
- Mathematics
- Physics

ASSOCIATE DEGREES

Associate of Arts

- Accounting
- Administration of Justice
- Alcohol and Drug Studies
- Anthropology
- Art – Ceramics
- Art – Drawing and Painting
- Biology
- Business
- Business Administration
- Chemistry
- Child Development
- Communication Studies (formerly Speech)
- Computer Applications & Office Technology – General Office
- Computer Applications & Office Technology – Word Processing
- Computer Network and Security Management
- Computer Science Information Technology
- Computer Web Support and Database Administration
- Economics
- English
- French
- History
- Hospitality
- Kinesiology (formerly Physical Education)
- Liberal Arts in:
  - Arts and Humanities
  - Behavioral and Social Sciences
  - Health Professions
  - Math, Science, and Computer Science
- Management – Small Business
- Marketing
- Mathematics
- Music
- Paralegal Studies
- Philosophy
- Physics
- Political Science
- Psychology
- Real Estate
- Sociology
- Spanish
- Travel

Associate of Science

- Aviation Maintenance Technician
- Computer Network and Security Management
- Computer Web Support and Database Administration
- Dental Hygiene
- Fire Technology
- Medical Assisting
- Pharmacy Technician

CERTIFICATES OF ACHIEVEMENT

- Accounting
- Alcohol and Drug Studies
- Aviation – Aircraft Power Plant Technician
- Aviation – Airframe Maintenance Technician
- Business
- Business Application and Database Management
- CSU GE- California State University General Education Breadth
- Child Development
- Computer Applications Office Technology: General Office
- Computer Applications Office Technology: word Processing
- Computer Network and Security Management
- Computer Network Management
- Computer Science Information Technology
- Computer Web Support and Database Administration
- Film/TV Production Crafts
- Fire Technology
- Hospitality
- Hospitality – Event & Convention Planning
- Hospitality – Hotel Front Desk and Back Office Operations
- Hospitality – Hotel Sales and Marketing
• IGETC – The Intersegmental General Education Transfer Curriculum
• Legal Secretary
• Management – Small Business
• Medical Assisting - Administrative
• Medical Assisting - Clinical
• Medical Assisting - Administrative and Clinical
• Network & Information System Security
• Paralegal
• Pharmacy Technician – Advanced
• Pharmacy Technician – Basic
• Real Estate
• Travel – Advanced
• Web Support and Administration

NON-CREDIT CERTIFICATES
• Job Readiness Skill Certificate of Completion
• The Foundation of English Skills Certificate of Competency
• In-Home Supportive Services Provider (IHSS) Certificate of Completion
• Healthcare Career Discovery Certificate of Completion
• Healthcare Careers Preparation Certificate of Completion
• Healthcare Services Certificate of Completion
• Pre-Nursing Career Preparation Certificate of Completion
• Pre-Dental Career Preparation Certificate of Completion
• Choosing Business Careers Certificate of Completion
• Communicating in Business Certificate of Completion
• Business Tools Certificate of Completion

SKILLS CERTIFICATES
Note: Skill certificates are not state-approved and are not included on transcripts. Only students completing state-approved degrees and/or certificates may participate in commencement.

• Administration of Justice – Corrections
• Administration of Justice – Fingerprint Classification
• Administration of Justice – Juvenile Corrections Officer
• Administration of Justice – P.C. 832 Arrest Course
• Administration of Justice – Police Orientation Preparation I, II, III, IV
• Aircraft – Composite Structures and Fabrication
• Art – Computer Graphic Arts
• Child Development – Administration and Supervision of Early Childhood Programs
• Child Development – Associate Teacher
• Child Development – Curriculum Development in Early Childhood Programs
• Child Development – Director Private Preschool
• Child Development – Early Literacy Development
• Child Development – Family Child Care Providers
• Child Development – Infant and Toddler Studies
• Child Development – Health, Nutrition, Safety and Food Sanitation of EC Programs
• Child Development – Observation, Assessment, and Guidance in EC Programs
• Child Development – School Age Programs
• Child Development – Special Needs Children
• Cinema
• Computer Applications & Office Technology
• Music – Songwriters’ Workshop
• Real Estate Assistant
• Real Estate Appraiser Trainee
• Theater Arts
• Travel – Basic Travel

COLLEGE BOARD CODE FOR UNIVERSITY APPLICATION 004964
For complete information on Transfer Associate Degree requirements, the student should refer to “Graduation Requirements” and “Transfer Requirements” in this section. Lower-division requirements of four-year colleges and universities are found under “Transfer Requirements.” Because baccalaureate institutions differ in their majors’ requirements, it is vitally important for transfer students to consult with a counselor before registration to get the best available information about courses they need to take.