

FILED

2009 FEB 11 AM 11:31

CLERK U.S. DISTRICT COURT
CENTRAL DIST. OF CALIF.
LOS ANGELES

BY _____

1 BENJAMIN W. BULL, AZ Bar No. 009940*

2 bbull@telladf.org

3 ALLIANCE DEFENSE FUND

4 15100 N. 90th St., Scottsdale, AZ 85260

(480) 444-0020; (480) 444-0028 Fax

5 DAVID A. FRENCH, TN Bar No. 16692, KY Bar No. 86986*

6 dfrench@telladf.org

7 ALLIANCE DEFENSE FUND

8 12 Public Square, Columbia, TN 38401

(931) 490-0591; (931) 490-7989 Fax

9 DAVID J. HACKER, CA Bar No. 249272, IL Bar No. 6283022

10 dhacker@telladf.org

11 HEATHER GEBELIN HACKER, CA Bar No. 249273, AZ Bar No. 024167

12 hghacker@telladf.org

13 ALLIANCE DEFENSE FUND

14 101 Parkshore Dr., Suite 100, Folsom, CA 95630

(916) 932-2850; (916) 932-2851 Fax

15 SAM KIM, CA Bar No. 212964

16 samkim@sklaw.org

17 MICHAEL L. PARKER, CA Bar No. 138253

18 michaelparker@sklaw.org

19 SAM KIM AND ASSOCIATES, P.C.

20 5661 Beach Blvd., Buena Park, CA 90621

(714) 736-5501; (714) 736-9901 Fax

21 *Attorneys for Plaintiff Jonathan Lopez*

22 UNITED STATES DISTRICT COURT
23 CENTRAL DISTRICT OF CALIFORNIA

24 CV09-0995 GHK (FFM)

25 JONATHAN LOPEZ,

26 Plaintiff,

27 vs.

28 KELLY G. CANDAELE, MONA
FIELD, GEORGIA L. MERCER,

Case No.

DEMAND FOR JURY TRIAL

VERIFIED COMPLAINT FOR
INJUNCTIVE AND

*Pro hac vice application concurrently filed

1 **NANCY PEARLMAN, ANGELA J.**
2 **REDDOCK, MIGUEL SANTIAGO,**
3 **SYLVIA SCOTT-HAYES,** in their
4 individual and official capacities as
5 members of the Los Angeles
6 Community College District Board of
7 Trustees; **GENE LITTLE,** in his
8 individual and official capacities as
9 Director of the Los Angeles
10 Community College District Office of
11 Diversity Programs; **JAMILLAH**
12 **MOORE,** in her individual and
13 official capacities as President of Los
14 Angeles City College; **ALLISON**
15 **JONES,** in her individual and official
16 capacities as Dean of Academic
17 Affairs at Los Angeles City College;
18 **CRISTY PASSMAN,** in her
19 individual and official capacities as
20 Compliance Officer at Los Angeles
21 City College; **JOHN MATTESON,**
22 in his individual and official capacities
23 as Professor of Speech at Los Angeles
24 City College,

25
26
27
28
Defendants.

**DECLARATORY RELIEF,
MONETARY DAMAGES, AND
ATTORNEYS' FEES AND COSTS**

*Pro hac vice application concurrently filed

1 Plaintiff Jonathan Lopez, by and through counsel, and for his Verified
2 Complaint against Kelly G. Candaele, Mona Field, Georgia L. Mercer, Nancy
3 Pearlman, Angela J. Reddock, Miguel Santiago, Sylvia Scott-Hayes, members of
4 the Los Angeles Community College District Board of Trustees; Gene Little,
5 Director of the Los Angeles Community College District Office of Diversity
6 Programs; Jamillah Moore, President of Los Angeles City College; Allison Jones,
7 Dean of Academic Affairs at Los Angeles City College; Cristy Passman,
8 Compliance Officer at Los Angeles City College; and John Matteson, Professor
9 of Speech at Los Angeles City College, hereby states as follows:

10 **INTRODUCTION**

11 1. This is a civil action seeking injunctive, declaratory, and monetary
12 relief, including attorney's fees and costs, to vindicate and to safeguard Plaintiff
13 Jonathan Lopez's fundamental rights to freedom of speech, due process of law,
14 and equal protection under law as secured by the First and Fourteenth
15 Amendments to the United States Constitution.

16 2. Los Angeles Community College District ("District"), one of
17 California's largest public community college districts, systematically prohibits
18 and punishes political and religious speech by students that is outside the campus
19 political mainstream. Students who matriculate at schools within the District are
20 promised a forum for free debate and free exchange of ideas. However, some
21 views are more welcome than others.

22 3. This case arises from policies and actions of public officials
23 employed by Los Angeles City College ("College") and the District that restrict
24 and abridge the expressive rights of college students. During the fall 2008
25 semester, College officials censored Plaintiff Jonathan Lopez's public expression
26 and then retaliated against him for reporting the censorship. When delivering a
27 speech in class pursuant to an open-ended assignment, Mr. Lopez was silenced
28 by Defendant John Matteson because of the content and viewpoint of his speech.

1 Matteson refused to allow Mr. Lopez to finish his assignment, publically accused
2 him of being a “fascist bastard,” and refused to give Mr. Lopez a grade for the
3 assignment, telling him instead to “ask God” for his grade. Mr. Lopez reported
4 these actions to Defendant Allison Jones, who took no action to correct the
5 censorship. When Defendant Matteson saw Mr. Lopez reporting the incident to
6 Jones, he told Mr. Lopez that he would find a way to get him expelled. When
7 Mr. Lopez reported all of these actions to Defendants Jones and Jamillah Moore,
8 they took no action to protect his constitutional rights, and instead accused him of
9 engaging in hate speech.

10 4. The District, acting through its trustees and administrators, also
11 enforces a vague and overbroad speech code that chills protected student speech
12 by conditioning punishment on the subjective reactions of listeners. This speech
13 code is enforced, in part, through a system of reporting that encourages students
14 to file complaints about their fellow students whenever those students utter words
15 or engage in actions deemed subjectively “offensive” or “harassing.” Indeed,
16 Defendant Matteson used the District speech code to chill Mr. Lopez’s
17 expression on campus.

18 5. The aforementioned policies are challenged on their face and as
19 applied to Plaintiff Jonathan Lopez.

20 6. Defendants’ policies and actions have deprived and will continue to
21 deprive Plaintiff Jonathan Lopez of his paramount rights and guarantees under
22 the United States Constitution.

23 7. Each and every act of Defendants alleged herein was committed by
24 Defendants, each and every one of them, under the color of state law and
25 authority.

26
27
28

JURISDICTION & VENUE

1
2 8. This action raises federal questions under the United States
3 Constitution, particularly the First and Fourteenth Amendments, and the Civil
4 Rights Act of 1871, 42 U.S.C. §§ 1983 and 1988.

5 9. This Court has original jurisdiction over the federal claims by
6 operation of 28 U.S.C. §§ 1331 and 1343.

7 10. This Court has authority to grant the requested declaratory relief
8 under 28 U.S.C. §§ 2201 and 2202, the requested injunctive relief under 28
9 U.S.C. § 1343(a)(3-4), the requested damages under 28 U.S.C. § 1343(a)(4), and
10 attorneys’ fees under 42 U.S.C. § 1988(b).

11 11. Venue is proper in the United States District Court for the Central
12 District of California under 28 U.S.C. § 1391, because the events giving rise to
13 the claims occurred in this District, and because at least one Defendant resides in
14 this District.

15 **PLAINTIFF**

16 12. Plaintiff Jonathan Lopez is, and was at all times relevant to this
17 Complaint, a resident of Los Angeles, California, and a student at the College.

18 **DEFENDANTS**

19 13. Defendant Kelly G. Candaele is, and was at all times relevant to this
20 Complaint, President and a member of the District Board of Trustees. In his
21 official capacity as a member of the Board of Trustees, Candaele is responsible
22 for adopting rules and regulations pursuant to Cal. Educ. Code § 70902 that
23 govern California state community colleges within the District, including rules
24 and regulations that govern student conduct, and for providing oversight for
25 District employees. Defendant Candaele acted under color of state law when he
26 violated Mr. Lopez’s First and Fourteenth Amendment rights. He is sued in his
27 individual and official capacities.

28

1 14. Defendant Mona Field is, and was at all times relevant to this
2 Complaint, Vice President and a member of the District Board of Trustees. In
3 her official capacity as a member of the Board of Trustees, Field is responsible
4 for adopting rules and regulations pursuant to Cal. Educ. Code § 70902 that
5 govern California state community colleges within the District, including rules
6 and regulations that govern student conduct, and for providing oversight for
7 District employees. Defendant Field acted under color of state law when she
8 violated Mr. Lopez's First and Fourteenth Amendment rights. She is sued in her
9 individual and official capacities.

10 15. Defendant Georgia L. Mercer is, and was at all times relevant to this
11 Complaint, a member of the District Board of Trustees. In her official capacity
12 as a member of the Board of Trustees, Mercer is responsible for adopting rules
13 and regulations pursuant to Cal. Educ. Code § 70902 that govern California state
14 community colleges within the District, including rules and regulations that
15 govern student conduct, and for providing oversight for District employees.
16 Defendant Mercer acted under color of state law when she violated Mr. Lopez's
17 First and Fourteenth Amendment rights. She is sued in her individual and official
18 capacities.

19 16. Defendant Nancy Pearlman is, and was at all times relevant to this
20 Complaint, a member of the District Board of Trustees. In her official capacity
21 as a member of the Board of Trustees, Pearlman is responsible for adopting rules
22 and regulations pursuant to Cal. Educ. Code § 70902 that govern California state
23 community colleges within the District, including rules and regulations that
24 govern student conduct, and for providing oversight for District employees.
25 Defendant Pearlman acted under color of state law when she violated Mr.
26 Lopez's First and Fourteenth Amendment rights. She is sued in her individual
27 and official capacities.

28

1 17. Defendant Angela J. Reddock is, and was at all times relevant to this
2 Complaint, a member of the District Board of Trustees. In her official capacity
3 as a member of the Board of Trustees, Reddock is responsible for adopting rules
4 and regulations pursuant to Cal. Educ. Code § 70902 that govern California state
5 community colleges within the District, including rules and regulations that
6 govern student conduct, and for providing oversight for District employees.
7 Defendant Reddock acted under color of state law when she violated Mr. Lopez's
8 First and Fourteenth Amendment rights. She is sued in her individual and official
9 capacities.

10 18. Defendant Miguel Santiago is, and was at all times relevant to this
11 Complaint, a member of the District Board of Trustees. In his official capacity as
12 a member of the Board of Trustees, Santiago is responsible for adopting rules and
13 regulations pursuant to Cal. Educ. Code § 70902 that govern California state
14 community colleges within the District, including rules and regulations that
15 govern student conduct, and for providing oversight for District employees.
16 Defendant Santiago acted under color of state law when he violated Mr. Lopez's
17 First and Fourteenth Amendment rights. He is sued in his individual and official
18 capacities.

19 19. Defendant Sylvia Scott-Hayes is, and was at all times relevant to this
20 Complaint, a member of the District Board of Trustees. In her official capacity
21 as a member of the Board of Trustees, Scott-Hayes is responsible for adopting
22 rules and regulations pursuant to Cal. Educ. Code § 70902 that govern California
23 state community colleges within the District, including rules and regulations that
24 govern student conduct, and for providing oversight for District employees.
25 Defendant Scott-Hayes acted under color of state law when she violated Mr.
26 Lopez's First and Fourteenth Amendment rights. She is sued in her individual
27 and official capacities.

28

1 20. Defendant Gene Little is, and was at all times relevant to this
2 Complaint, the Director of the District's Office of Diversity Programs.
3 Defendant Little's duties include the oversight of the District's Office of
4 Diversity Programs, developing and implementing the District's policies and
5 procedures, addressing discrimination and sexual harassment issues,
6 investigating, resolving and recommending resolutions to discrimination and
7 sexual harassment complaints, overseeing federal compliance, serving as a
8 resource for students, and coordinating training workshops. Defendant Little
9 acted under color of state law when he violated Mr. Lopez's First and Fourteenth
10 Amendment rights. He is sued in his individual and official capacities.

11 21. Defendant Jamillah Moore is, and was at all times relevant to this
12 Complaint, President of Los Angeles City College, a college within the District.
13 Defendant Moore's duties include the oversight of the College, the execution of
14 policies and regulations that govern the College, and decision-making concerning
15 student and faculty discipline. Defendant Moore acted under color of state law
16 when she violated Mr. Lopez's First and Fourteenth Amendment rights. She is
17 sued in her individual and official capacities.

18 22. Defendant Allison Jones is, and was at all times relevant to this
19 Complaint, Dean of Academic Affairs at Los Angeles City College, a college
20 within the District. Defendant Jones' duties include overseeing academic
21 administration, student matters and faculty employment, including the policies
22 and procedures that govern the College. Defendant Jones acted under color of
23 state law when she violated Mr. Lopez's First and Fourteenth Amendment rights.
24 She is sued in her individual and official capacities.

25 23. Defendant Cristy Passman is, and was at all times relevant to this
26 Complaint, the Compliance Officer at Los Angeles City College, a college within
27 the District. Defendant Passman's duties include the oversight of the College's
28 Compliance Office, developing and implementing the District's policies and

1 procedures at the College, addressing discrimination and sexual harassment
2 issues, investigating, resolving and recommending resolutions to discrimination
3 and sexual harassment complaints, overseeing federal compliance, serving as a
4 resource for students, and coordinating training workshops. Defendant Passman
5 acted under color of state law when she violated Mr. Lopez's First and
6 Fourteenth Amendment rights. She is sued in her individual and official
7 capacities.

8 24. Defendant John Matteson is, and was at all times relevant to this
9 Complaint, Professor of Speech at Los Angeles City College. Defendant
10 Matteson's duties include teaching and oversight of student education, including
11 enforcement of District and College policies and procedures. Defendant
12 Matteson acted under color of state law when he violated Mr. Lopez's First and
13 Fourteenth Amendment rights. He is sued in his individual and official
14 capacities.

FACTUAL BACKGROUND

A. The College's Retaliation Against Lopez's Speech

15
16
17 25. Mr. Lopez is a Christian and, as a tenet of his faith, he shares his
18 beliefs about Christianity with others, particularly, his fellow students. Mr.
19 Lopez believes sharing his beliefs about Christianity is a religious duty. Mr.
20 Lopez often discusses his faith and how it applies to guide his views on political,
21 social, and cultural issues and events.

22 26. In an effort to comply with his duty to share his Christian beliefs
23 with others, Mr. Lopez looks for opportunities to speak with other students about
24 his faith. Sometimes this occurs between classes among friends and fellow
25 students, and sometimes during appropriate class opportunities.

26 27. Mr. Lopez is pursuing an associate degree from the College.
27
28

1 28. During the fall 2008 semester at the College, Mr. Lopez was a
2 student in Speech 101: Intro to Public Speaking (“Speech 101”), which was
3 taught by Defendant Matteson.

4 29. Speech 101 included several speaking assignments throughout the
5 semester, during which students presented different types of speeches.
6 According to the Speech 101 syllabus, the speaking assignments included a
7 delivery speech, culture speech, informative speech, and persuasive speech. A
8 copy of the Speech 101 syllabus is attached as Exhibit 1 to this Complaint.

9 30. During the class, Defendant Matteson assigned his students to give
10 an informative speech. He said it could cover any topic, had to last between six
11 and eight minutes, and could include poster board presentation aids.

12 31. Defendant Matteson created a public forum for free speech when he
13 gave the Speech 101 students the informative speech assignment.

14 32. On or about November 24, 2008, Mr. Lopez attempted to give his
15 informative speech during class.

16 33. Mr. Lopez’s informative speech discussed the topic of God and the
17 ways in which he has witnessed God act both in his life and in the lives of others
18 through miracles. His speech included a description of his religious views.

19 34. In the middle of the speech, Mr. Lopez addressed the issues of God
20 and morality. He referred to the dictionary definition of marriage as being
21 between a man and a woman and also read two verses from the Bible.

22 35. When Mr. Lopez said this, Defendant Matteson interrupted him and
23 refused to allow him to finish his speech.

24 36. Defendant Matteson then called Mr. Lopez a “fascist bastard,” and
25 refused to allow him to finish the speech. Defendant Matteson told the other
26 students in the class that they could leave if they were offended by Mr. Lopez.
27 When no one got up to leave, Matteson formally dismissed the class.

28

1 37. Defendant Matteson censored Mr. Lopez's speech because of the
2 religious content and viewpoint of his expression.

3 38. Defendant Matteson allowed other students to present informative
4 speeches on food, how to play a musical instrument, foreign countries, and other
5 topics.

6 39. As Mr. Lopez prepared to leave the class, he found that Defendant
7 Matteson left an evaluation form on his backpack that specified no grade for the
8 informative speech and instead instructed Mr. Lopez to "[a]sk God what your
9 grade is." Defendant Matteson also wrote on the evaluation form that
10 "prostyeyszing [sic] is inappropriate in public school." A copy of the
11 Informative/Evaluation form is attached as Exhibit 2 to this Complaint.

12 40. Defendant Matteson censored Mr. Lopez's speech because of his
13 religious beliefs and membership in a protected class.

14 41. Defendant Matteson took these actions against Mr. Lopez's speech
15 while acting under color of state law.

16 42. Several weeks earlier, after the November presidential election,
17 Defendant Matteson announced to the Speech 101 class that he was upset
18 because he thought our society cared more about animals than people. He then
19 said that "if you voted yes on Proposition 8, you are a fascist bastard."

20 43. On information and belief, Proposition 8 was a state ballot measure
21 to amend the state constitution to define marriage as between one man and one
22 woman.

23 44. Mr. Lopez felt intimidated and threatened by Defendant Matteson's
24 statement after the election.

25 45. The combination of Defendant Matteson's statement after the
26 election and his actions on November 24 have caused Mr. Lopez to refrain from
27 expressing his religious beliefs about political, social, and cultural issues and
28 events while on campus.

1 46. On or about November 25, 2008, Mr. Lopez met with Defendant
2 Jones to describe Defendant Matteson's discriminatory actions on November 24,
3 2008.

4 47. On December 1, 2008, Mr. Lopez and another student arrived to
5 Speech 101 a few minutes late. To prevent interrupting speakers, Defendant
6 Matteson's class policy required students to wait outside the classroom if
7 someone was giving a speech, and enter once they heard applause. When Mr.
8 Lopez approached the open classroom door, he did not hear anyone speaking; so
9 he and the other student entered. Someone was speaking, so Mr. Lopez
10 apologized to the class. However, Defendant Matteson confronted Mr. Lopez in
11 front of the class, saying that it was "not very Christian of you" to enter when
12 someone was speaking.

13 48. As a result of Defendant Matteson's actions on December 1, Mr.
14 Lopez feels like he is being treated differently than other students and people of
15 faith because of his religious beliefs.

16 49. After class on December 1, 2008, Mr. Lopez delivered a written
17 description of the November 24, 2008 incident to Defendant Jones. Defendant
18 Matteson saw Mr. Lopez do this and confronted him about it. During this
19 confrontation, Mr. Matteson said that he would make sure Mr. Lopez was
20 expelled from school.

21 50. On December 2, 2008, Mr. Lopez sent a demand letter to
22 Defendants Moore and Jones, through counsel, informing them of these events
23 and requesting that they take immediate action to correct Defendant Matteson's
24 discriminatory and retaliatory actions. A copy of the letter from counsel for Mr.
25 Lopez to Defendants Moore and Jones is attached as Exhibit 3 to this Complaint.

26 51. On December 4, 2008, Defendant Jones responded to Mr. Lopez's
27 demand. Jones refused to take any immediate action to protect Mr. Lopez's First
28 and Fourteenth Amendment rights and repudiate Defendant Matteson's actions.

1 A copy of Defendant Jones' December 4, 2008 letter to counsel for Mr. Lopez is
2 attached as Exhibit 4 to this Complaint.

3 52. Instead, Defendant Jones wrote that she received two statements
4 from other students in Speech 101 who "were deeply offended" by Mr. Lopez's
5 speech. Allegedly, one student's statement said "I also do not believe that our
6 classroom is the proper platform for him to spout his hateful propaganda," and,
7 allegedly, the second student wrote, "I don't know what kind of actions can be
8 taken in this situation, but I expect that this student should have to pay some price
9 for preaching hate in the classroom." (See Ex. 4.)

10 53. Defendant Jones said that Defendant Matteson's discipline, if any,
11 would be handled privately.

12 54. On December 5, 2008, counsel for Mr. Lopez sent a second demand
13 letter to Defendants Moore and Jones requesting that they take immediate action
14 to publically repudiate Defendant Matteson's actions and remedy the
15 constitutional injuries Mr. Lopez suffered at the College. A copy of Mr. Lopez's
16 second demand letter of December 5, 2008 is attached as Exhibit 5 to this
17 Complaint.

18 55. On December 8, 2008, Defendant Jones responded to Mr. Lopez's
19 second demand letter by stating: "We believe that we have promptly, diligently
20 and appropriately addressed Mr. Hacker's [sic] complaints." She wrote that any
21 service of process or tort claims could be served on the District's General
22 Counsel. A copy of Defendant Jones' December 8, 2008 letter to counsel for Mr.
23 Lopez is attached as Exhibit 6 to this Complaint.

24 56. Defendants Moore and Jones took these actions against Mr. Lopez's
25 speech while acting under color of state law.

26 57. Mr. Lopez has not received a grade for his informative speech about
27 God and miracles.

28

1 58. The statements and actions of Defendants Moore and Jones have
2 caused Mr. Lopez to self-censor his views on campus. Mr. Lopez cannot express
3 his Christian viewpoint in class, with friends, or with faculty and staff for fear of
4 creating “offense” and being punished under College or District policies.

5 59. Defendant Moore’s, Jones’, and Matteson’s actions constitute
6 unconstitutional content-based and viewpoint discrimination and retaliation
7 against Mr. Lopez because of his religious beliefs and protected speech.

8 **B. The District’s Speech Code**

9 60. The District promulgates Board Rules and Administrative
10 Regulations pursuant to authority vested in it under Cal. Educ. Code §§ 66300
11 and 70902.

12 61. Board Rules 2312 and 9801 give the District Board of Trustees
13 power to establish rules and regulations governing student conduct.

14 62. Board Rule 9802 makes Defendant Moore responsible for enforcing
15 Board Rules and Administrative Regulations at the College, including developing
16 guidelines, applying sanctions, and taking other appropriate action consistent
17 with the rules and regulations.

18 63. Board Rule 9803 states that “[c]onduct in all of the Los Angeles
19 Community Colleges must conform to District and college rules and regulations.
20 Violations of such rules and regulations may result in disciplinary action
21 depending on the individual’s status as student, faculty, staff or visitor.”

22 64. Board Rule 15001 contains the following statement about the
23 District’s policy on sexual harassment:

24 The policy of the Los Angeles Community College District is to
25 provide an educational, employment and business environment free
26 from unwelcome sexual advances, requests for sexual favors, and
27 other verbal or physical conduct or communications constituting
28 sexual harassment. Employees, students, or other persons acting on

1 behalf of the District who engage in sexual harassment as defined in
2 this policy or by state or federal law shall be subject to discipline, up
3 to and including discharge, expulsion or termination of contract.

4 A copy of Board Rule 15001 is attached as Exhibit 7 to this Complaint.

5 65. The College’s Student Handbook contains the same policy language
6 as Board Rule 15001. A copy of the College’s Student Handbook is attached as
7 Exhibit 8 to this Complaint.

8 66. Board Rule 15003 defines sexual harassment as:
9 Unwelcome sexual advances, requests for sexual favors, and other
10 verbal, visual or physical conduct of a sexual nature, made by
11 someone from or in the workplace or in the educational setting, under
12 any of the following conditions:

13 ...

14 3. The conduct has the purpose or effect of having a negative impact
15 upon the individual's work or academic performance, or of creating an
16 intimidating, hostile or offensive work or educational environment.

17 (See Ex. 7).

18 67. Board Rule 15003 does not define the term “negative impact” or
19 explain what “intimidating, hostile or offensive” means.

20 68. Defendants Candaele, Field, Mercer, Pearlman, Reddock, Santiago,
21 and Scott-Hayes are the final decision makers for the District in resolving
22 complaints of sexual harassment. (See Ex. 7, Board Rule 15017.)

23 69. Defendant Little develops and implements sexual harassment
24 policies pursuant to District Board Rules, policies, and procedures.

25 70. Defendant Passman develops and implements sexual harassment
26 policies at the College pursuant to District Board Rules, policies, and procedures.

27
28

1 71. Board Rule 15017 states that, “[d]isciplinary action against students
2 shall include, without limitation, verbal warnings, probation, suspension or
3 expulsion.” (See Ex. 7.)

4 72. The College’s Rules for Student Conduct contains the following
5 statement: “Student conduct in all of the Los Angeles Community Colleges must
6 conform to District and College rules and regulations.” The Rules for Student
7 Conduct are contained in the Student Handbook. (See Ex. 8.) The District Board
8 of Trustees rules establishing the Rules for Student Conduct are attached as
9 Exhibit 9 to this Complaint.

10 73. Students are subject to disciplinary action for violating District and
11 College rules and regulations.

12 74. The District’s Office of Diversity Programs (“ODP”) is responsible
13 for developing and implementing the District’s policies and procedures on
14 harassment; addressing discrimination and sexual harassment issues;
15 investigating, resolving, and recommending resolutions to discrimination and
16 sexual harassment complaints; overseeing federal compliance; and coordinating
17 training workshops.

18 75. The District ODP also oversees the College’s Compliance Office,
19 which, like the ODP, is responsible for developing and implementing the
20 District’s policies and procedures on harassment; addressing discrimination and
21 sexual harassment issues; investigating, resolving, and recommending resolutions
22 to discrimination and sexual harassment complaints; overseeing federal
23 compliance; and coordinating training workshops.

24 76. The District’s ODP publishes a webpage discussing sexual
25 harassment. A copy of the District’s ODP “Sexual Harassment” webpage is
26 attached as Exhibit 10 to this Complaint.

27 77. The District’s ODP Sexual Harassment webpage defines sexual
28 harassment as “[c]onduct has the purpose or effect of having a negative impact

1 upon work or academic performance, or creating an intimidating, hostile, or
2 offensive work or educational environment.” It also states that sexual harassment
3 “can be intentional or unintentional.” The District’s ODP Sexual Harassment
4 webpage does not define “negative impact” or “intimidating, hostile, or
5 offensive.” (See Ex. 10.)

6 78. The District ODP Sexual Harassment webpage also provides the
7 following examples of sexual harassment:

8 What type of behavior is sexual harassment?

9 It is important to be aware that sexual remarks or physical conduct of
10 a sexual nature may be offensive or can make some people
11 uncomfortable even if you wouldn’t feel the same way yourself.

12 It is therefore sometimes difficult to know what type of behavior is
13 sexual harassment.

14 The following examples will give you a guide:

- 15 • Verbal harassment or sexual abuse
- 16 • Written notes or emails of a sexual nature
- 17 ...
- 18 • Disparaging sexual remarks about your gender
- 19 ...
- 20 • Making unwelcome, unsolicited contact with sexual overtones
21 (written, verbal, physical and/or visual contact)

22 (See Ex. 10.)

23 79. The District ODP Sexual Harassment webpage also contains the
24 following statement discussing guidelines for avoiding sexual harassment:

25 If you follow these simple guidelines it will help you avoid creating a
26 hostile environment and making someone else feel uncomfortable:

- 27 • If unsure if certain comments or behavior are offensive do not do
28 it, do not say it.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

...

- Ask if something you do or say is being perceived as offensive or unwelcome. If the answer is yes, stop the behavior.

...

(See Ex. 10.)

80. The District’s ODP Sexual Harassment webpage also states that “[t]he victim [of sexual harassment] does not have to be the person directly harassed but could be anyone affected by the offensive conduct.” (See Ex. 10.)

81. The District’s ODP Sexual Harassment webpage does not define “offensive.”

82. The College’s Compliance Office also publishes a webpage discussing sexual harassment. A copy of the College Compliance Office “Sexual Harassment” webpage is attached as Exhibit 11 to this Complaint.

83. The College’s Sexual Harassment webpage defines sexual harassment as “[c]onduct [that] has the purpose or effect of having a negative impact upon work or academic performance, or creating an intimidating, hostile, or offensive work or educational environment.” It also states that sexual harassment “can be intentional or unintentional.” The Sexual Harassment webpage does not define “negative impact” or “intimidating, hostile, or offensive.” (See Ex. 11.)

84. When listing the “common” types of sexual harassment, the College’s Sexual Harassment webpage states:

Sexual Harassment based on your gender: This is generalized sexist statements, actions and behavior that convey insulting, intrusive or degrading attitudes/comments about women or men. Examples include insulting remarks; intrusive comments about physical appearance; offensive written material such as graffiti, calendars,

1 cartoons, emails; obscene gestures or sounds; sexual slurs, obscene
2 jokes, humor about sex.

3 (*See Ex. 11.*)

4 85. In discussing guidelines for avoiding sexual harassment, the
5 College's Sexual Harassment webpage states:

6 If unsure if certain comments or behavior are offensive, do not do it,
7 do not say it.

8 ...

9 If something you do or say is being perceived as offensive or
10 unwelcome. [sic] If the answer is yes, stop the behavior.

11 ...

12 The Sexual Harassment webpage does not define "offensive." (*See Ex. 11.*)

13 86. The District ODP publishes a webpage entitled "Overview," which
14 contains discussions and policy statements regarding discrimination and sexual
15 harassment. A copy of the District ODP Overview webpage is attached as
16 Exhibit 12 to the Complaint.

17 87. The District ODP Overview webpage defines sexual harassment
18 with the following statement:

19 Sexual harassment is one form of discrimination and it is generally
20 defined as:

- 21 • unwelcome sexual advances and/or
- 22 • requests for sexual favors by a male or female

23 It is physical, verbal, or visual behavior that is sexual in nature,
24 repeated, and interferes with your ability to study or work. It is
25 conduct that has created a hostile or intimidating environment.

26 (*See Ex. 12.*)

27 88. The College's Compliance Office also publishes a webpage entitled
28 "Overview," which contains discussions and policy statements regarding

1 discrimination and sexual harassment. A copy of the College's Overview
2 webpage is attached as Exhibit 13 to this Complaint.

3 89. The College's Overview webpage defines sexual harassment with
4 the following statement:

5 Sexual harassment is one form of discrimination and it is generally
6 defined as: unwelcome sexual advances and/or, requests for sexual
7 favors by a male or female and/or, other physical, verbal, or visual
8 conduct of a sexual nature. To be legally defined as sexual
9 harassment behavior should meet one or both of the following
10 requirements:

11 ...

12 2. Hostile environment harassment

13 This is when an individual or group's conduct has a negative impact
14 on you, thus creating a hostile or intimidating work and/or academic
15 environment. For example, if a work colleague continually tells
16 sexual jokes, and/or makes obscene gestures that make you feel
17 uncomfortable, this can be called a "hostile environment."

18 (*See Ex. 13.*)

19 90. The College's Overview webpage contains the following list of what
20 students can do about sexual harassment:

21 There are six simple rules you can follow to ensure your behavior is
22 not unlawful:

23 1. If you are unsure if certain comments or behavior are offensive do
24 not say it, do not do it. Respect the people around you. Be aware of
25 their feelings.

26 ...

27
28

1 4. Ask if something you do or say is being perceived as offensive,
2 pervasive, or unwelcome. If the answer is yes, stop the behavior.

3 (See Ex. 13.)

4 91. The College's Overview webpage does not define "offensive."

5 92. Mr. Lopez finds himself consistently engaged in conversations on
6 campus regarding issues implicated by the speech code, including his speech
7 during Speech 101. He fears that the discussion of his religious, political, social,
8 and/or cultural views regarding these issues may be sanctionable under the
9 speech code.

10 93. On or about December 2, 2008, Mr. Lopez turned in a paper with his
11 proposed topics for a persuasive speech in Speech 101. His topics included
12 global warming, protected sex, exercising your free speech, driving safely, and
13 staying physically fit. In grading the topic paper, Defendant Matteson wrote
14 under the "exercising your free speech" topic that Mr. Lopez should "Remember
15 – you agreed to student code of conduct at LACC." A copy of Mr. Lopez's
16 December 2, 2008 persuasive speech topic paper is attached as Exhibit 14 to this
17 Complaint.

18 94. Defendant Matteson's actions chilled Mr. Lopez expression pursuant
19 to the District's speech code.

20 95. The combination of Defendant Matteson's censorship and hostility
21 toward Mr. Lopez's Christian viewpoints, Defendant Moore's and Jones'
22 accusations that Lopez's speech "offended" others, and the District's sexual
23 harassment policies that prohibit students from saying anything "offensive," has
24 chilled Mr. Lopez's expression at the College and caused him to refrain from
25 discussing his beliefs with respect to political, social, and cultural issues and
26 events.

27 96. Board Rule 15003, the Rules for Student Conduct, and the District's
28 and College's Sexual Harassment and Overview webpages have a chilling effect

1 on Mr. Lopez's rights, and those of all students at the District, to freely and
2 openly engage in appropriate discussions of his religious, political, social, and/or
3 cultural beliefs.

4 97. Mr. Lopez wishes to freely express his views on the College's
5 campus, but has not done so since being silenced by Defendant Matteson on
6 November 24, December 1, and December 2, 2008, for fear of expulsion.

7 98. Defendants knew or should have known that retaliating against and
8 denying Mr. Lopez's right to free speech at the College is a clear violation of his
9 constitutional rights.

10 99. Defendants' restrictions on speech are not content neutral or
11 narrowly tailored, and do not leave open ample alternative channels for
12 communication.

13 100. There is no reasonable basis for Defendants' restrictions on speech.

14 101. Because Mr. Lopez has been, and is being, prevented from
15 exercising his First Amendment rights at the College, he is suffering irreparable
16 injury from the policies and actions of Defendants.

17 102. Each of the adverse actions outlined above – from the improper
18 censorship of Mr. Lopez's protected speech activities, to the refusal to grade his
19 class work, to the threat of the speech code, to the threat of expulsion – were
20 based in whole or in part upon his statements regarding his religious beliefs and
21 marriage on or about November 24, 2008.

22 103. Defendants' actions chilled Mr. Lopez's speech, damaged his
23 reputation, and irreparably injured his constitutional rights to free speech and
24 equal protection of law.

25 104. Defendants' policies and actions create an atmosphere of
26 intimidation on campus. This atmosphere is chilling the speech of others holding
27 viewpoints like Mr. Lopez's who are not before the Court.

28

1 105. It is extremely distressing to Mr. Lopez that his name is linked on
2 campus (and probably elsewhere) with allegations that he violated District and
3 College rules and policies. No amount of diligence and discovery by Mr. Lopez,
4 in the context of litigation or otherwise, could ever determine the extent to which
5 his name is now linked with those allegations in the minds of people, known and
6 unknown to him.

7 **FIRST CAUSE OF ACTION**

8 **First Amendment Retaliation**

9 **(42 U.S.C. § 1983)**

10 106. Plaintiff repeats and realleges each of the foregoing allegations in
11 this Complaint.

12 107. By silencing Mr. Lopez's protected expression in a public forum,
13 refusing to grade his presentation, prohibiting his expression of religious
14 viewpoints, threatening enforcement of the speech code, and threatening to expel
15 him, among other things, Defendants, acting under color of state law and
16 according to policy and practice, have explicitly and implicitly discriminated
17 against Mr. Lopez based on the content and viewpoint of his speech, retaliated
18 against him because of his free expression, and deprived him of his clearly
19 established rights to freedom of speech and expression secured by the First
20 Amendment to the United States Constitution.

21 108. Because of Defendants' policies and actions, Mr. Lopez has
22 suffered, and continues to suffer, economic injury and irreparable harm. He,
23 therefore, is entitled to an award of monetary damages, including punitive
24 damages, and equitable relief.

25 109. Pursuant to 42 U.S.C. §§ 1983 and 1988, Mr. Lopez is entitled to a
26 declaration that Defendants violated his First Amendment rights and an
27 injunction against their actions. Additionally, Mr. Lopez is entitled to damages
28

1 in an amount to be determined by the evidence and this Court and the reasonable
2 costs of this lawsuit, including his reasonable attorneys' fees.

3
4 **SECOND CAUSE OF ACTION**

5 **Violation of Plaintiff's First Amendment Right to Freedom of Speech**
6 **(42 U.S.C. § 1983)**

7 110. Plaintiff repeats and realleges each of the foregoing allegations in
8 this Complaint.

9 111. By silencing Mr. Lopez's protected expression in a public forum,
10 refusing to grade his presentation, prohibiting his expression of religious
11 viewpoints, threatening enforcement of the speech code, and threatening to expel
12 him, among other things, Defendants, acting under color of state law and
13 according to policy and practice, have explicitly and implicitly discriminated
14 against Mr. Lopez based on the content and viewpoint of his speech, chilled his
15 free expression, and deprived him of his clearly established rights to freedom of
16 speech and expression secured by the First Amendment to the United States
17 Constitution.

18 112. Because of Defendants' policies and actions, Mr. Lopez has
19 suffered, and continues to suffer, economic injury and irreparable harm. He,
20 therefore, is entitled to an award of monetary damages, including punitive
21 damages, and equitable relief.

22 113. Pursuant to 42 U.S.C. §§ 1983 and 1988, Mr. Lopez is entitled to a
23 declaration that Defendants violated his First Amendment rights and an
24 injunction against their actions. Additionally, Mr. Lopez is entitled to damages
25 in an amount to be determined by the evidence and this Court and the reasonable
26 costs of this lawsuit, including his reasonable attorneys' fees.

27
28

1 **THIRD CAUSE OF ACTION**

2 **Violation of Plaintiff's Fourteenth Amendment Right**
3 **to Equal Protection Under Law (42 U.S.C. § 1983)**

4 114. Plaintiff repeats and realleges each of the foregoing allegations in
5 this Complaint.

6 115. By silencing Mr. Lopez's protected expression in a public forum,
7 refusing to grade his presentation, prohibiting his expression of religious
8 viewpoints, threatening enforcement of the speech code, threatening to expel
9 him, but allowing other students to speak on any topic of their choosing in the
10 classroom, among other things, Defendants, acting under color of state law and
11 according to policy and practice, have explicitly and implicitly discriminated
12 against Mr. Lopez based on the content and viewpoint of his speech, treated him
13 differently than similarly situated students because of his membership in a
14 protected class and because of his exercise of fundamental rights, and have
15 therefore deprived Mr. Lopez of his clearly established right to equal protection
16 of law as guaranteed by the Fourteenth Amendment to the United States
17 Constitution.

18 116. Because of Defendants' policies and actions, Mr. Lopez has
19 suffered, and continues to suffer, economic injury and irreparable harm. He,
20 therefore, is entitled to an award of monetary damages, including punitive
21 damages, and equitable relief.

22 117. Pursuant to 42 U.S.C. §§ 1983 and 1988; Mr. Lopez is entitled to a
23 declaration that Defendants violated his Fourteenth Amendment rights and an
24 injunction against their actions. Additionally, Mr. Lopez is entitled to damages
25 in an amount to be determined by the evidence and this Court and the reasonable
26 costs of this lawsuit, including his reasonable attorneys' fees.

27
28

1 **FOURTH CAUSE OF ACTION**

2 **Violation of Plaintiff's First and Fourteenth Amendment Rights to Freedom**
3 **of Expression and Due Process of Law (42 U.S.C. § 1983) – Speech Code**

4 118. Plaintiff repeats and realleges each of the foregoing allegations in
5 this Complaint.

6 119. The District's speech code outlined in this Complaint conditions
7 compliance with Board Rules, Rules for Student Conduct, and District ODP
8 policies and procedures, and College Compliance Office policies and procedures
9 on the subjective emotional experience of the listener, and limits and prohibits
10 constitutionally-protected speech without providing any objective guidelines by
11 which students such as Mr. Lopez can guide their behavior, or by which
12 administrators may objectively and precisely apply the policies.

13 120. The vagueness and overbreadth of these policies has the effect of
14 chilling the speech of students on District campuses, such as Mr. Lopez.

15 121. The District's speech code is both vague and overbroad and has
16 therefore deprived Mr. Lopez of his clearly-established right of due process of
17 law guaranteed by the Fourteenth Amendment and his clearly-established right to
18 freedom of expression guaranteed by the First Amendment.

19 122. Because of Defendants' policies and actions, Mr. Lopez has
20 suffered, and continues to suffer, economic injury and irreparable harm. He,
21 therefore, is entitled to an award of monetary damages, including punitive
22 damages, and equitable relief.

23 123. Pursuant to 42 U.S.C. §§ 1983 and 1988, Mr. Lopez is entitled to a
24 declaration that Defendants violated his First and Fourteenth Amendment rights
25 and an injunction against the speech code. Additionally, Mr. Lopez is entitled to
26 damages in an amount to be determined by the evidence and this Court and the
27 reasonable costs of this lawsuit, including his reasonable attorneys' fees.

28

1 **PRAYER FOR RELIEF**

2 WHEREFORE, Plaintiff Jonathan Lopez respectfully requests trial by jury and
3 the following relief:

- 4 A) A preliminary and permanent injunction against the Defendants, their
5 agents, servants, employees, officials, or any other person acting in
6 concert with them or on their behalf, invalidating and restraining them
7 from enforcing customs, procedures, codes, practices and/or policies as
8 they pertain to the conduct made the subject of this Verified Complaint,
9 specifically the discussed portions of District Board Rule 15003, the
10 College's Rules for Student Conduct, the District's Office of Diversity
11 Programs Sexual Harassment and Overview policies, and the College's
12 Compliance Office Sexual Harassment and Overview policies, or that in
13 any way discriminate against Mr. Lopez on the basis of his viewpoint or
14 the content of his expression, or because of his membership in a
15 protected class or exercise of fundamental rights;
- 16 B) A preliminary and permanent injunction prohibiting the Defendants and
17 their agents from restricting student speech in the classroom when
18 students are given open-ended assignments.
- 19 C) A declaration stating that the conduct of Defendants and Defendants'
20 policies restricting speech on campuses within the District, specifically
21 the discussed portions of the District's Board Rule 15003, the College's
22 Rules for Student Conduct, the District's Office of Diversity Programs
23 Sexual Harassment and Overview policies, and the College's Compliance
24 Office Sexual Harassment and Overview policies, are unconstitutional
25 both facially and as applied to Mr. Lopez under the First and Fourteenth
26 Amendments;
- 27 D) A declaration stating that the conduct of Defendants and Defendants'
28 policies restricting speech in the classroom, specifically the silencing of

1 Mr. Lopez's speech, was unconstitutional under the First and Fourteenth
2 Amendments;

3 E) That this Court adjudge, decree, and declare the rights and other legal
4 relations with the subject matter here in controversy, in order that such
5 declaration shall have the force and effect of final judgment;

6 F) An award of compensatory and/or nominal damages to Mr. Lopez against
7 the individual defendants in the amount of five thousand dollars
8 (\$5,000.00);


9 G) An award of punitive damages to Mr. Lopez against the individual
10 defendants for their actions in retaliating against Mr. Lopez and violating
11 his First Amendment right to freedom of speech and Fourteenth
12 Amendment rights to due process and equal protection under law;

13 H) Mr. Lopez's reasonable costs and expenses of this action, including
14 attorneys' fees, in accordance with 42 U.S.C. § 1988;

15 I) All other and further relief as this Court deems just and proper; and

16 J) That this Court retain jurisdiction of this matter for the purpose of
17 enforcing this Court's orders.

18 Respectfully submitted this the 11 day of February, 2009.

19 By: 
20 DAVID J. HACKER
21 ALLIANCE DEFENSE FUND
22 101 Parkshore Drive, Suite 100
23 Folsom, CA 95630
24 (916) 932-2850; (916) 932-2851 Fax
25 *Attorney for Plaintiff*

26 **DEMAND FOR TRIAL BY JURY**

27 Plaintiff demands trial by jury of all matters so triable herein.

28 By: 
DAVID J. HACKER
Attorney for Plaintiff

VERIFICATION OF COMPLAINT

I, Jonathan Lopez, a citizen of the United States and resident of the State of California, hereby declare under penalty of perjury pursuant to 28 U.S.C. § 1746 that I have read the foregoing Verified Complaint and the factual allegations therein, and the facts as alleged are true and correct.

Executed this 27 day of January, 2009, at Los Angeles, California.



Jonathan Lopez

Speech 101: Intro to Public Speaking

John Matteson, Instructor
Office: C 189

Hours: TBA

Fall 2008
Phone: x2962

TEXT: Metcalf, S., "Building a Speech" 6th ed. (Wadsworth: Los Angeles), 2005 [Custom edition for LACC]

This course is designed to develop basic public speaking and human communication skills. Through a combination of lecture & discussion, home study, individual & group preparation, and practical speaking applications, each student will develop both theoretical and applied understanding of the valuable contribution skilled communication can make to our diverse culture and society. Demonstrated proficiency in a variety of speaking formats, as well as successful completion of other in-class and take-home assignments & tests, will form the basis for student evaluation in this course. Additional considerations will be given to attendance and participation in class discussions.

Course Requirements:

Daily class work will emphasize applied lecture and discussion focused on the topics contained within each weekly course unit. Students are *expected* to come to class prepared to take notes and participate in class discussions *at all times*. Any student who wishes to receive an 'A' grade must successfully complete all coursework in a timely manner, as well as demonstrate course involvement through classroom participation. Failure to participate and/or *excessive* tardiness and/or absence may, *at my sole discretion*, result in the student's overall course grade being reduced by one full letter grade [a 'B' becomes a 'C' for example]. "Excessive absence" is defined as more than four (4) missed classes, period – for any reason [I do not distinguish between 'excused' and 'unexcused' absences]. Late and/or make-up work, *if and when it is permitted at all*, will always be assessed a full grade penalty [-10%].

Grading Policies:

The following charts summarize the grading policies for this course:

Speaking Assignment:

Delivery Speech 50
Culture Speech 50
Informative Speech 100
Persuasive Speech 100

300 points total

Other Assignments:

Topic Searches 25 each (2) [50]
Midterm Exam 50
Final Exam 50
Participation 50
& Attendance

200 points total

Course Grade Chart:

500 - 435 = A
435 - 371 = B
370 - 321 = C
320 - 271 = D
270 - 000 = F

Pay careful attention to the following paragraph:

There may be extra-credit opportunities during the semester, but they **WILL NOT** be sufficient to replace a major 'missed' assignment. I will not accept any written work that is not *handed to me personally*. ALL written assignments are expected to demonstrate "college level" writing skills, should be typed and double-spaced. I will make myself available as needed before & after class to provide any additional assistance that any student(s) may require. Finally, never forget rule #1: "There are NO stupid questions."

Exhibit 1

15-2

INFORMATIVE/EVALUATION

Speaker: Lopez, Jonathan Time: _____

Topic: GOD

5 4 3 2 1
Excellent Good Average Needs Improvement Poor

Introduction:
1 gained attention and created interest
5 clear thesis statement/significance established
5 established credibility
3 previewed body of the speech

Comments:

AVOID AUDIENCE PARTICIPATION

Body:
main points were clear
main points were sufficiently supported
appropriate organizational pattern
effective transitions

NA sources indicated and authorities identified

Conclusion:
summarized main points
restated thesis or purpose
provided effective closure

Delivery:
5 vocabulary and word choice appropriate for audience
5 appropriate grammar/sentence structure
5 clear pronunciation
5 clear articulation
5 used pauses effectively
5 used effective vocal variety
5 effective gestures
5 effective posture/movement
5 used appropriate volume
5 maintained strong eye contact
5 fluent delivery
5 energetic/enthusiastic delivery
NA note cards effectively used

THESIS PERSUASIVE

UAs
* CANNOT ASK UAs
* GOD THAT YOU READ AT LOS AN
* DON'T WALK IN FRONT OF UAs

REMOVED

Amazing Fantastic P.O.U.

ASK GOD WHAT YOU WANT

Specific requirements:
challenging subject
speech completed within time limit
held interest of audience
topic appropriate for audience and speech criteria

Total pts: 1145

WILL YOU PLEASE TO GET THIS GRADE?

PROBING/STRESSING ITS INAPPROPRIATE IN PUBLIC SCHOOL



December 2, 2008

Via U.S. Mail & E-mail at jonesa@lacitycollege.edu

Ms. Allison Jones
Dean of Academic Affairs
Los Angeles City College
855 N. Vermont Avenue
Los Angeles, California 90029

Re: *Unconstitutional Discrimination & Retaliation against Jonathan Lopez*

Dear Ms. Jones:

Jonathan Lopez, a student at Los Angeles City College (LACC), recently contacted the ADF Center for Academic Freedom regarding LACC's violation of his First Amendment rights to free speech and religious liberty. By way of introduction, the Alliance Defense Fund (ADF) is a legal alliance that defends both the traditional definition of marriage and America's first liberty—religious freedom. The ADF Center for Academic Freedom is dedicated to ensuring that religious students enjoy rights to speak, associate, and learn on an equal basis as students of different faiths or of no faith at all.

According to our information, John Matteson, a professor in the Speech Department, refuses to grade Mr. Lopez's speech and has singled him out for discrimination due to his religious beliefs. As a result, Mr. Lopez currently lacks a grade for his presentation and fears attending further classes taught by Mr. Matteson. Although Mr. Lopez notified LACC of this untenable situation, these violations have gone uncorrected. Mr. Lopez now seeks immediate relief.

FACTUAL BACKGROUND

Mr. Lopez is a student in Speech I at LACC, taught by Mr. Matteson. Mr. Matteson recently assigned his students to give an informative speech. It could cover any topic, could last six to eight minutes, and could include any poster board presentation aids (as long as the student used them properly). During the November 24, 2008 class, Mr. Lopez delivered an informative speech on God and the ways in which Mr. Lopez has seen God act both in his life and in the lives of others through miracles. In the middle of the speech, he addressed the issues of God and morality; thus, he referred to the dictionary definition of marriage as being between a man and a woman and also read a passage from the Bible discussing marriage. When Mr. Lopez said this, Mr. Matteson interrupted him and refused to allow him to finish his speech. Mr. Matteson then called Mr. Lopez a "fascist bastard," refused to allow him to finish the speech, and dismissed the class.

Mr. Matteson left an evaluation form on Mr. Lopez's backpack that specified no grade for the informative speech and instead instructed Mr. Lopez to "[a]sk God what your grade is." This form also states "proselytizing is inappropriate in public school." Yet, several weeks earlier, after the November presidential election, Mr. Matteson had announced to the class that

Exhibit 3

he was upset because he thought our society cared more about animals than people. He then said that "if you voted yes on Proposition 8, you are a fascist bastard."

On December 1, 2008, Mr. Lopez arrived at Mr. Matteson's class a few minutes late. Mr. Matteson's class policy requires students to wait outside the classroom if someone is giving a speech until they hear applause to avoid interrupting speakers. When Mr. Lopez approached the open classroom door, he did not hear anyone speaking, and so he and another student entered. Someone was speaking, so Mr. Lopez apologized to the class. However, Mr. Matteson confronted Mr. Lopez in front of the class, saying that it was "not very Christian of you" to enter when someone was speaking.

After class, Mr. Lopez delivered a written description of these events to you outside your office. Mr. Matteson saw Mr. Lopez do this and confronted him about it. During this confrontation, Mr. Matteson said that he would make sure Mr. Lopez was expelled from school.

Mr. Lopez has not received a grade for his speech about God. Mr. Matteson's actions constitute unconstitutional viewpoint discrimination and retaliation against Mr. Lopez because of his religious beliefs and protected speech. These actions violate Mr. Lopez's First Amendment rights and must be remedied immediately.

LEGAL ANALYSIS

I. The First Amendment Protects Religious Speech.

It is a fundamental principle of constitutional law that the First Amendment protects religious speech, even if it concerns controversial topics.¹ First Amendment protections do not hinge on the popularity of the speech in question.² "The fact that society may find speech offensive is not sufficient reason for suppressing it. Indeed, if it is the speaker's opinion that gives offense, that consequence is the reason for according it constitutional protection."³ Mr. Lopez's informative speech about God's love and the ways He can change lives falls squarely within the protection of the First Amendment, like any other topic. His topic also falls within Mr. Matteson's guidelines for the assignment, which allowed students to choose any topic for their speech. Thus, Mr. Lopez's choice to address God's ability to change lives comes under these broad guidelines and is protected by the First Amendment.

II. The Government May Not Suppress Speech on Public University Campuses.

Students do not lose the protection of the First Amendment by attending public college. For over three decades, the Supreme Court has stated "that state colleges and universities are not enclaves immune from the sweep of the First Amendment."⁴ Instead, the First Amendment applies with at least the same force on campus as in society at large.⁵ Indeed, because colleges represent the "marketplace of ideas,"⁶ "[t]he vigilant protection of constitutional freedoms is

¹ *Widmar v. Vincent*, 454 U.S. 263 (1981).

² *See, e.g., United States v. Eichman*, 496 U.S. 310, 319 (1990) (flag burning is protected expression).

³ *Simon & Schuster, Inc. v. Members of N.Y. State Crime Victims Bd.*, 502 U.S. 105, 118 (1991) (citations omitted).

⁴ *Healy v. James*, 408 U.S. 169, 180 (1972).

⁵ *Id.*

⁶ *Keyishian v. Bd. of Regents of Univ. of State of N.Y.*, 385 U.S. 589, 603 (1967).

nowhere more vital than in the community of American schools.”⁷

Thus, students “are entitled to freedom of expression of their views It can hardly be argued that either students or teachers shed their constitutional rights to freedom of speech or expression at the schoolhouse gate.”⁸ As the *Tinker* Court put it:

In our system, state operated schools may not be enclaves of totalitarianism. School officials do not possess absolute authority over their students. Students in school as well as out of school are “persons” under our Constitution. They are possessed of fundamental rights which the State must respect, just as they themselves must respect their obligations to the State. In our system, students may not be regarded as closed circuit recipients of only that which the State chooses to communicate. They may not be confined to the expression of those sentiments that are officially approved. *In the absence of a specific showing of constitutionally valid reasons to regulate their speech, students are entitled to freedom of expression of their views.*⁹

In 1995, the Supreme Court specifically rejected attempts to suppress religious speech on a university campus.¹⁰ In response to a policy that excluded religious speech from school supported publications, the Supreme Court stated that such a speech code forces school officials:

[T]o scrutinize the content of student speech, lest the expression in question—speech otherwise protected by the Constitution—contain too great a religious content . . . That eventually raises the specter of government censorship, to ensure that all student writings and publications meet some baseline standard of secular orthodoxy. To impose that standard on student speech . . . is to imperil the very sources of free speech and expression.¹¹

As college campuses are the “marketplace of ideas,”¹² they should allow students to explore different opinions, not force them to conform to the popular ideas of the day or the personal beliefs of their professors. To prevent schools from becoming “enclaves of totalitarianism,”¹³ the First Amendment must be diligently applied to protect students from forced “secular orthodoxy.”¹⁴

III. The Professor’s Failure to Grade Mr. Lopez’s Speech due to Its Religious Content Is Unconstitutional Viewpoint Discrimination.

As shown above, the First Amendment applies to religious speech on college campuses. When the government suppresses speech based on the speaker’s viewpoint, it is exercising

⁷ *Shelton v. Tucker*, 364 U.S. 479, 487 (1960).

⁸ *Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503, 506 (1969).

⁹ *Id.* at 511 (emphasis added).

¹⁰ *Rosenberger v. Rector & Visitors of Univ. of Va.*, 515 U.S. 819 (1995).

¹¹ *Id.* at 844–45 (emphasis added).

¹² *Keyishian*, 385 U.S. at 603.

¹³ *Tinker*, 393 U.S. at 511

¹⁴ *Rosenberger*, 515 U.S. at 845.

textbook viewpoint discrimination, which is a “blatant” violation of the First Amendment.¹⁵ Viewpoint discrimination is especially pernicious as it threatens to chill “individual thought and expression,” a “danger [that] is especially real in the University setting, where the State acts against a background and tradition of thought and experiment that is the center of our intellectual and philosophic tradition.”¹⁶ In short, government officials—including Mr. Matteson—cannot regulate speech “in ways that favor some viewpoints or ideas at the expense of others.”¹⁷

Mr. Matteson allowed students to choose any topic for their informative speeches. He then singled out Mr. Lopez’s speech because it included a religious viewpoint on marriage and society. If Mr. Lopez had selected a secular topic or a different definition of marriage, Mr. Matteson would not have interrupted, objected, and called him a “fascist bastard.” Thus, “[t]he prohibited perspective, not the general subject matter, resulted in the [Mr. Matteson’s conduct], for the subjects discussed were otherwise within the approved category of [topics].”¹⁸ This is viewpoint discrimination, and is presumptively unconstitutional.¹⁹ To be clear, Mr. Matteson is free to disagree with students’ religious viewpoints. But he cannot “express that hostility . . . through the means of imposing unique limitations upon speakers who . . . disagree.”²⁰

Mr. Matteson then intimidated Mr. Lopez by failing to grade his presentation, demeaning his religious beliefs, and threatening his status as a student. As a result, Mr. Lopez is concerned about his ultimate grade in the class and further discriminatory treatment by Mr. Matteson, which has chilled his speech that the First Amendment is designed to protect.

Mr. Matteson’s conduct embodies the dangers associated with viewpoint discrimination. By labeling students who disagreed with his position on marriage as “fascist bastards,” he “cast a pall of orthodoxy over the classroom,” which the First Amendment “does not tolerate.”²¹ By penalizing Mr. Lopez for the religious content his speech, he put Mr. Lopez in an academic “strait jacket” and limited his freedom “to inquire, to study and to evaluate, to gain new maturity and understanding.”²² In sum, he excluded views he disfavors from his corner of the “marketplace of ideas,” and thus, he denied his students the opportunity to be “trained through wide exposure to that robust exchange of ideas which discovers truth out of a multitude of tongues,” preferring instead his own “authoritative selection.”²³

IV. The Professor’s Refusal to Grade Mr. Lopez’s Speech, Discriminatory Comments, and Threats Constitute Classic First Amendment Retaliation.

Public colleges cannot retaliate against students for expressing ideas.²⁴ Retaliation occurs

¹⁵ *Id.* at 829; *Lamb’s Chapel v. Ctr. Moriches Union Free Sch. Dist.*, 508 U.S. 384, 394 (1993).

¹⁶ *Rosenberger*, 515 U.S. at 835 (citations omitted).

¹⁷ *Members of City Council of Los Angeles v. Taxpayers for Vincent*, 466 U.S. 789, 804 (1984); *Perry Educ. Ass’n v. Perry Local Educators’ Ass’n*, 460 U.S. 37, 46 (1983).

¹⁸ *Rosenberger*, 515 U.S. at 831.

¹⁹ *Id.* at 828.

²⁰ *R.A.V. v. City of St. Paul*, 505 U.S. 377, 396 (1992).

²¹ *Keyishian*, 385 U.S. at 603.

²² *Sweezy v. New Hampshire*, 354 U.S. 234, 250 (1957).

²³ *Keyishian*, 385 U.S. at 603.

²⁴ *Papish v. Bd. of Curators of Univ. of Mo.*, 410 U.S. 667 (1973).

when the government inflicts injury on the speaker because of his expressive conduct.²⁵ Here, Mr. Matteson has retaliated against Mr. Lopez due to his expression and threatens to continue to do so.

Mr. Lopez presented an informational speech about how he has seen God change people's lives and guide social morality. When Mr. Lopez mentioned a traditional definition of marriage—as being between one man and one woman—Mr. Matteson called him a “fascist bastard” and refused to allow him to finish his presentation, evincing clear hostility toward the viewpoint. Mr. Lopez simply wanted a fair chance to complete his presentation and receive an objective evaluation of his speech skills. Instead, Mr. Matteson has exhibited pervasive hostility toward Mr. Lopez because of his Christian beliefs and speech.

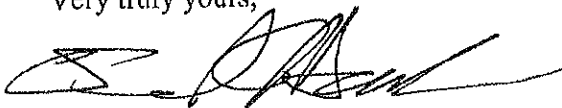
Consequently, Mr. Lopez described these events to you in an effort to protect his rights, but when Mr. Matteson saw him talking with you, he threatened to have Mr. Lopez expelled. Thus, not only is Mr. Matteson refusing to grade Mr. Lopez's presentation, but he is also singling out Mr. Lopez for discriminatory treatment because of his beliefs and proactively working to deny him educational benefits. Mr. Matteson's response embodies classic First Amendment retaliation.

DEMAND

The violation of an individual's First Amendment rights, even for a moment, results in “irreparable injury.”²⁶ Thus, the unconstitutional retaliation and discrimination against Mr. Lopez must cease immediately. Mr. Lopez respectfully requests that his speech presentation be graded immediately and fairly. He further requests that you take immediate action to discipline Mr. Matteson and order him to issue a public apology to Mr. Lopez. Mr. Lopez also seeks written assurance from LACC that the faculty will respect his First Amendment rights and those of other students on its campus from this point forward.

Please respond in writing to this letter by close of business Monday, **December 8, 2008**. If these issues are not resolved, I will advise my client of his rights to seek redress in federal court.

Very truly yours,



David J. Hacker
Litigation Staff Counsel
ADF CENTER FOR ACADEMIC FREEDOM

cc: Mr. Jonathan Lopez
Dr. Jamillah Moore, President, Los Angeles City College: moorej@lacitycollege.edu

²⁵ *Smith v. Marasco*, 318 F.3d 497 (3d Cir. 2003).

²⁶ *Elrod v. Burns*, 427 U.S. 347, 373 (1976).



Office of Academic Affairs

December 4, 2008

David J. Hacker
Litigation Staff Counsel
ADF Center for Academic Freedom

Dear Mr. Hacker:

I am in receipt of your letter concerning allegations that Mr. Jonathan Lopez' first amendment rights were violated in his Speech 101 class that is taught by Professor John Matteson. Let me set the record straight.

You wrote, "Although Mr. Lopez notified LACC of this untenable situation, these violations have gone uncorrected." This statement is incorrect. I have met twice with Mr. Lopez; once in the hallway as I was going to a scheduled meeting and once in my office when I invited him in for an unscheduled meeting. I listened to his complaint and asked him to put it in writing. He did so. On another day he approached me in the hallway and indicated he had an additional concern to add to his initial complaint. Since I was on the way to a scheduled meeting, I asked him to send it to me in writing via email. I also asked him to provide supporting documentation from students whom he indicated supported his accounting of the classroom incident with Mr. Matteson. He indicated he would. Instead, he chose to involve your organization.

Upon my first meeting with Mr. Lopez I assured him that I was going to start the progressive discipline process immediately; which I have done. I further told him that in order to do so, I would need written statements. He provided me with the first statement but chose to use you to provide the additional complaint.

I view this classroom incident to be extremely serious in nature and will be able to expedite the process. However, since this is a personnel matter, I cannot violate Mr. Matteson's privacy. Suffice it to say, action is being taken, but specific details may not be shared with Mr. Lopez or you.

Let me make this perfectly clear, in no way have Mr. Lopez' concerns been ignored. On the contrary, LACC administration takes all complaints seriously. Please be aware that the Los Angeles Community College District has a contractual obligation to follow the guidelines of the AFT Local 1521 faculty contract which outlines specific procedures for progressive disciplinary action.

Furthermore, you should be aware, that today I received statements from two students which were signed by several members of Mr. Lopez' class. Contrary to Mr. Lopez' assumptions, these classmates were deeply offended by his speech. One of the students stated that "His speech was not of the

informative style that our assignment called for, but rather a preachy, persuasive speech that was completely inappropriate and deeply offensive. I respect his right to freedom of speech, but I also do not believe that our classroom is the proper platform for him to spout his hateful propaganda.”

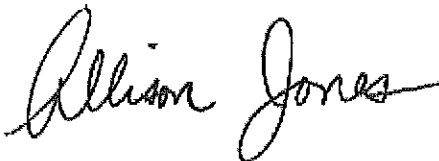
The second student said “I don’t know what kind of actions can be taken in this situation, but I expect that this student should have to pay some price for preaching hate in the classroom.”

Where do we go from here? Regardless of the other students’ reactions to Mr. Lopez’ speech, Mr. Matteson will still be disciplined. First amendment rights will not be violated as is evidenced by the fact that even though many of the students were offended by Mr. Lopez’ speech, no action will be taken against any of them for expressing their opinions.

Please be advised that Mr. Lopez, at our first meeting, asked me if he should drop the class. I recommended that he stay in the class since the end of the semester is imminent. I also assured him that he would receive a fair grade for the speech in question, as well as a fair grade for the entire class.

Should you have any further questions please feel free to contact me. I gave Mr. Lopez my business card and asked him to stay in touch until the matter of his grade is resolved.

Cordially.



Allison Jones
Dean, Academic Affairs

cc: Dr. Jamillah Moore
Dr. Kathleen Burke-Kelly
Jeanne Dunphy



December 5, 2008

Via U.S. Mail & E-mail at jonesa@lacitycollege.edu

Ms. Allison Jones, Dean of Academic Affairs
Los Angeles City College
855 N. Vermont Avenue
Los Angeles, California 90029

Re: Unconstitutional Discrimination & Retaliation against Jonathan Lopez

Dear Ms. Jones:

Thank you for promptly responding to my December 2, 2008 letter, discussing the continued discrimination and retaliation against Mr. Jonathan Lopez. While I appreciate your quick response and movement toward disciplining Mr. Matteson, many aspects of your letter display an alarming disregard for Mr. Lopez's First Amendment rights.

First, although you refuse to condemn Mr. Matteson's actions, you willingly repeat the unsubstantiated allegations from two students that Mr. Lopez was "preaching hate in the classroom" by expressing his religious and moral beliefs. These baseless charges are entirely irrelevant to Mr. Matteson's discriminatory and illegal behavior. Your acceptance and repetition these irrelevancies raise grave concerns about your impartiality. You should neither accept the students' characterization of Mr. Lopez's speech nor cite their reactions to justify Los Angeles City College's (LACC) unwillingness to correct publicly its employees' public and flagrantly unconstitutional actions.

Second, collective bargaining agreements may prevent LACC from disclosing publicly the details of any disciplinary action it takes against Mr. Matteson, but nothing prevents LACC from publicly repudiating Mr. Matteson's actions. LACC must publicly acknowledge that Mr. Matteson violated Mr. Lopez's freedoms under the First Amendment, that it institutionally regrets these violations, and that it affirms its students' rights to express their religious and moral beliefs freely on campus. We sincerely hope that LACC will see the wisdom in taking this approach, rather than taking the unenviable tact of defending Mr. Matteson's unconscionable behavior.

Third, should LACC fail to protect Mr. Lopez's free speech and religious freedom rights adequately, he remains free to seek redress in federal court, which would be entirely independent of any collective bargaining discipline process. Mr. Matteson has unquestionably violated Mr. Lopez's rights by silencing his speech, by calling him a "fascist bastard" in front of the whole class, and by threatening to have him expelled from LACC for complaining about this disgraceful treatment. He and LACC will be held liable under federal law if these actions go unpunished. The demands in my letter of December 2, 2008 simply represent our attempt to gain some minimal protections for Mr. Lopez in the hopes sparing LACC the expense and embarrassment of litigation.

Exhibit 5

37

Ms. Allison Jones
December 5, 2008
Page 2 of 2

Public employees in the state of California have an affirmative obligation to respect and protect the constitutional freedoms of citizens. Thus, you—like all other employees of LACC—have a duty to preserve the free speech and religious freedom rights of the students committed to your charge. Through his outrageous conduct, remarks, and threats, Mr. Matteson has patently violated this duty. We remain greatly concerned that your passive approach toward Mr. Lopez's situation and your value judgments regarding the content of his speech indicate that LACC will continue to violate his rights.

Please respond in writing to this letter by close of business Monday, December 8, 2008. If LACC persists in refusing to accede to the demand in my letter of December 2, 2008, I will advise my client of his rights to seek redress in federal court.

Very truly yours,



David J. Hacker
Litigation Staff Counsel
ADF CENTER FOR ACADEMIC FREEDOM

cc: Mr. Jonathan Lopez
Dr. Jamillah Moore, President, Los Angeles City College: moorej@lacitycollege.edu



Office of Academic Affairs

December 8, 2008

David J. Hacker
Litigation Staff Counsel
ADF Center for Academic Freedom

Dear Mr. Hacker:

I am in receipt of your second letter dated December 5th. We believe that we have promptly, diligently and appropriately addressed Mr. Hacker's complaints. Any service of process or tort claim should be sent to the Los Angeles Community College District's Office of General Counsel, located at 770 Wilshire Boulevard, Eighth Floor, Los Angeles, California 90017.

Cordially,

Allison Jones
Dean, Academic Affairs

cc: Dr. Jamillah Moore
Dr. Kathleen Burke-Kelly
Jeanne Dunphy

**LOS ANGELES COMMUNITY COLLEGE DISTRICT
Sexual Harassment Policy and Procedures for Complaints**

CHAPTER XV SEXUAL HARASSMENT

- 15001. POLICY**
- 15002. ACADEMIC FREEDOM**
- 15003. DEFINITIONS**
- 15004. CONFIDENTIALITY AND RECORDKEEPING**
- 15005. DIRECTOR OF AFFIRMATIVE ACTION PROGRAMS**
- 15006. SEXUAL HARASSMENT COMPLIANCE OFFICERS**
- 15007. ADVOCATES FOR STUDENTS**
- 15008. DUTIES OF SUPERVISORS AND EMPLOYEES**
- 15009. PUBLICATION**
- 15010. TRAINING AND EDUCATION**
- 15011. INVESTIGATION**
- 15012. INFORMAL RESOLUTION**
- 15013. FORMAL COMPLAINT PROCEDURE**
- 15014. FORMAL COMPLIANT PROCEDURE**
- 15015. SEXUAL HARASSMENT COMPLIANCE OFFICER'S REPORT**
- 15016. DECISION**
- 15017. DISCIPLINARY ACTION**
- 15018. APPEALS**
- 15019. ADDITIONAL REMEDIES**

15001. POLICY.

The policy of the Los Angeles Community College District is to provide an educational, employment and business environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students, or other persons acting on behalf of the District who engage in sexual harassment as defined in this policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract. The specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are incorporated in the Board Rules in Chapter 15. Copies may be obtained from each College and District Compliance Officer.

Adopted 02 22 95

15002. ACADEMIC FREEDOM.

The Board of Trustees reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow sexual harassment. The discussion of sexual ideas, taboos, behavior or language which is an intrinsic part of the course content shall in no event constitute sexual harassment. 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 insures the faculty's right to teach and the student's right to learn.

Adopted 02 22 95

15003. DEFINITIONS.

A. Sexual harassment is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
2. Submission to, or rejection of, the conduct is used as the basis for employment or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the District.
5. Retaliation against anyone who makes a complaint, refers a matter for investigation or complaint, participates in investigation of a complaint, represents or serves as an advocate for an alleged victim or alleged offender, or otherwise furthers the principles of this policy.

B. "Days" shall mean calendar days unless otherwise specified.

C. "Supervisor" means any employee of the District with supervisory authority over other persons, including but not limited to, department chairs, academic and classified managers, supervisors, and administrators.

D. "Informal complaint" means an attempt at informal resolution as described in Section 15013. Such resolution must occur within thirty days from the filing of the pre complaint questionnaire.

E. "Formal complaint" means pursuit of a complaint under Title 5 regulations, as described in Section 15014.

- F. Time limits under the policy will not be waived by the unavailability of a designated representative.

Adopted 02 22 95

15004. FALSE ALLEGATIONS.

Anyone who files a pre complaint questionnaire or a complaint pursuant to this policy in which he or she knowingly makes false allegations of fact shall also have violated this policy and be subject to applicable or appropriate disciplinary process. Complaints that a complainant has made false allegations about a violation of this policy shall be made through this policy only.

Adopted 02 22 95

15005. CONFIDENTIALITY AND RECORDKEEPING.

- A. All persons involved in investigation of complaints shall have a duty to maintain the confidentiality of the matters discussed, except as may be required or permitted by law, which includes the rules and regulations of the District.
- B. All records regarding an investigation or complaint shall be confidential and shall not be revealed except as required or permitted by law, which includes the rules and regulations of the District, or at the discretion of the Chancellor or his or her designee.
- C. Upon completion of an investigation, the original records of each complaint and investigation shall be kept by the Director of Affirmative Action Programs.
- D. A copy of any Settlement pursuant to Rule 15013 or any Written Decision pursuant to Rule 15016 regarding the results of an investigation shall be placed in the personnel file of each employee involved as an alleged offender, alleged victim or complainant. The employee shall be allowed to respond by putting a written response in his or her personnel file. No action based on an investigation or complaint shall be taken that affects the status of an employee unless a Settlement or Written Decision of an investigation has been placed in the employee's personnel file.
- E. Upon final resolution of any matter under these rules, the original files and records regarding the matter shall be maintained permanently by the Office of Affirmative Action Programs and cross referenced by the names of the persons involved..

Adopted 02 22 95

15006. DIRECTOR OF AFFIRMATIVE ACTION PROGRAMS.

The District's designated officer responsible for receiving complaints and coordinating investigations from within the District, from other governmental agencies, and from outside sources shall be the Director of Affirmative Action Programs. These duties may be delegated to the Sexual Harassment Compliance Officers.

In addition to other responsibilities as may be designated for the position, the Director of Affirmative Action Programs shall be responsible for the implementation of this policy, and for District compliance with federal and state compliance and reporting requirements relating to affirmative action, discrimination, and harassment. The Director of Affirmative Action Programs shall also be responsible for training the Sexual Harassment Compliance Officers, Advocates for Students, and other employees regarding their duties under this policy.

Adopted 02 22 95

15007. SEXUAL HARASSMENT COMPLIANCE OFFICERS.

- A. Appointment and Reporting Lines. Each college president shall designate a Sexual Harassment Compliance Officer ("SHCO") for the campus, not a faculty member, and the Chancellor shall appoint the SHCO for the District Office. The college SHCOs shall report directly to their college presidents. The District Office SHCO shall report to the Vice Chancellor of Human Resources.
- B. Training. The Director of Affirmative Action Programs shall be responsible for conducting appropriate training and providing advice and counsel for the SHCO prior to the effective date taking the position and shall be responsible for ongoing advice and counsel for each SHCO.
- C. Role. The role of the SHCO shall be as an impartial resource, fact finder and investigator.

Adopted 02 22 95

15008. ADVOCATES FOR STUDENTS.

- A. Each college president, in consultation with the ASO President, shall designate an employee who shall serve as an advocate for students. This person's title shall be Advocate for Students ("AFS").
- B. The Director of Affirmative Action Programs shall be responsible for training each AFS. The training shall take place prior to the AFS assuming the duties of the position.

- C. Whenever an AFS is named in the complaint or is implicated by an allegation within the complaint, or if the AFS is unavailable, the college president shall obtain the services of another AFS within the District.

Adopted 02 22 95

15009. DUTIES OF SUPERVISORS AND EMPLOYEES.

- A. All Supervisors shall be responsible for maintaining a work environment consistent with this policy. Any Supervisor who becomes aware of a situation that could reasonably be perceived to be a violation of this policy has a duty to report that information to the SHCO at his or her worksite.
- B. Every employee of the District, including faculty and classified staff, shall be responsible for maintaining an educational environment consistent with this policy. Any employee who becomes aware of a situation that could reasonably be perceived to be a violation of this policy towards a student shall have a duty to refer that information to the SHCO for his or her worksite.
- C. Failure to comply with (A), or (B) above, may be a basis for discipline.

Adopted 02 22 95

15010. PUBLICATION.

- A. This policy shall be published in accordance with District practices for publication of new Board Rules.
- B. Each college president shall be responsible for ensuring that a summary of this policy as authorized by the Chancellor ("Summary") is published in each campus' catalogue and schedule of classes, and that the entire policy and procedures shall be prominently posted with other official District announcements.
- C. The Summary of this policy shall be given to each new employee at the time of hiring and to each new student at the time of first enrollment.
- D. At the beginning of each school year, and no later than September 15th, the Summary shall be given to each employee of the District.
- E. The Summary shall be given to each continuing student upon enrollment for the semester immediately following adoption of this policy.
- F. The college presidents and the Vice Chancellor of Human Resources shall be responsible for verifying receipt of the Summary by every employee at their respective worksites.

- G. The Summary shall include a statement advising potential complainants that administrative and civil law remedies, including but not limited to injunctions, restraining orders or other orders may also be available.

Adopted 02 22 95

15011. TRAINING AND EDUCATION.

- A. The Director of Affirmative Action Programs shall be responsible for providing an education and training program on this policy. The program shall be mandatory for all current employees during the first year of the policy. The program shall also be mandatory for every new employee at the commencement of his or her employment.
- B. An education and training program shall be made available to students at least once annually.
- C. The Director of Affirmative Action Programs shall be responsible for providing a mandatory annual training program on this policy for all Supervisors.
- D. The Director of Affirmative Action Programs shall be responsible for providing a training program on this policy and on alternative dispute resolution techniques that will be mandatory for each SHCO prior to assuming his or her position. Thereafter, the SHCOs shall attend the mandatory annual training program for Supervisors.
- E. The Director of Affirmative Action Programs shall be responsible for providing a training program on this policy and on representation skills that will be mandatory for all AFS's prior to assuming their positions. The ASO President and/or his or her designee may also attend the annual training. Thereafter, the AFS's shall attend the training program for Supervisors.
- F. The college presidents and the Vice Chancellor of Human Resources shall be responsible for verifying training attendance at their respective worksites.

Adopted 02 22 95

15012. INVESTIGATION

- A. The SHCO shall promptly investigate all potential violations of this policy of which he or she becomes aware. When a SHCO becomes aware of a potential violation of this policy, the SHCO shall promptly investigate and notify both (1) the College President or, at the District Office, the Vice Chancellor of Human Resources, and (2) the Director of Affirmative Action Programs that an investigation is being conducted. Such an investigation may be initiated on the basis of a pre complaint questionnaire or complaint, a referral from a Supervisor

or employee, or any other information indicating a potential violation of this policy from any other source.

- B. Investigation without a Pre Complaint Questionnaire and/or Formal Complaint. In the absence of a pre complaint questionnaire and/or a formal complaint, the SHCO shall conduct a preliminary investigation, which shall be completed within the first thirty calendar days after he or she becomes aware of a potential violation of this policy. If, as a result of the preliminary investigation, the SHCO finds that there is a prima facie case of sexual harassment, the SHCO shall sign the formal complaint under Rule 15013. A "prima facie" case means that there is evidence which, if unexplained or uncontradicted, would be sufficient to make a finding that sexual harassment had occurred, but which may be contradicted by other evidence in the course of a complete investigation. The investigation and report as required in Rule 15015 shall be completed by a SHCO from another worksite, whose services shall be secured by the College President or, at the District Office, the Vice Chancellor of Human Resources.

If the SHCO's preliminary investigation results in a finding that there is not a prima facie case of sexual harassment, the SHCO shall make a written report in accordance with Rule 15014, and the College President, appropriate Vice Chancellor or the Chancellor shall make a Written Decision in accordance with Rule 15015, which may be appealed in accordance with these rules.

- C. Notification to Alleged Victim. Within five (5) business days of notification of a potential violation of this policy, or, for good cause, as soon thereafter as is practical, the SHCO shall provide to the alleged victim a copy of this policy and shall advise the alleged victim that he or she may be represented by a representative of his or her choice. If the alleged victim is a student, the SHCO shall advise the alleged victim that he or she may be represented by an AFS.
- D. Notification to Administration. Within five (5) business days of notification of a potential violation of this policy, or, for good cause, as soon thereafter as is practical, the SHCO shall provide to the Director of Affirmative Action Programs and the appropriate College President or, at the District Office, the Vice Chancellor Human Resources a written summary of the reasons for initiating the investigation as well as a written plan for investigation of the potential violation.
- E. Notification to Alleged Offender. Within five (5) business days of notification of a potential violation of this policy, or, for good cause, as soon thereafter as is practical, the SHCO shall provide to the alleged offender, a copy of the written summary of the reasons for initiating the investigation. The SHCO shall also give the alleged offender a copy of this policy and shall advise the alleged offender that he or she has a right to be represented, at all times, by a representative of his or her choice. If the alleged offender is a student, and if he/she chooses to be represented by an AFS, the SHCO shall advise the alleged offender that he or she may request representation by an AFS during the investigative process only.

15013. INFORMAL RESOLUTION.

- A. Pre Complaint Questionnaire. Prior to the filing of a formal complaint, a complainant must pursue informal resolution by filing a pre complaint questionnaire with the SHCO, the Director of Affirmative Action Programs or the Vice Chancellor of Human Resources, on a form to be provided to the complainant by the SHCO at the complainant's request. However, if the time for filing the formal complaint under rule 15014(c) will expire within thirty (30) days of filing the pre complaint questionnaire, a formal complaint may be filed simultaneously or while the pre complaint questionnaire is pending.

The filing of the formal complaint in such situations will not affect or reduce any requirements under these Board rules or under Title 5 of the California Code of Regulations in that informal resolution be pursued initially, prior to notification of the State Chancellor (Pursuant to 5CCR 59325 and 59334).

- B. Notification to Complainant and/or Alleged Victim. The Sexual Harassment Compliance Officer shall provide to the complainant and, if different, the alleged victim, a copy of this policy and shall advise the complainant and/or alleged victim of the right to be represented by a representative of his or her choice. If the complainant or alleged victim is a student, the SHCO shall advise him or her that he or she may be represented by an AFS, the trained ASO student designee (See 15008), or anyone else the student selects.
- C. Notification to Administration. Within five (5) business days of receipt of the pre complaint questionnaire, or, for good cause, as soon thereafter as practical, the SHCO shall forward a copy of the pre complaint questionnaire to the Director of Affirmative Action Programs, with a copy to the College President at his or her college or, at the District Office, the Vice Chancellor of Human Resources with a written plan for informal resolution of the problem.
- D. Notification to Alleged Offender. Within five (5) business days of receipt of the pre complaint questionnaire, or, for good cause, as soon thereafter as is practical, the SHCO shall provide to the alleged offender a copy of the pre complaint questionnaire. The SHCO shall also give the alleged offender a copy of this policy and advise the alleged offender that he or she has a right to be represented, at all times, by a representative of his or her choice. If the alleged offender is a student, and if he/she chooses to be represented by an AFS, the SHCO shall advise the alleged offender that he or she may be represented by an AFS during the investigative process only.
- E. Informal Meeting. The SHCO shall attempt to arrange an informal meeting with all parties involved. The involved parties shall have the right to representation at

all meetings. The meeting(s) shall take place within thirty calendar days from the date that the pre complaint questionnaire is filed.

- F. In order to comply with the timelines herein, the SHCO who is conducting an investigation shall contact the alleged offender, even if he or she is not regularly scheduled to participate in District related activity.
- G. Settlement Agreement. If a resolution is reached, the SHCO shall draft a settlement agreement to be signed by the alleged victim, the complainant (if different from the alleged victim), and the alleged offender. The SHCO shall monitor the situation to insure that the resolution is properly implemented. Upon execution of the settlement agreement, all original materials relating to the pre complaint questionnaire shall be maintained permanently by the Office of Affirmative Action Programs and cross referenced by the names of all parties involved.

Adopted 02 22 95

15014. FORMAL COMPLAINT PROCEDURE

- A. Complaint. If an informal resolution is not reached within thirty (30) days, and the original complainant or, the alleged victim (if different) wants to pursue the complaint, the complainant may pursue a formal complaint by communicating, verbally or in writing, to the applicable SHCO. The SHCO shall then prepare a written formal complaint for the complainant's signature.
- B. Alternative Filing. At the complainant's option, a formal complaint may also be made directly to the Director of Affirmative Action Programs or the Vice Chancellor of Human Resources rather than the SHCO at the complainant's worksite or school site. If the complainant is a student, he or she may also make a complaint to the Vice Chancellor of Educational Services or his or her designee. These complaints shall be referred to the Director of Affirmative Action Programs for disposition or to the Chancellor.
- C. Timeliness. The complaint shall be filed no later than one year from the date when the complainant knew or reasonably should have known of the facts underlying the complaint.
- D. Notification to Administration. Within five (5) business days after receiving notice that the complainant wishes to pursue a formal complaint, or, for good cause as soon thereafter as is practical, the SHCO shall provide a copy of the formal complaint to the Director of Affirmative Action Programs, with a copy to the College President at his or her college, or, at the District Office, the appropriate Vice Chancellor or the Chancellor. The SHCO shall also provide a written report on the status of the investigation.

- E. Notification to Alleged Offender. Also within five (5) business days after receiving notice that the complainant wishes to pursue a formal complaint, or, for good cause, as soon thereafter as is practical, the SHCO shall provide a copy of the formal complaint to the alleged offender.

Adopted 02 22 95

15015. SEXUAL HARASSMENT COMPLIANCE OFFICER'S REPORT.

Within sixty (60) calendar days after becoming aware of a potential violation of this policy, unless an extension has been granted for good cause by the Director of Affirmative Action Programs, the SHCO shall complete an investigation and make a written report to the College President at his or her college or, at the District Office, the appropriate Vice Chancellor or the Chancellor. A copy of the report shall be sent to the Director of Affirmative Action Programs.

- A. The report shall include, without limitation, the following:
1. A description of the circumstances giving rise to the complaint;
 2. A summary of the testimony provided by each witness, including without limitation, the complainant, the alleged offender and any witnesses identified by the complainant or alleged offender;
 3. An analysis of any relevant data or other evidence collected during the course of the investigation;
 4. A recommendation regarding the findings; and
 5. Any other appropriate information.
- B. If the allegations implicate a College President, the report shall be made to the Chancellor. If the allegations implicate a Vice Chancellor or anyone else under the direct supervision of the Chancellor, the report shall be submitted to the Chancellor, with a copy to the Board of Trustees. If the allegations implicate the Chancellor, the report shall be made to the Vice Chancellor of Human Resources, with a copy to the Board of Trustees. If the complaint implicates a SHCO or the Director of Affirmative Action Programs, the complaint shall be referred to the Vice Chancellor of Human Resources, who shall appoint another SHCO to investigate and who shall perform the duties of the Director of Affirmative Action Programs in carrying out this policy.

Adopted 02 22 95

15016. DECISION.

- A. The College President or, at the District Office, the appropriate Vice Chancellor or the Chancellor who has received the SHCO's investigative report, shall independently assess whether the investigation shows that there is a preponderance of the evidence establishing that a violation of this policy has occurred and shall determine what disciplinary action is to be taken, if any. A "preponderance of the evidence" shall mean that it is more likely than not that a violation has occurred. The alleged offender with a representative of his or her choice shall have the opportunity to make an oral statement to the College President or, at the District Office, the appropriate Vice Chancellor or the Chancellor prior to a decision being made. Provided, however, that the alleged offender makes himself or herself available within 15 calendar days from the receipt of the SHCO's report by the College President or, at the District Office, the appropriate Vice Chancellor or the Chancellor.
- B. Within fifteen (15) calendar days from receipt of the SHCO's report, or, for good cause, as soon thereafter as is practical, the College President, appropriate Vice Chancellor or the Chancellor shall mail by certified mail, return receipt requested, to the complainant, the alleged victim (if different), and the alleged offender, with a copy to the Director of Affirmative Action Programs, the Written Decision, pursuant to subsection "D" below, and their respective appeal rights.
- C. In the event the allegations implicate the Chancellor, the report shall be presented by the Vice Chancellor of Human Resources to the Board of Trustees in closed session at a meeting within thirty (30) days from receipt of the SHCO's report, or at the first regular Board of Trustees meeting following expiration of the thirty (30) day period. The Board of Trustees shall determine whether the investigation shows that there is a preponderance of the evidence establishing that a violation of this policy has occurred and the disciplinary action that is to be taken, if any. A "preponderance of the evidence" shall mean that it is more likely than not that a violation has occurred. The Vice Chancellor of Human Resources shall prepare the Written Decision, pursuant to subsection "D" below, to be signed by the President of the Board of Trustees.
- D. Written Decision. Pursuant to Title 5 Section 59336, the Written Decision shall include the following:
1. A summary of the SHCO's report;
 2. The proposed resolution of the complaint and action to be taken to prevent similar problems in the future, if appropriate; and
 3. The following statement:

"Please note that the complainant (and alleged victim, if different) has the right to appeal this determination to the District's Board of Trustees by

submitting a written appeal to the Chancellor's Office within fifteen (15) days from the date of this notice. The Board may review the matter and act within forty five (45) days of receipt of the appeal. If the forty five (45) days have elapsed without action by the Board of Trustees, this decision is considered the final District decision. Please note further that the complainant (and alleged victim, if different) has the right to file a written appeal with the State Chancellor within thirty (30) days after the final District decision is issued by the Board of Trustees, or the forty five (45) day period has elapsed, whichever comes first."

- E. If the complaint implicates the Chancellor, the report shall include (D)(1) and (2), above, and the following statement:

"The complainant (and alleged victim, if different) has the right to file a written appeal of this decision with the State Chancellor's Office of the California Community Colleges within thirty (30) days from the date of this decision."

Adopted 02 22 95

15017. DISCIPLINARY ACTION

- A. When a determination has been made that disciplinary action is to be taken, the College President or, at the District Office, the appropriate Vice Chancellor or Chancellor, or his or her designee, shall initiate the applicable disciplinary process within ten (10) business days of receiving the Written Decision or, for good cause, as soon thereafter as is practical. Failure by a receiving Supervisor or Administrator to proceed promptly with the disciplinary action shall be a basis for discipline, up to and including discharge. The receiving Supervisor or Administrator shall report the status of the disciplinary process in a timely and regular manner to the College President, or, at the District Office, the appropriate Vice Chancellor or the Chancellor. A copy of the report shall also be filed with the Office of Affirmative Action Programs.
- B. Disciplinary actions, if any, shall be pursued in accordance with the alleged offender's due process rights, as defined by law, the Board Rules, the Personnel Commission, and/or any applicable collective bargaining agreement or Memoranda of Understanding.
- C. Students. Disciplinary action against students shall include, without limitation, verbal warnings, probation, suspension or expulsion.
- D. Employees. Disciplinary action against employees shall include, without limitation, verbal warnings, letters of reprimand, Notices of Unsatisfactory Service, suspensions, demotions or dismissals.

Adopted 02 22 95

15018. APPEALS.

A. Appeals by the complainant and alleged victim.

1. For complaints implicating anyone other than the Chancellor, if the complainant or alleged victim is not satisfied with the Written Decision that has been made, he or she may file a written appeal to the Board of Trustees within fifteen (15) days from the date of the Written Decision. The appeal shall state with particularity the basis for the appeal.
2. For complaints implicating the Chancellor, the Written Decision by the Board of Trustees shall constitute the final decision of the District.

B. Action by the Board of Trustees.

The Chancellor shall present the written appeal, the SHCO's report and the Written Decision to the Board of Trustees in closed session. The Board of Trustees may review the decision and act within forty five (45) days. If the forty five (45) days has elapsed without action by the Board of Trustees, the Written Decision shall constitute the final decision of the District.

C. Appeals by the alleged offender.

Appeals of the Written Decision by the alleged offender shall be made by making the appropriate challenges within the course of the applicable disciplinary process.

Adopted 02 22 95

15019. ADDITIONAL REMEDIES.

A complainant or alleged victim is entitled to pursue independently civil law remedies, including but not limited to injunctions, restraining orders, or other orders. An individual who believes that he or she is the victim of sexual harassment may file a complaint with the Department of Fair Employment and Housing, the Equal Employment Opportunity Commission or the Office for Civil Rights, United States Department of Education, whichever is the appropriate agency, whether or not he or she chooses to utilize the District's internal complaint procedures described in this Chapter. Anyone who believes he or she has been a victim of sexual harassment should be aware that both state and federal law impose time deadlines for the filing of complaints, and the use of the District's internal complaint procedure will not postpone applicable deadlines.

Adopted 02 22 95



My personal student planner:

Name

Phone

LOS ANGELES CITY COLLEGE

855 N. Vermont Avenue
Los Angeles, CA 90029
(323) 953-4000
www.lacitycollege.edu

Provided by LACC's Matriculation Program

Special thanks to the Financial Aid, Office of Special Services and EOP&S for their participation.

Vice President's Welcome



Welcome to Los Angeles City College! We are thrilled that you have chosen to pursue your education with us. Whether you are here to prepare to transfer to a four-year university, earn an Associate's degree or certificate in a vocational area, or just enjoy life long learning, LACC is here to help you succeed.

When you ask our students what they find most valuable about LACC, they say two things: the quality, passion and commitment of our faculty, and the diversity of our student body. This is truly the college where the "world becomes one."

You have chosen an exceptionally exciting time to join LACC as we update the college structurally and enhance our student life campus wide. We are opening a new state-of-the-art library and a new parking structure in time for the fall semester; and a new child development center and a science-technology building are well underway. A coffee house is being constructed within the student lounge (next to the bookstore) to provide a long-awaited gathering spot for students, staff and faculty.

In the area of student life, we now have two class-free hours each week – at noon on Tuesdays and Thursdays – in order to provide time for students to participate in activities planned by you and for you. Our Office of Student Life and Associated Student Organization are now located in the Learning Resource Center (old library).

If you are reading this welcome, it means that you have the key to success at your fingertips: the student handbook. Within these pages, you will find information about support services here for you. We have the largest Extended Opportunity Program and Services (EOP&S) program in the state; one of the largest financial aid programs, and a wonderful program for students with disabilities in our Office of Special Services (OSS). Turn the pages and learn more about these services and so many others – Counseling, Career Center, University Transfer Center, Student Support Services grant, supplemental instruction, learning skills – that are here to help you reach your educational, career and personal goals.

I wish you the best as you begin your journey.

Sincerely,

A handwritten signature in black ink that reads "Myra B. Siegel". The signature is written in a cursive, flowing style.

Myra B. Siegel
Vice President, Student Services

Table of Contents

Academic Calendar	2
Where To Go	3
Campus Services	6
Matriculation Services.	13
Educational Options	17
Financial Aid	21
Quick Guide to Scholarships.	23
Scholarship Guide	25
Extended Opportunity Program and Services (EOPS)	27
Office of Special Services (OSS)	45
Student Life	48
Associated Student Organization (AOS)	49
Academic Policies	51
College Policies	56
Code of Academic Conduct	69
Rules for Student Conduct	71
Frequently Asked Questions (FAQ)	75
Glossary of Terms	80
Fall Semester Schedule Planner	82
Spring Semester Schedule Planner	84
Monthly Calendar	86
Fall Semester Daily Planner	106
Spring Semester Daily Planner	148

Academic Calendar

FALL SEMESTER 2008

SEPTEMBER 2 – DECEMBER 19

Monday - Friday Classes Begin Tuesday, September 2
Saturday Classes Begin Saturday, September 6
Final Exams December 15 - December 19

LAST DAY TO:

Apply Online Wednesday, August 27
Apply In-Person 1st Week of Class
Add traditional classes Saturday, September 13
Drop classes with a refund Monday, September 15
Drop classes and not owe a fee Monday, September 15
Drop classes without a "W" Friday, September 26*
*(*This may be done via STEP thru Sunday, September 28)*
Drop classes with a "W" Friday, November 21**
*(**This may be done via STEP thru Sunday, November 23)*
File for Credit/No Credit Friday, September 26
File for June 2009 graduation Wednesday, November 26

COLLEGE IS CLOSED

Labor Day Monday, September 1
Veterans' Day Monday, November 10
Thanksgiving Holiday November 27 - 30
Martin Luther King Jr. Monday, January 19
Presidents' Day Friday, February 13 - Monday, February 16
Spring Break Monday, March 23 - Sunday, March 29
(No Classes in session. Campus will be open.)
Cesar Chavez Day Tuesday, March 31
Memorial Day Monday, May 25

2008-2009 FINANCIAL AID CALENDAR

FAFSA available for 2008-2009 January 1, 2008
Cal Grant Deadline March 2, 2008
Priority Date for Documents to Financial Aid Office May 1, 2008
Second Chance Deadline for Cal Grants September 2, 2008

Where to go

Location Abbreviations:

- AD = Cesar Chavez Administration Building
- CH = Clausen Hall
- HH = Holmes Hall
- SC = Student Center
- JH = Jefferson Hall
- MG = Men's Gym
- CCW = City College at 3020 Wilshire
- LRC = Learning Resource Center

ADA Accommodations	Office of Special Services, CH109
Adding a Class.	Use STEP or online at: www.lacitycollege.edu
Applying for Admission.	Student Assistance Center, AD 105
Assessment Exam (sign-up)	Assessment /Matriculation AD 103
Athletic Program	MG 109A
ATM Machine	Bookstore and Business Office
Basic Skills Classes	Learning Resource Center, Room 103A
Books & Supplies.	College Bookstore, Cub Center
CalWORKs.	Learning Resource Center
Campus Clubs	Office of Student Life, Learning Resource Center
Campus Newspaper (Collegian)	Chemistry Bldg., 208
Career Counseling and Information	Career & Job Development Center, AD 109
Change of Address	Admissions, AD 100
Child Care	Child Development Center, 4311 Melrose
Citizenship Information.	CCW
College Catalog	College Bookstore, Cub Center
College Credit, High School Students.	School Relations & Outreach, CH 113
Computer Lab	Learning Resource Center
Counseling, Academic Appointments.	Matriculation, AD 103
Counseling Department	AD 108
Counseling, Psychiatric Services	Health Center, HH 2
Credit by Examinations.	Admissions, AD 100
Credit/No Credit Filing	Admissions, AD 100
Credit for Work Experience	Cooperative Education
Deadlines (Adding, Dropping, Fee Refunds, etc)	See Schedule of Classes
Dean's Honor List.	Office of Student Life, Learning Resource Center

Disability Information Office of Special Services (OSS), CH 109

Discipline/Student Conduct Office of Special Services (OSS), CH 109

Discrimination Complaints Compliance Office, AD 209

Dropping a Class use STEP or online at: www.lacitycollege.edu

Electronic Kiosk CH109, EOPS, Counseling AD 108, Cub Center

Emergencies Sheriff's Office, (323) 662-5276, AD 115

Email Account IT AD 107

Fees, Paying Business Office, AD 111

Fee Waiver Application (BOGW) Financial Aid Office, CH 111A

Final Exam Schedule See Schedule of Classes

Financial Aid Office CH 111A

Flyers (posting them on campus) Student Activities, Learning Resource Center

General Campus Information Student Assistance Center, AD 105

Grades Use STEP or LACC Web Site or Admissions, AD 100

Grade Change Admissions, AD 100

Graduation Information Admissions, AD 100

Grievances Compliance Office, AD 209

Health Concerns Student Health Center, HH 2

Honors Classes Honors Program, AD 205B

Housing Information Student Assistance Center, AD 105

ID Cards Student Assistance Center, AD 105

International Student Services Cub Center

Job Placement Listings in Career & Job Development Center,
AD 109, & Student Assistance Center, AD 105

Lab Fees, Payment Business Office, AD 111

Learning Disabilities Office of Special Services, CH 109

Locating Buildings & Student Services See Map on back cover,
Student Assistance Center, AD 105, or Electronic Kiosk

Locating an Instructor Instructor's Mailbox in Dept. Office

Locating a Student (emergencies only) Sheriff's Office, AD 115

Lost & Found Sheriff's Office, AD 115

Math Tutorial Lab Jefferson Hall 312

Matriculation AD 103

Other Colleges (Information) Counseling, AD 108 or Transfer Center, AD 109

Parking Information Sheriff's Office, AD 105

Parking Permits Business Office, AD 111

Placement Exam (sign-up) Assessment AD 103

Placement Scores Assessment, AD 103 or on-line at: www.lacitycollege.edu

Referrals (Off Campus) Student Assistance Center, AD 105

Registration Questions Student Assistance Center, AD 105

Registration Receipt Business Office, AD 111

Residency Questions Admissions, AD 100

Research for a Paper LACC Library

Returning Textbooks Book Buy Back Window, Bookstore

Saturday Classes See Schedule of Classes

Schedule of Classes Student Assistance Center, AD 105

Schedule Verification Use STEP or LACCD Web Site

Scholarships Financial Aid, CH 111A

School Holidays See Schedule of Classes

Sexual Assault Sheriff's Office, AD 115, (323) 662-5276,

Sexual Harassment Compliance Office, AD 209

Sheriff's Campus Office Sheriff's Office, AD 115

Short Term Classes See Schedule of Classes

Student Government Office Learning Resource Center

Student Life Office Learning Resource Center

Telephone Registration STEP, See Schedule of Classes

Theater Information, Tickets El Camino Theatre Box Office

Transferring to 4 yr. University/College University Transfer Center, AD 109

Transcript Information Admissions, AD 100

Tutoring Learning Skills Center-LRC, 103C,
Math-JH 312, English-JH 302

University & College Reps University Transfer Center, AD 109

Verification of Enrollment Admissions, AD 100

Veterans' Benefits/Counseling Veterans' Affairs, CH 109

Website (LACC) www.lacitycollege.edu

Withdrawing from College Admissions, AD 100

Writing Tutorial Lab Jefferson Hall, 302

Work-Study Jobs Financial Aid Office, CH 111

CAMPUS SERVICES

To reach an office, call (3 2 3) 9 5 3 - 4 0 0 0
plus the extension listed below

AD = Cesar Chavez Administration Building
CH = Clausen Hall HH = Holmes Hall
MLK = Martin Luther King Jr. Bldg

CAMPUS SERVICES

SERVICES

Student Services

Myra B. Siegel, Vice PresidentAD 207/Ext. 2460

Coordinates all of the student service programs of the college and oversees the student disciplinary process.

Admissions and Records Office

William A. Marmolejo,

Dean, Student Services, EnrollmentAD 100/Ext. 2104

The Admissions office accepts completed applications; issues registration appointments; handles "Add" and "Drop" cards. Change of address, transcript request, enrollment verifications, and graduation petitions are all processed in admissions. Students who wish to petition for graduation from LACC must file a Graduation Petition in the semester preceding their anticipated graduation. Students should contact the graduation unit located in the Admissions & Records Office (AD 100).

Assessment

Kalynda Webber

Matriculation Coordinator/CounselorAD 103/Ext. 2264

The Assessment Office provides a computerized exam in order to properly assess new students. Students must present a picture ID and their Student ID Number in order to make an appointment. The results will help you and your counselor select courses that are compatible with your level of academic preparation. Students can be assessed in Chemistry, Mathematics, English and English as a Second Language. Students who did not complete high school or the GED and wish to apply for financial aid may take the **Ability to Benefit** exam. Test results can be viewed online at www.lacitycollege.edu

Bookstore **Cub Center/Ext. 2140**

The college bookstore sells textbooks, school supplies, study aids, insignia items, beverage, and snacks. The bookstore also has a website (www.laccbookstore.com) where books may be purchased online. Textbooks and supplementary classroom material purchased for the current academic term may be returned for a refund during specified time limits providing refund requirements are met. Books not accepted for refund may be sold at Book Buy Back. Full refunds on textbooks are allowed each academic term according to specified time limits. The Return and Refund Policy identifying each semester's dates is available in the Bookstore. Buy Back services are held during finals week of each semester/session. Books may be sold back providing the book is in "buy back condition" and on the "buy back list."

Business Office

Robin Robinson, SupervisorAD 111/Ext. 2180

Accepts payment for enrollment fees, tuition fees, health fees, parking permits, transcripts, ASO membership and representation fees, sells amusement park and theater discount tickets to ASO members. This office disburses scholarship and financial aid checks, book and supply vouchers, registration fee receipts, and parking permit tags and ussyes cash, check and credit card refunds. Check payments are processed electronically and presented to your bank for payment on the same day.

CalWORKs

Counselors Learning Resource Center/Ext. 2598

Director Learning Resource Center/Ext. 2597

The CalWORKs Office at Los Angeles City College assists students who receive public assistance. The office is the liaison between the Department of Public Social Services (DPSS) and LACC, providing participants with easy access to education with case management, workshops, academic counseling, tutoring, and supportive services referrals. Short-term training programs, as well as specialized programs for ESL, GED, WEX (Work Experience) and ABE (Adult Basic Education) are offered. All verification forms required for DPSS as well as Child Care agencies are completed in the office.

Career & Job Development Center

Dr. Emma Garcia-Salas, Director/ CounselorAD 109/Ext. 2210

Provides career assessments (testing), evaluation, counseling and planning for students seeking career choices. The center offers computer programs that provide current information on careers and transfer institutions. Assists with resume writing, interview preparation, workshops, and employment/internship search. Students are served by appointment and on a walk-in basis when available.

Child Development Center

Jane Melton, Director 4311 Melrose/Ext. 2220

Offers a developmentally appropriate early childhood education program for children 3 to 5 years of age. Evening program is available for school age children. Enrollment priority is given to LACC student-parents to help them attain their educational goals. State and CalWORKs Grants are available for subsidized morning care. Applications for enrollment are available in the Center's office.

Counseling Department

Reri Pumphrey, ChairAD 108/Ext. 2250

Counseling is available to all students. Quick questions can be answered at the walk-in counter during office hours. In-depth counseling and long range planning are available by appointment. Appointments can be made in person at AD 103 All students are encouraged to see a counselor at the beginning of their LACC career and make follow-up appointments as needed.

Dean's Honors List

Office of Student Life Learning Resource Center/Ext. 2450

Students with outstanding scholastic achievement are given public recognition through the Los Angeles City College Dean's List. Full-time students (a student enrolled in 12 or more graded units in the qualifying semester) must earn a 3.5 or higher GPA. Part-time students (enrolled in 6 through 11 graded units) must have completed 12 graded units and earn a 3.5 or higher GPA in the qualifying semester. Only the grades from courses completed at LACC during the qualifying semester will be used in calculating the grade point average (GPA). Grades of "Credit" will not be counted in meeting the unit requirement for the Dean's or President's lists. Students who have appeared on the college's full-time or part-time Dean's Honor list for three (3) consecutive semesters will be placed on the President's Distinguished Honor List. Students on the President's Honor List will receive a lifetime library privilege card. Students who qualify for the Dean's and President's Honors are automatically placed on the list. If a student thinks that he/she qualifies for either of these honors, they can go to the Admissions Office and request an unofficial transcript of their records, or access the college's website and print out their transcript. Bring the unofficial transcript to the Office of Student Life, Learning Resource Center for verification.

Discipline / Student Conduct

Randy Anderson, Dean of Special Programs CH109/Ext. 2285

Extended Opportunity Program and Services (EOP&S)

Cooperative Agencies Resources for Education (CARE)

Cory Rodgers, Associate Dean CH111B

EOP&S is a state funded program for students that are affected by educational and economic barriers. The program supports students in their efforts to reach their career and educational goals by providing support services and encouragement. EOP&S provides the following services: intensive academic, career and personal counseling, individualized and in-class tutoring, priority registration, transfer assistance, educational workshops, book vouchers, and a scientific calculator loan program. Within EOP&S is a program called CARE, a support service program for single parents receiving TANF/CalWORKs subsidies. The CARE office is located with EOP&S, in CH 111B. CARE students are eligible for all EOP&S services plus childcare referrals, meal tickets, auto gas card, parking permits, parenting and job preparation seminars. CARE offers personal and professional support while assisting participants in breaking the welfare dependency cycle. Bring your registration fee receipt showing 12 or more units to CH 111B to find out if you qualify. OSS students must be enrolled in 6 or more units to apply.

Financial Aid Office

Jeremy Villar,

Associate Dean, Student Services, Access CH111A/Ext. 2025

Many students qualify for some form of financial assistance. The Financial Aid Office offers both federal and state financial aid. See the Financial Aid section of this booklet or visit the Financial Aid Office in CH 111A for more information.

Grievance Procedures

Christy Passman, Compliance Officer AD 209/Ext.2249

Information about the grievance procedures and a copy of the regulation, LACCD Administrative Regulation E-55, is available to grievant(s) and/or respondent(s) upon request. The purpose of this regulation is to provide prompt and equitable means for resolving student(s) grievances. In the pursuit of academic goals, the student should be free of unfair or improper action by any member of the academic community. The grievance procedure may be initiated by a student, or group of students who reasonably believe he/she/they have been subject to unjust action or denied rights that adversely affect his/her/their status, rights, or privileges as a student. It is the responsibility of the student(s) to submit proof of alleged unfair or improper action. Grievances pertaining to grades are subject to the California Education Code Section 76224(a) which states: "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final." This grievance procedure does not apply to the challenge process for prerequisites, co-requisite, advisories and limitations on enrollment; alleged violations of sexual harassment; actions involving student discipline; alleged discrimination on the basis of the ethnic group identification, religion, age, sex, color, sexual orientation, physical or mental disability; or an appeal for residency decision; or to eligibility, disqualification or reinstatement of Financial Aid. The appeal procedure regarding Financial Aid may be obtained in the Financial Aid Office. Additional information regarding discrimination and sexual harassment procedures and policies are listed in the Schedule of Classes and the College Catalog. Copies of the Grievance Procedure may be obtained from the Office of the Associate Dean, Student Life, Learning Resource Center.

Health & Wellness Center HH 2/Ext. 2485

Randy Anderson, Dean of Special Programs CH109/Ext. 2285

The Health & Wellness Center serves all currently enrolled students. It offers basic primary and non-emergency care, health care counseling, emotional and behavioral counseling, family planning, referrals, TB skin test, free confidential, and other laboratory tests and immunizations (TD, Hep B, MMR), some which carry additional fees. Appointments can be made to see a medical provider or mental health professional.

Ralph Bunche Honors Program

Dr. Wendel Eckford, Director AD 208/Ext. 2340

The Program is designed to prepare the highly motivated student for transfer. Honors students who complete 18 units of Honors credit with at least a 3.1 GPA will receive certification in the Transfer Alliance Program (TAP). This guarantees priority consideration for admission to non-impacted majors in UCLA's College of Letters and Sciences, and increases the students' chances of being admitted. Other partners include UC Irvine, UC Riverside, UC Santa Cruz, Occidental College, Chapman University, and La Sierra University.

International Student Center

Dr. Reginald Brady, Director Cub Center/Ext. 2470

The center staff is multilingual and provides counseling and enrollment assistance to non-immigrant F1 Visa students from all over the world. The program provides assistance with work permits and practical training.

**Learning Disabilities Program
Office of Special Services (OSS)CH 109/Ext. 2273, 2276
Susan Matranga, Learning Disabilities Specialist
Andrea Smith, Learning Disabilities Specialist**

The Learning Disabilities Program, an adjunct of the Office of Special Services (OSS), provides services to qualified students in order to facilitate equal access to educational programs. The services include: assessment of learning strengths and weaknesses, specialized tutoring, study skills classes, adaptive computer technology, and testing accommodations. Faculty and fellow students are encouraged to refer students who may need these services to the Learning Disabilities Program.

**Learning Skills Center
Maryanne Des Vignes, Chair Learning Resource Center/Ext. 2779**

Offers individualized, one-unit, credit/non-credit classes. There are small group classes in reading, vocabulary, writing, grammar, spelling, ESL conversation, math computations, and algebra. Individual and peer tutoring sessions are offered for most subject areas taught in other instructional departments.

**Library
Barbara Vasquez, Chair LIB/Ext. 2400**

The Library contains more than 150,000 volumes, current subscriptions to 200 magazines and newspapers, bound volumes and microfilm chosen to meet the curricular needs of students. Features of the library are: the Reference Center (Ext. 2406) with librarians ready to assist with research, reference and circulating collections, the online catalog, the online periodical databases, internet access, the Circulation Desk (Ext. 2395), reserve books and textbooks, the Periodicals Center (Ext. 2396), study rooms and carrels, photocopiers, and word processing throughout the library. Students must use their valid college identification card to qualify for library privileges.

**Matriculation Services
Kalynda WebberAD 105/Ext. 2463**

Matriculation is the process that brings Los Angeles City College and the student into an agreement for the purpose of realizing the student's academic goals through the college's student services programs, policies and requirements. LACC maximizes awareness of student services by enhancing opportunities to students and the matriculation plan promotes students success. Matriculation services include Admissions, Assessment, Orientation, Counseling and Student Follow-up. For more information about these services refer to their alphabetical listings in this document. Students may be exempt from a step in the matriculation process by meeting any of the following criteria:

1. Have already earned an Associate degree or higher.
2. Attending LACC for recreational or personal growth classes only and have no intention of pursuing a certificate or degree.
3. Taking one or two classes required to renew a license and have no intention of pursuing a certificate or degree.
4. Presently enrolled at another school and plan to take one or two classes to be credited at their home school.

A student may be waived from additional testing by completing an equivalent English or

Math course at another college or university. The student should bring official transcripts of prior course work or evidence of testing to a counselor for evaluation. If a student wishes to challenge matriculation provisions, file a written complaint or grievance, the procedures are available in the Student Services Office AD 207.

Office of Special Services

Randy Anderson, Dean of Special ProgramsCH 109/Ext. 2285

The Office of Special Services (OSS) provides support services and instruction to students with verified disabilities who register with OSS each academic semester. Services are tailored to the student's needs by an OSS professional, in conjunction with the student, who identifies reasonable academic accommodations, based upon verification of the disability and the extent of functional educational limitation(s). Services provided by OSS include: priority registration, academic counseling, learning disability assessment, academic accommodations, accommodation testing services, specialized instructional courses, information in alternate media and adaptive/assistive computer technology.



Ombudsperson

Christy Passman, Compliance Officer AD 209/Ext.2249

The role of the Ombudsperson is that of a facilitator of the grievance process, and not that of an advocate for either the grievant(s) or respondent(s). During the informal resolution stage of the grievance process, the Compliance officer will facilitate informal meetings and discussions that may lead to a resolution of the grievance. If the matter cannot be resolved informally, the student may request a formal grievance hearing. Inquiries regarding grade petitions or instructor complaints should first be directed to the appropriate academic department chairperson. If a resolution is not reached at the department level, contact the campus Ombudsperson.

Pi Shop JH 311

Math tutoring lab provides student tutors who offer help with math problems. To use the service students must enroll in Math 100 or Math 202 which are one unit, credit/no-credit courses.

Psychological Services HH2//Ext. 2485

Randy Anderson, Dean of Special ProgramsCH 109/Ext. 2285

Mental health services provided to currently enrolled students by a licensed clinical therapist. Services include short-term individual counseling, assessment and referral, crisis intervention, educational programs and consultation with college staff on issues concerning students.

Sheriff's Office

Deputy Richard PfeifferAD 115 /(323) 662-5276

Oversees staff of Los Angeles County Sheriff personnel (deputies, cadets, and security officers) assigned to Los Angeles City College and is responsible for public safety, including: law/parking enforcement, medical emergencies, and calls for service. Lost property is also handled through the Campus Sheriff's Office.

Office of Student Life

Eric B. Peters, Associate Dean Learning Resource Center/ Ext. 2453

The Office of Student Life coordinates many events, including Graduation, Welcome Days, the Dean's Honor Ceremony, Explore L.A. program, Leadership and Service program, Dean's and President's Honor Certificates. The Associate Dean is the advisor for the Associated Student Organization (ASO), student government.

Student Assistance Center

Kalynda Webber, Matriculation Coordinator/CounselorAD 105/Ext. 2455

The Student Assistance Center is your first stop when applying to the college. A multilingual staff assists students in completing applications, and provides general campus information as well as community referrals for child care, employment, medical treatment, family planning, county public assistance, housing, legal aid and educational counseling. Students may obtain their college ID cards at the Student Assistance Center.

TRIO/Student Support Services

Marilyn Frontanez-Loza, Director/CounselorCH 116/Ext. 2466

Student Support Services (SSS) is a federally funded grant program through the U.S. Dept. of Education. The program's target population is low income, first generation students or students with a disability who have identified transfer to a four-year university as their academic goal. The program is designed to serve only 160 students and is therefore able to provide personalized, timely service to all members. Membership eligibility criteria: must not have completed an associates degree, must be a U.S. Citizen or legal resident, should demonstrate an academic need, GPA in the mid "C" range and/or taking remedial courses. Services include: academic, personal and career counseling, full financial aid package consideration including SSS Grant Aid for eligible students, tutoring, educational workshops, free cultural events, free field trips to 4-year universities, computer lab access, laptop and calculator loan program.

University Transfer Center (UTC)

Cheryl Armstrong Turner, Director/ CounselorAD 109/Ext. 2215

One aspect of the college mission is to assist students to complete the first two years of the Bachelors degree at a community college, then, transfer to a four year university. A goal of the University Transfer Center is to intensify the transfer process for students from Los Angeles City College to colleges and universities. University fairs, special days, workshops and seminars for prospective transfers enhance their opportunity to prepare early. Transfer-ready students receive immediate counseling/advisement, electronic application assistance and transcript evaluation. University Transfer Admissions Agreements, special collaborative partnerships and summer transfer programs/experiences applications are available in the Center. Appointments and walk-in consultations are provided in person with LACC Transfer Center's advisor, counselor or representatives and faculty from public and private universities.

Veterans' Affairs Office

Melody MeldrumCH 109/Ext. 2024

The Veterans' Affairs Office assists qualified veterans and/or their dependents with VA benefits certification, academic advisement and other student service referrals.

Writing Center JH 302

Students are provided lessons and one-on-one tutoring to help with any type of academic writing, and access to the World Wide Web.

MATRICULATION SERVICES

Matriculation is a partnership between you and LA City College...

Matriculation is the process that brings the college and you into a partnership for the purpose of developing and realizing your educational objectives. The Los Angeles City College Matriculation division has developed this partnership, which is designed to help you from the moment you first apply until you complete your academic objectives at Los Angeles City College.

WHAT ARE THE COMPONENTS?

- Admissions
- Assessment
- Counseling
- Orientation
- Student Follow-up
- Research
- Coordination and Training
- Prerequisites

STEP One. Submit an application

New students may apply to LACC in three different ways:

1. Pick up an application at the Student Assistance Center (AD 105) and turn into Admissions & Records (AD 100).
 2. Online - Students may apply through the LACC website www.lacitycollege.edu
 3. Through postal mail - Students may mail in their applications to Admissions & Records.
- A registration date will be mailed, phoned or emailed to the student once the application is received.

STEP Two. Assessment & Orientation

As a new student, you will sign up for an assessment test and orientation session. In order to be accurately placed in an English and/or Math class you will need to be assessed in reading, writing and math. The Assessment Office offers appointments for assessment testing and new student orientations. The Assessment Office is located on the first floor of the Cesar Chavez Administration Building in AD 103.

Office Hours: Monday-Thursday 8:30 a.m.- 7:00 p.m.

Friday 8:30 a.m.- 2:00 p.m.

WHAT IS THE ASSESSMENT TEST?

- It is the college placement process that assists you in identifying the proper English and Mathematics levels for success at LA City College.
- The assessment test is not a "pass or fail" exam.
- It is a computerized exam, also consisting of a written essay, which is required for the English placement.

WHAT TO EXPECT ON THE DAY OF THE PLACEMENT EXAMINATION:

- **Mathematics:** You will be tested on our basic arithmetic skills as well as algebra. (Make sure to pick up sample questions in the assessment Office AD 103.)
- **English/ESL Composition:** You will be required to write an essay on a given topic. You will be tested on vocabulary and comprehension.
- The Assessment Office offers Ability To Benefit (ATB) for students who are applying for Federal Financial Aid and do not have a high school diploma or GED.
- For appointment dates and times visit the Assessment Office (AD 103) or call (323) 953-4000 ext. 2264.
- It will take approximately 2-3 days to obtain results from testing. You may check online at www.lacitycollege.com or come back to AD 103 for your placement results.
- You may retest after six months for English/Math. For ATB you may retest after 30 days.

ORIENTATION

MATRICULATION SERVICES

During orientation you will be informed about the college's policies and procedures, academic expectations, rules of student conduct, financial aid, academic programs, student services, and requirements to meet your academic goals. The new student orientation will be conducted by a LACC Counselor, and based on the assessment results the counselor will explain how to start your Math and English course sequence for graduation and/or transfer.

New students can benefit from attending a college orientation by learning about the programs, enrollment process and student services offered at Los Angeles City College.

Here are the major reasons that you should attend:

- Receive a free college catalog, schedule of classes, and student handbook;
- Receive assistance with selecting classes;
- Receive a student education plan (SEP);
- Discuss important deadline dates;
- Learn how to register for classes via telephone and/or online;
- Learn how to add and drop classes;
- Learn how to read the schedule of classes;
- Learn about fees, student services and other college policies;
- Get financial aid information.

Where do I make an appointment for Orientation?

You may make an appointment at the same time you pick up your assessment results at AD 103.

STEP Three. Determine your academic schedule.

You will be given a course scheduling form at orientation, upon which you should list your proposed classes. Remember to check at the Student Assistance Center (AD 105) or the blue canopy at the quad for new or closed classes.

STEP Four. Register for Classes

Students may register in three different ways:

1. **In Person** - students should present a registration permit and completed "Course Request Card" to the Admissions office (AD 100). This process can only be done during the walk-in registration period (for dates and time please check the Academic Calendar in the Schedule of Classes).
2. **On-line** - students may register on line through the LACC website **www.lacitycollege.edu**, or
3. **Via Telephone** - Call the STEP registration system at (323) 226-1999. For operating instructions please see the LACC Schedule of Classes. You must have your student identification number (88xxxxxx) and PIN (birthday month and year/MMDD).

STEP Five. Pay your Fees

Students may pay fees in three different ways:

1. **Use STEP system** – By calling (323) 226-1999 you may pay by credit card.
2. **Online** - Using the college website www.lacitycollege.edu, you may pay using a credit card
3. **In person** - students should proceed to the Business Office (AD111)
4. **By Mail** - students should cut off the "fee worksheet" from the Schedule of Classes and mail the form with a check to LACC Business Office/855 North Vermont Ave./ Los Angeles, CA 90029

MATRICULATION
SERVICES

STEP Six. Obtain your LACC Student ID

You may obtain your Free Cub Card (LACC Student ID Card) by bringing a copy of your registration fee receipt to the Student Assistant Center (AD 105).

Who is exempt from Matriculation?

- Students who have graduated with an AA degree or higher.
- Students who plan to enroll in five units or fewer and have a personal development goal.
- Students who are enrolled full-time in high school or at another college.

Students on probation are not exempted even if one of the above criteria applies.

What are students' rights?

- To challenge a prerequisite for a course because:
 - The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite.
 - The student will be subject to undue delay in attaining his/her educational goal because the prerequisite/co requisite has not been made reasonably available.
 - A prerequisite which must be validated has not been validated.
 - A prerequisite is discriminatory or is being applied in a discriminatory manner.
- **Waiver** - If you are not exempt from matriculation but choose not to participate in the process, a waiver is available in the Student Assistance Center, AD 105. The exempt waiver must be taken to the Counseling department in Room AD 108, for approval.
- **Appeal** - Matriculation is a campus-wide effort of faculty, administration, staff, and students. However, if you feel that matriculation interferes with your rights as a student, forms for appeal are available in the office of the Vice President of Student Services, AD 207.

What are the students' responsibilities?

- To express a broad educational intent upon admission.
- To declare a specific educational goal prior to completing 18 units.
- To participate in counseling or advising.
- To attend class and complete assignments.
- To complete courses and to maintain progress towards a goal.

GETTING STARTED

Things to do before I register:

- Take the Assessment Exam (AD 103)
- Attend orientation session (AD 103)
- Apply for financial aid (CH 111A)
- Pick up Schedule of Classes (AD 105)
- Learn about LACC programs and classes
- Meet with a counselor (AD 108)
- Plan classes
- Register for classes by telephone or online
- Pay registration fees.

And don't forget the following, if needed:

- Arrange for child care
- Arrange transportation-Purchase IPASS
- Apply for Financial Aid
- Apply for Veterans benefits
- Apply for Office of Special Students
- Apply for EOP&S

Things to do before classes begin:

- Get student ID card (AD 105)
- Pick up parking permit (Business Office AD 111)
- Find out where my classes are located
- Become familiar with campus resources (library, computer services, tutoring, etc.)

Things to do during the semester:

- Find out what the instructor expects from me
- Join a study group or sign up for tutoring
- Think about my career and major
- Think about transfer
- Take care of my health
- Meet with a counselor to develop a Student Education Plan (AD 103)

Educational Options

LACC offers courses for everyone, whether you are here for personal development, to complete your associate degree, or to transfer to a four-year institution. The following educational options are available:

Certificates: LACC offers over 70 majors that provide job training and immediate employment. A Certificate of Achievement is awarded upon completion of all courses required for an occupational major.

Plan A –Transfer Plan: LACC graduation “PLAN A” has been designed for students who plan to transfer to either the California State University (CSU) system or the University of California (UC) system. The courses have been selected to parallel the CSU General Education plan A transfer correlation outline that compares to the “Plan A” Please see the college Catalog for more details.

Plan B: PLAN B has been designed for students who plan an occupational or vocational Associate degree. Some courses may or may not transfer to the UC or CSU systems. See the college catalog for more details.

Transfer Majors: LACC offers over 50 transfer majors that prepare students to transfer to a four-year college or university.

CSU GE: General Education classes that should be completed before transferring to a California State University.

Intersegmental General Education Transfer Curriculum (IGETC): IGETC is

the list of general education requirements that should be completed before transferring to a CSU or UC campus. General education requirements for independent colleges and universities are also available.

Bachelor's Degree: College or university degree requiring four years of academic work (120 semester units or more) and satisfying general education requirements and major courses.

Master's Degree: A degree beyond the bachelor's, also called a graduate degree. Master of Arts and Master of Science degrees are most common, but there are also professional master's degrees, such as the MFA (Master of Fine Arts) or the MBA (Master of Business Administration). Usually takes two years to complete.

Doctorate Degree (Ph.D.): Doctor of Philosophy or Ed.D. - Doctor of Education) is the highest degree awarded in the US Doctoral programs require course work, comprehensive examinations, original research, and a dissertation. A minimum of three years of study is generally required beyond the master's level. Few students, however, complete the doctoral degree in three years because of these exacting requirements.

M.D. Medical Doctor: There are two types of physicians: M.D.— Doctor of Medicine—and D.O.— Doctor of Osteopathic Medicine. M.D.s also are known as allopathic physicians. While both M.D.s and D.O.s may use all accepted methods of treatment, including drugs and surgery, D.O.s place special emphasis on the body's musculoskeletal system, preventive medicine, and holistic patient care. D.O.s are more likely than M.D.s to be primary care specialists although they can be found in all specialties. About half of D.O.s practice general or family medicine, general internal medicine, or general pediatrics.

Educational Model

DEGREE & CERTIFICATE PROGRAMS

ACCOUNTING

Degrees: Accounting, Bookkeeping

Certificates: Accounting Technician, Automated Accounting

ADMINISTRATION OF JUSTICE

Degrees: Administration Of Justice, AJ - Specializing in Forensics

Certificates: Correctional Institution Officer Training, Evidence Technician/Forensics, Finger Print Classification, Fire Arms Training, Private Investigation

ART

Degrees: Art-General, Art- Graphic Design

BUSINESS

Degrees: Advertising, Business Administration, Finance and Banking, Management, Management – Business Offices, Management - Small Business, Marketing/Sales

Certificates: Business Administration, Microcomputer Business Applications, Finance and Banking, Management, Management – Retail, Management - Small Business, Marketing/Sales

M.D./Ph.D. – 4 + years

M.A./M.S. – 2 + years

B.A./B.S. – 4 + years

A.A./A.S. – Certificate of Achievement – 2 + years

High School Diploma or GED 13 years

EDUCATIONAL OPTIONS

CHEMISTRY

Degrees: Chemistry - General

CHICANO STUDIES

Degrees: Chicano Studies

CHILD DEVELOPMENT

Degrees: Child Development Plan A or B

Certificates: Child Dev Teacher, Child Dev Teacher - Master Teacher, Child Dev Site Supervisor, Child Dev Associate Teacher, Children with Special Needs, Infant And Toddler Studies, School Age Programs

CINEMA

Degrees: Cinema Production, Television Production

Certificates: Cinema Production, Television Production, Cinema/ Video Production, Beginning Cinema & TV Production, Cinema Post-Production, Cinematography, TV Studio Production - Level 1

COMPUTER APPS & OFFICE TECHNOLOGY

Degrees: Administrative Office Assistant, Computer Applications Specialist, Legal Office Assistant, Medical Office Assistant

Certificates: Administrative Office Assistant, Computer Applications Specialist, Legal Office Assistant, Medical Office Assistant, Clerical Office Assistant, Basic Administrative Office Assistant, Basic Computer Applications, Basic Legal Office, Basic Medical Administrative, Basic Medical Billing, Basic Medical Transcription, Basic Office Communications, Basic Web Page Design, Basic Word Processing

COMPUTER SCIENCES / INFORMATION TECHNOLOGY (CSIT)

Degrees: Computer Science/Information Tech, Computer Information Systems

Certificates: Computer Science/Information Tech, Computer Information Systems, Applications Software, Programming Languages, UNIX Operating System, Computer Networking, Database Administration, Operating Systems, Web Client Technologies, Web Server Technologies

COMPUTER TECHNOLOGY

Degrees: Computer Technology,

Certificates: Computer Technology, CompTIA A+ Certification, CompTIA Network+ Certification

DENTAL TECHNOLOGY

Degree & Certificates: Dental Technology

ELECTRONICS

Degrees: Electronic Systems Technology (Traditional & Fast Track)

Certificates: Electronics – Basic, Electronic Systems Technology, Electronic Sys Tech - Fast Track

ENGINEERING

Degrees: Engineering - General

ENGLISH

Degrees: English

FAMILY & CONSUMER STUDIES (DIETETICS)

Degrees: Dietetic Technician

Certificates: Dietetic Service Supervisor

FOREIGN LANGUAGE

Degrees: Chinese, French, German, Italian, Japanese, Korean, Spanish

HUMANITIES

Degrees: Humanities

JOURNALISM

Degrees: Journalism

LAW

Degrees: Paralegal Studies, Business Law

LIBERAL ARTS

Degrees: Liberal Arts

MATHEMATICS

Degrees: Mathematics

MUSIC

Degrees: Music

Certificates: Music Copyist, Music Technology, Orchestrator/Arranger, Vocal Performer, Instrumental Performer (Brass, Guitar, Organ, Percussion, Piano, Strings, Woodwinds)

NURSING

Degrees: Nursing, Registered

Certificates: Certified Nurse Assistant, Home Health Aide

PHOTOGRAPHY

Degrees: Applied Photography

Certificates: Photography – Commercial, Photography- Freelance

PHYSICS

Degrees: Physics - General

POLITICAL SCIENCE

Degrees: Modern Political Studies

PSYCHOLOGY

Degrees: Human Services (Generalist & Drug/ Alcohol)

Certificates: Human Services (Generalist & Drug/ Alcohol)

RADIOLOGIC TECHNOLOGY

Degrees: Radiologic Technology

REAL ESTATE

Degrees: Real Estate

Certificates: Real Estate (Finance, Investment, Marketing)

SOCIAL SCIENCE

Degrees: Latin American Studies

THEATER

Degrees: Theater- General, Theatre Academy (Acting, Advanced Acting, Costuming, Technical Theater)

Certificates: Professional Technical Theater, Professional Costuming Design

Financial Aid

Los Angeles City College offers the following financial aid programs to assist students who need financial assistance to pay for college expenses.

FINANCIAL AID RESOURCES

Federal Programs

- Pell Grant – up to \$4,731 per year
- Supplemental Educational Opportunity Grant (SEOG) – up to \$500 per year
- Academic Competitiveness Grant (ACG) – 1st year - \$750
- 2nd year - \$1,300
- Work Study – starting at \$8:00 per hour
- Perkins Loan – borrow up to \$2,600 per year
- Direct Subsidized loan –
1st year students - borrow up to \$3,500 per year
2nd year students - borrow up to \$4,500 per year

State Programs

- Board of Governors (BOG) Fee Waiver – waives the enrollment fee
- Cal Grant B – up to \$1,551 per year
- Cal Grant C – up to \$576 per year (available to students pursuing a vocational program)
- Chafee Grant – up to \$5,000 per year to foster youth and former foster youth

Other Programs

- Scholarships – amount varies

FIVE (5) BASIC FINANCIAL AID STEPS

- STEP 1:** Go on-line at FAFSA on the Web and follow the instructions. Enter the Federal School Code for Los Angeles City College "001223" on the application.
- STEP 2:** Within a week or two, the Financial Aid Office will send a Document Request Letter to the student applicant by e-mail or regular mail.
- STEP 3:** Bring all the requested documents as listed on the Document Request Letter to the Financial Aid Office to initiate the processing of financial aid application.
- STEP 4:** The Financial Aid Office will process the application and send an Award Notification Letter to the new student applicant.
- STEP 5:** Financial Aid check disbursements will automatically be deposited to the new student's checking or savings bank account, if the applicant had signed up for Electronic Fund Transfer (EFT). Otherwise, checks are mailed to the applicant's mailing address beginning in the first week of the semester.

DOCUMENTS NEEDED

To be eligible for processing, the financial aid applicant must be prepared to submit any of the following documents to the Financial Aid Office upon request:

- Valid Social Security Card
- Student Identification (example: CA Drivers License)

- U.S. Citizen or Eligible Non-Citizen – Certificate of Citizenship, Certificate of Naturalization, Certificate of Birth Abroad, or U.S. Passport
- Permanent Residents – Form I-551, Form I-151, Foreign Passport (must be stamped “Processed for I-551”), Form I-94 (must be stamped “Processed for I-551” or “Temporary Form I-551”)
- Federal Tax Returns including W2(s) and all schedules
- Copy of High School Diploma
- Non High School Graduates – GED Test result, California High School Proficiency Exam Test result, Ability to Benefit Test result
- Proof of Selective Service Registration

SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS

At the end of the 2007-2008 academic year, all students must meet the following Satisfactory Academic Progress standards to be eligible for financial aid in the 2008-2009 academic year:

1. Maintain a 2.0 cumulative grade point average (GPA)
2. Complete seventy-five percent (75%) of cumulative units attempted
3. Have less than ninety (90) attempted units (excluding ESL and nondegree applicable/basic skills classes)
4. Have not earned an Associate Degree (AA/AS) or higher degree
5. Students pursuing a Certificate program only must have attempted units that is less than 150% of the total units to complete the program (example - a student pursuing a thirty (30) unit Certificate program must not have forty-five (45) or more attempted units)

USEFUL FINANCIAL AID RELATED WEBSITES

Information about Financial Aid

www.fafsa.ed.gov FAFSA on the Web – to apply for financial aid online

www.pin.ed.gov Federal Pin Number – to apply for a Personal Identification Number (PIN) to access your financial aid records online

www.student.ed.gov Federal Student Aid on the Web – a portal to assist students applying for financial aid

www.finaid.org a student guide to financial aid

www.mapping-your-future.org Mapping Your Future – information on financial strategies, career options and college planning

www.ftc.gov/bcp/conline/edcams/scholarship - Project Scholarship Scam - information on scholarship scams

www.ed.gov - U.S. Department of Education – promoting educational excellence for all Americans

Sources of Aid

California Student Aid Commission **www.csac.ed.gov** – the Cal Grant website

FastWeb Scholarship Search **www.fastweb.com** – search for available scholarships online

Federal Direct Loans **www.ed.gov/DirectLoan** - information about the federal loans programs

JobCorps **www.jobscorps.org** – job training program for at-risk youth

Americorps **www.americorps.org** – a network of national & community service programs

Quick Guide To Scholarships

WHERE CAN I FIND SCHOLARSHIPS?

Seek out campus resources: Your school's financial aid office should always be the first place you go to ask about scholarships. But, professors and academic advisors may also know about grant opportunities available to students.

Go online: The LACC Foundation offers scholarships on-line at www.laccfoundation.org. Use FastWeb's free scholarship search at www.fastweb.com to find scholarships for currently enrolled college students. FastWeb adds and updates scholarships every single day.

Search your local community: Look to community organizations, your local library, cultural groups, and/or churches for scholarship opportunities.

SCHOLARSHIP ESSAYS: MASTER THE BASICS

A well-thought and edited essay will help increase your chances of winning a scholarship. Follow these steps to write a competitive essay:

Get organized. Begin by brainstorming ideas to the essay topic(s). Create an outline to keep your thoughts in order.

Develop a theme that fits the scholarship. Think about the kind of student the scholarship sponsor might be looking for. Highlight elements in your essay that personally describe you and also complement the sponsor's requirements.

Be original and creative. Scholarship judges can read up to hundreds of essay applications. To catch the attention of a scholarship judge, you want to be able to draw in the reader right away.

Show, don't tell. If you are sharing a volunteer experience, for example, be specific. What duties did you perform? How did it change your way of thinking? What affect did it have on your life or the lives of others?

Revise and Edit. Treat your scholarship essay the same as you would any essay or paper for one of your courses. The reward is money instead of a grade. Write multiple drafts to catch mistakes. Ask your professors, friends or family to check for any additional spelling or grammar mistakes.

APPLICATION BASICS

Every year, scholarship providers skip over applications if they are not complete. Make sure the application you submit will be considered by following these simple rules:

- Apply only if you qualify. Sounds simple, but students every year waste time by applying for awards they are not eligible to win. If you do not qualify, do not submit an application.
- Keep it neat. Type your essay application. Mark each page with your name, so even if your application gets separated, it can still be identified.

- Answer all the questions. Double-check that you have not left anything blank. Write 'N/A' if the question does not apply to you.
- Include all required documents. Required documents that are frequently left out of and forgotten on applications include: transcripts, contact information for references and a letter of recommendation.
- Watch out for deadlines. Impose your own deadline that is two weeks before the "official" one so that your application can arrive in plenty of time.

Typically, a scholarship is tax-free if you are a full-time or part-time student at a primary, secondary or accredited post-secondary institution. The award can cover tuition and fees but can also just cover fees, books, and supplies required for your courses to be considered tax-free.

Your scholarship is considered taxable, however, if it is used to cover room and board, research, travel, or clerical help. If your scholarship is tax-free, you will not have to file a tax return or report the award. However, if you have a taxable scholarship, you will have to report your scholarship to the IRS.

A portion of your scholarship can be tax-free while the other portion is taxable. For example, a scholarship can be used to cover tuition as well as room and board. In this case, you may have to make an adjustment on your tax return. This means having to file a deduction for educational expenses. You then must reduce the amount of your deduction by the tax-free amount of the award.

IS MY SCHOLARSHIP TAXABLE?

If you are not sure whether your scholarship is taxable or if you have questions about making an adjustment on your tax return, contact the IRS at 1 (800) 829-1040. You can also review IRS Publication 520 that details scholarships and taxes at www.irs.gov.

RENEWING A SCHOLARSHIP

If you currently have a scholarship, find out if it has renewal provisions. Ask your school or scholarship sponsor for more information. If you do have an opportunity to renew, you may have to do the following:

- Submit a renewal application or a new application each academic year.
- Keep your grade point average (GPA) at a certain level to remain eligible for the award.
- Complete certain academic requirements, such as a number of credits or specific courses.
- Keep track of your hours/credits. Most scholarships require you to keep your status as a full time student.

Scholarship Guide

SCHOLARSHIPS

Remember: Scholarships are awarded on various criteria, such as - activities, academic performance, need, grades, athletics and more.

WHERE SHOULD I LOOK?

- Search online at **www.fastweb.com**.
Or at **http://www.lacitycollege.edu/public/announcements/scholarshiplist.htm**
- Check the financial aid pages on the college website.
- Search your community for organizations offering awards.
- Contact the financial aid office about private and corporate sponsorship opportunities, as well as your academic department or your employer.

WHAT CAN I DO TO PREPARE?

- List the scholarships by deadline. Focus on the ones with earlier deadlines.
- Financial information. Prepare family income and tax forms ahead of time to document finances for need-based scholarships or other types of financial aid. You should already be assembling this information for the FAFSA.

HOW SHOULD I PREPARE THE ESSAY?

- Make an outline. Pick one main theme based on the essay question and outline a few ideas that support your theme.
- Show, don't tell. Use specifics, not generalizations. Help your reader visualize what you're trying to say. TELL YOUR STORY!
- Check spelling and grammar. Have a teacher, parent or counselor read over your essay to provide feedback and catch errors.

KEEPING YOUR SCHOLARSHIP

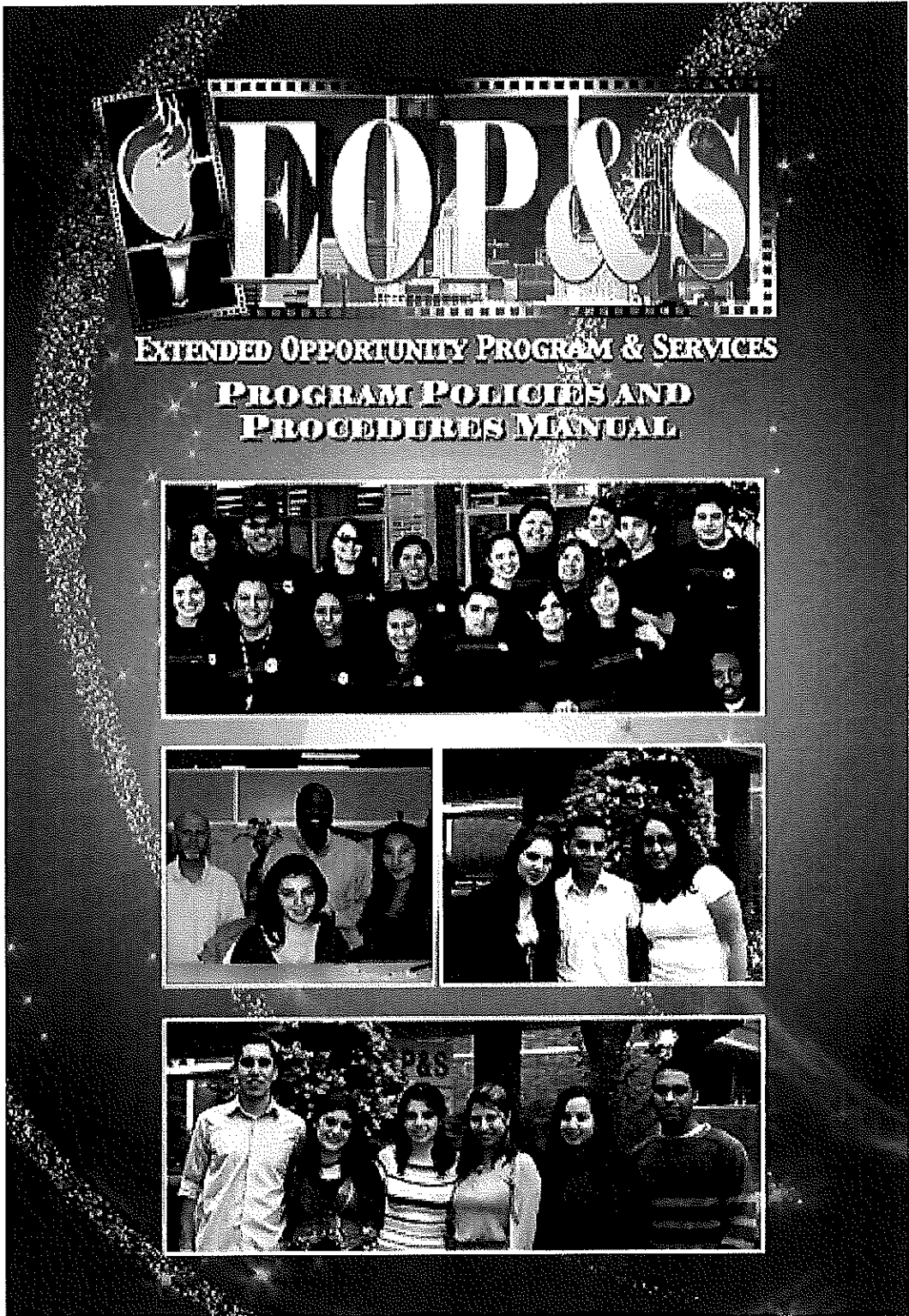
While not all scholarships can be renewed each year, some do have ongoing eligibility requirements. Some of these requirements include:

- Renewal application. You may have to submit a new application each academic year. GPA. You may need to maintain a minimum GPA in order to remain eligible (often the same GPA that won you the scholarship).
- Satisfactory academic progress. You may also be required to fulfill certain academic requirements, such as completing a certain number of credits, units or specific courses.
- Designated field of study. Will you lose the award if you change majors?
- Full-time status. Scholarships frequently require a minimum level of enrollment. If you fall below the minimum or fail to enroll, you may lose the award.
- If there is any doubt whether your scholarship has provisions or must be renewed, talk to the scholarship's sponsor.

5 SCHOLARSHIP LETTER TIPS

Below are some essential tips for letters associated with scholarships, including the application request letter, cover letter, recommendation letter and thank-you letter.

1. Be brief – you'll have the chance to sell yourself in your application.
2. Request the materials early to leave enough time to prepare a strong application packet.
3. Clearly state when you need the letter of recommendation sent or given back to you. Give no less than three weeks notice, leaving ample time to write the letter.
4. Provide your address and other contact information where you know you can be reached. Include a self-addressed stamped envelope, if appropriate.
5. If you win a scholarship, be sure to send a thank you letter to the scholarship provider for selecting you as a recipient, and to your recommender(s) as well.



Dear EOP&S/CARE Student:

Thank you for making Los Angeles City College your educational choice and also for participating in the EOP&S/CARE Program.

The EOPS/CARE program here at Los Angeles City College has a long history of assisting thousands of students to achieve their educational and career goals. The graduates from Los Angeles City College and the EOPS/CARE program have had great training and experiences which have enabled them to take on leadership roles within the community and become outstanding and valuable contributors to our region. With the educational experience you receive at Los Angeles City College and the assistance from the EOPS/CARE program anything is possible.

As the design of the EOPS program is to primarily encourage and support students to be successful, the program has participation requirements that need to be met in order to continue services. In exchange for your commitment, EOPS will make available to you a number of economic and support services such as priority registration, professional counseling, book vouchers, individualized & in-class tutoring.

Again, the faculty and staff at Los Angeles City College and the EOPS/CARE program are delighted that you have chosen to pursue your education and encourage you to take advantage of the program services and guidance to reach your goals.

Best Regards,

Corey Rodgers
Associate Dean EOPS/CARE

EXTENDED OPPORTUNITY PROGRAM AND SERVICES

Los Angeles City College's Extended Opportunity Program and Services (EOP&S) provides support services to educationally and financially disadvantaged students. EOP&S eligible students will develop the tools necessary to successfully complete their academic, vocational, transfer and/or Associate degrees. The EOP&S support services will assist students in overcoming the many obstacles that a first-time student or returning student experiences while attending college.

This handbook has been developed to provide you with a clear understanding of the practices and policies that affect your participation in the EOP&S program. These policies and practices reflect legislation and Title V regulations, which govern the EOP&S programs in California.

The primary objective of EOP&S is to work closely and professionally with you in completing and achieving your program of study.

In order to make this "partnership" work, it requires that you, the EOP&S participant, do your part as well.

Suggestions for Success

1. Take time to read this handbook thoroughly, and develop an understanding of our services and programs.

The more often you use our services, the greater your chance of college success.

2. As soon as possible learn how our system works.

Most EOP&S financial incentives, such as grants and book vouchers, have special requirements and deadlines.

3. Carefully read all EOP&S materials.

You are ultimately responsible for keeping current on EOP&S practices, procedures and deadlines. Every Fall and Spring semester you will receive a copy of City Life, a bi-annual newsletter and What's Happening, a mid-semester report that will provide you with updated information on EOP&S and college issues, activities, policy changes, group counseling session offerings, and field trips.

4. Speak with an EOP&S Counselor, should you experience a life crisis or academic problem during your studies at Los Angeles City College.

Your counselor can provide you with information about your options, and help you decide the best way to manage your situation.

5. To request and receive EOP&S services, you must present your Cub Card student ID.

It is mandatory to present your Cub Card student I.D. at the EOP&S office to receive and request service. To request a Cub Card student identification card visit the Cub Card Office in AD107.

As an EOP&S student, you will sign a Mutual Responsibility Contract which states that you will voluntarily participate in the various counseling, educational support, and student follow-up activities organized by the program, as well as abide by the policies, procedures, and timelines established by the EOP&S program.

This "structured" environment has been designed based on extensive research studies, which support these practices as being critical to a student's success in college.

Contained within EOP&S is the Cooperative Agencies Resource for Education (CARE) program. CARE provides a variety of additional services beyond those provided to other EOP&S students. To qualify for CARE services, participants must be single, head of household, receiving Temporary Aide for Needy Families (TANF) subsidies, and have at least one child under the age of 14.

PRIMARY RESPONSIBILITIES

Your primary responsibilities are:

- To use the EOP&S program and its services as frequently and fully as possible;
- To abide by the conditions of the EOP&S Mutual Responsibility Contract, and the EOP&S program policies, procedures and timelines;
- To maintain satisfactory academic progress towards your educational goals, and to enroll in courses listed on your student educational plan.

MUTUAL RESPONSIBILITY CONTRACT

1) A student must enroll in 12 active units or more every Fall and Spring semester. To qualify for a book voucher, students must remain enrolled in at least 9 active units each semester and maintain a cumulative grade point average of 2.0 or higher.

- If you do not complete the semester with 9 or more active units or earn a grade point average of 2.0 or higher every semester, you will need to appeal with an EOP&S Counselor to continue receiving book service. Please refer to the "Appeal" section, page 21, for details.

Office of Special Services Members

Minimum unit requirement for OSS students is 6 active units. OSS students must complete 6 or more active units to be eligible for book service the following semester and maintain a grade point average of 2.0 or higher every semester.

2) A student must meet with an EOP&S counselor three times every semester (one thirty minute appointment and two walk-in contacts at least two weeks apart) to develop and update the student educational plan. ESL students in levels 1 thru 4 must meet with a counselor twice (two walk-in contacts) and attend one ESL group counseling session, every semester.

a. Counseling Appointment:

This is one of the most important services we offer our students. EOP&S Counselors can assist you with many of your personal, educational

and career planning needs. They will work with you in developing your student educational plan. EOP&S Counselors can also assist you with scholarship recommendations, letters of appeal for financial aid program re-instatement, employment referrals and recommendations to four-year institutions. You may work with more than one EOP&S Counselor.

b. Counseling Appointment Schedule:

EOP&S Counselors are available by appointment and on a walk-in basis. Counseling appointments are made up to two (2) weeks in advance.

There are no same day thirty-minute appointments. To request a thirty-minute counseling appointment, please visit the EOP&S office during regular operating hours: Monday through Thursday 8:30 a.m. to 6:30 p.m. and Fridays 8:30 a.m. to 4:00 p.m.

c. EOPS and OSS Students

Students enrolled in both the EOPS and who receive services from the OSS program are still required to satisfy the three (3) EOPS counseling contacts. An academic appointment is defined as a counseling session that addresses academic issues and as a result the end product is a new and/or revised educational plan. If this occurs during a visit with an OSS counselor then that particular visit will count toward one (1) EOPS counseling appointment contact.

It is **THE STUDENTS' RESPONSIBILITY** to provide the EOPS office with a copy of the educational plan prepared by the OSS counselor for verification and credit. The additional walk-in contacts can **ONLY** be met by the student coming into the EOPS office.

If a student meets with an OSS counselor for an accommodation request, ability assessment or any other service provided by OSS that **DOES NOT** generate a new or revised educational plan, that session **WILL NOT** count toward the EOPS appointment and/or walk-in contact requirement.

d. Walk-in Counseling Contact:

An appointment is not required for walk-in counseling. This brief visit is used to monitor student's academic progress and, if necessary to recommend tutorial services or on-campus referrals.

Only ESL level 1 thru 4 student's educational plans can be developed or updated during a walk-in counseling contact.

e. Walk-in Counseling Schedule:

Monday through	
Thursday:	9:30 a.m. - 11:30 a.m. 1:00 p.m - 5:30 p.m.
Friday:	9:30 a.m. - 11:30 a.m. 1:00 p.m. to 3:00 p.m.
Saturday:	9:30 a.m. to 11:30 a.m.

The walk-in counseling schedule is posted outside in the bulletin board display case.

A waiting period of two weeks is required between counseling contacts.

SATISFYING THE THREE (3) COUNSELING CONTACTS

It is the student's responsibility to satisfy the three (3) counseling contacts every Fall and Spring semester. You must complete:

- **One Appointment Contact**
- **Two Walk-In Contacts**

You are not restricted to three (3) counseling contacts. You can meet with an EOP&S Counselor as many times as necessary. However, you must satisfy the minimum counseling contacts noted above for eligibility credit.

**No counseling contacts are required during
the Winter or Summer Semester for continuing students.**

f. ESL Students Enrolled in Levels 1 thru 4

Only ESL students enrolled in levels 1 thru 4 are required to participate in at least one ESL group counseling session.

Only ESL students enrolled in levels 1 thru 4 can satisfy the required EOP&S contacts by completing one of the following patterns:

Pattern #1

- 2 - Walk-in Sessions
- 1 - ESL Group Counseling Session

Pattern #2

- 1 - Appointment
- 1 - Walk-in Session
- 1 - ESL Group Counseling Session

ESL Group Counseling Sessions are designed to help students understand college policies and requirements.

Follow the recommended "Counseling Contact Schedule."

- 1st Counseling Contact-**
- 2nd Counseling Contact-**
- 3rd Counseling Contact-**

- Between week #2 and week #5.**
- Between week #6 and week #10.**
- Between week #11 and week #15.**

Another way to remember to satisfy the three counseling contacts is to see your EOP&S Counselor or attend a group counseling session or a field trip, once a month.

3) In lieu of a walk-in session, students can choose to attend a group counseling session or field trip.**a. Group Counseling Sessions**

Each session is about fifty minutes in length. Every semester we offer a variety of counseling sessions on an array of topics. Topics include test taking strategies, managing your learning disability, study skills techniques, career development, and what to consider when transferring to a four-year university.

b. Group Counseling Session Attendance Instructions

Every Fall & Spring semester group counseling sessions are offered in the mornings, afternoons, and evenings.

- Group counseling session flyers are available in the media rack in the main lobby of EOPS. A group counseling session calendar will be mailed to your residence the third week of school highlighting the date, time and location of the session.

Please call the office prior to attending a session to verify room location.

- Choose a group counseling session from the calendar or pick up a flyer and proceed to the room on the date and time indicated.
- You must present your **Cub Card student I.D.** when entering the session to receive attendance credit.
- Please be **prompt**. There is a 10-minute limit for I.D. collection. After 10 minutes past the hour, the doors will be closed and no additional I.D.s will be collected.

There are NO EXCEPTIONS to this policy.

- Your I.D. will be returned to you at the conclusion of the session.

The EOP&S Director must be consulted if you plan to attend a group counseling session hosted by another department.

c. Field Trips

As a method of helping EOP&S students explore universities to which they may plan to transfer, every semester EOP&S schedules field trips to various universities. EOP&S students can participate in these activities on a first-come, first-serve basis. Prior to sign up, a \$ 5.00 refundable reservation fee is required. EOP&S will cover transportation and any other related admission expenses. Students who participate in a university tour can speak to a representative regarding housing, majors, admissions requirements, academic programs and financial aid.

If you attend a field trip, you are exempt from one (1) walk-in contact for the semester you participate in the field trip.

If you are unable to attend a field trip, please notify the EOP&S office at least 24 hours prior to the field trip date. At the time of cancellation you may pick up your \$5.00 registration fee. If you fail to attend the field trip and fail to notify the EOP&S office 24 hours in advance, your \$5.00 refundable fee will be forfeited and use to defray transportation costs.

If you fail to satisfy the 3 required contacts in the Fall or Spring semester, you will no longer be eligible for book service assistance the following semester. However, you will not be excluded from the EOP&S program and may continue receiving support services, such as counseling, tutoring, career exploration, etc. You will also need to appeal to activate book service privileges. See page 21 for "Appeal" policy.

4) Follow an educational plan as prescribed. Enroll in remedial classes as directed.

The student educational plan (SEP) is your roadmap. The SEP, which is developed by you and the EOP&S Counselor, identifies the courses you will need to take to complete the requirements for a certificate, Associate degree, or transfer program. As an EOP&S student, you must agree to enroll in the courses identified on the educational plan. This commitment is asked of you, so that your counselor can reasonably provide you with an idea of how long your program of study may take to complete. Taking courses that are not approved on your educational plan can extend the length of time needed to complete your program of study and exhaust important financial resources.

Federal and state financial aid is only available for a limited amount of time.

Talk to your Counselor about all the courses that would be beneficial to your adjustment to college, as well as those courses which will help you build personal and academic skills needed to successfully complete your educational goals.

Your approved EOP&S Student Educational Plan may include:

- Guidance courses to help you adjust to college.
- Skill building courses to improve your reading, writing, speaking, math, and computer skills.
- Prerequisites or courses that must be taken first prior to enrolling in another class.
- General education courses that satisfy AA, AS, CSU, or IGETC requirements.
- Students are encouraged to enroll in a Personal Development 40 "Student Success Seminar" or Personal Development 20 "College Career Planning" class. This 3 unit college credit course will provide you with a wealth of information to help you adjust to college life. To enroll in the course you need to be eligible for English 28 or have completed ESL 6A.

a. Restricted Courses

- Math 100 will not count towards the 12 active units (6 for OSS students) required of the program unless the student enrolls in a corresponding regular Math class, such as Math 105, 112, 115, etc. Math 100 will also not count if a Learning Skills Math section is taken without a regular Math class. Math 100 was designed to assist students with homework assignments in the Math sequence.

b. Prior Counselor approval Required

- ESL students enrolled in level 1 through 4 are restricted from enrolling in Cooperative Education Classes. Students above ESL level 4 may enroll in Cooperative Education classes with counselor approval. Cooperative Education units may be used as elective units; however, in many incidences these units cannot be used to satisfy major requirements. An EOP&S Counselor will work with you to determine which Cooperative Education Course is best for your educational objective.
- Prior Counselor approval is required to register for more than three units of Learning Skills. Learning Skills "11ABCDE, Elementary Algebra " can be taken together in the same semester.
- Prior Counselor approval is required to register for more than one unit of Physical Education classes.
- Students can not enroll in CSIT 191 or 192, without concurrent enrollment in another CSIT course, CSIT 191 and 192 can not be taken in the same semester and prior counselor approval is needed for CSIT 100.
- Students interested in enrolling in any foreign language classes MUST consult with an EOP&S Counselor before enrolling in the class. Approval of these courses will be based on the student's major and educational objective.

Please consult with an EOP&S Counselor prior to enrolling in the above courses.

- 5) **Before adding or dropping a class, an EOP&S Counselor must be consulted.**
- 6) **Request tutoring immediately upon having difficulties in any classes.**

- a. **Individualized Tutoring**

Individualized tutoring services are available in most disciplines at the Learning Skills Center located on the first floor of the Martin Luther King Library. You are entitled to 2 1/2 hours of individualized tutoring per week, per subject. To receive tutoring services, please visit the EOP&S office and request an "EOP&S Tutoring Referral Form," take it to the Learning Skills Center to arrange for service.

- b. **Supplemental Instruction (SI)**

SI is a form of peer tutoring and mentoring offered to students enrolled in historically difficult courses. It is an academic assistance program that increases student performance and retention. SI has been proven effective in helping students earn higher final course grades, than students not participating in the program.

An SI mentor (a student selected by the instructor who has previously taken the course and demonstrated proficiency in the subject matter) provides students with supplemental information on lectures, tests and assignments. Mentors attend every class session and conduct three to five, fifty minute study groups each week at times convenient to the majority of students in the class to review lecture material.

Sessions are attended on a voluntary basis and students are not segregated based on academic ability. Mentors may also be reached via telephone or e-mail. They provide students with encouragement and academic information.

So, take advantage of over 60 SI sections in the Fall and Spring semester by enrolling early! These sections are identified in the schedule of classes by a note stating "special tutorial assistance available." There are no SI sessions available in the Winter Session or Summer semesters.

- 7) **CARE students must notify the EOP&S staff about any changes in TANF/CalWORKs or marital status.**

- CARE - Cooperative Agencies Resources for Education**

- Program Eligibility Criteria**

- Be eligible for the EOP&S program
 - Be officially approved for TANF/CalWORKs
 - Have at least one child under the age of 14
 - Be at least 18 years old and single head of household
 - Pursue an educational, vocational or job training program which leads to a certificate, degree, transfer and/or employment

- Benefits and Services**

- a. **Textbook Assistance**

- b. **Child Care Referrals**

- c. **Job Preparation Seminars and Educational Workshops**

- d. **Meal Ticket Program**

- CARE students can purchase food and beverages at the catering truck. Daily allowance is \$10 with a maximum of \$200 per semester. Normally, meal service is not provided during the Winter and Summer semester.

e. Auto Gas Card

– Maximum award is \$200 per semester when funding permits.

Auto Gas Card Service is only available to CARE students who own a vehicle. You must bring a current DMV Registration issued in your name to the CARE Office to qualify for these services.

f. Parking Permit

– All CARE students who drive to school may request a free LACC Student Parking Permit. To pick up a parking permit for Student Lot #1, visit the CARE office. EOP&S will not replace lost or stolen parking permits. The parking permit is valid for the issuing semester only. Continuation of the parking permit program depends on the CARE operational budget and can be discontinued at any time

g. School Supply Kit

All CARE students will receive a school supply kit in the beginning of the Fall and Spring semester.

8) Notify the EOP&S office of name, School ID, address or phone number changes.

If your personal information changes, immediately contact the EOP&S office and fill out a "Change of Information Form." The form is available at the front counter. EOP&S maintains a separate database from the college and we do not share student information or records with the Admissions Office, Financial Aid, or any other academic or student services program on campus.

Therefore, if you change your personal information at the Admissions Office, EOP&S will not be notified. You must personally make these changes at the EOP&S office to secure the delivery of EOP&S correspondence and bulletins disseminated from our office.

Due to a massive number of return mails we are in the process of implementing a new system of communication with our students via EMAIL. If you have an EMAIL address, provide it to our office for a more secure and faster delivery service of our most current information and deadlines.

Additional Benefits to EOP&S Members**a. Campus Tour**

In addition to the required EOP&S New Student Orientation, you are encouraged to meet with an EOP&S Outreach Representative for a personalized tour of Los Angeles City College. An Outreach Representative can provide you with general information about the campus instructional and student support programs.

b. Calculator Loan Program

EOP&S members enrolled in Mathematics, Physics or Chemistry classes at LACC requiring a Scientific Calculator may borrow a calculator for the duration of the class. Calculators must be checked out one month at a time and students must sign a liability contract to borrow a calculator. Proof of registration and course syllabus will be required. For additional information on this service, drop by the EOP&S office. Calculators will be loaned out on a first-come, first-serve basis while supplies last.

c. Book Service

Book service is available during the Fall and Spring semesters only. Winter and

Summer vouchers are not guaranteed and are only available if there are funds. Book vouchers range from \$125 to \$350, depending on the type of courses students are taking. The book voucher is not intended to cover 100% of your text book expenses. It only helps to defray the cost of your books in a given semester.

During the Fall and Spring semester, the book voucher award letter is mailed to your home two weeks prior to the semester beginning.

According to Title V requirements, the book voucher can only be used to purchase required textbooks and supplemental workbooks. With special permission from the EOP&S Director, Assistant Director or Office Manager, some major specific items such as art, computer-related materials, dental technology, etc., can be purchased.

d. Book Voucher Policy

- Your name and School ID number will be forwarded to the bookstore electronically. Take your Book Voucher Letter, Registration/Fee Receipt and your Cub Card picture I.D. to the LACC bookstore. Only textbooks listed on the course syllabus will be approved for purchase.
- The EOP&S book voucher can only be used to purchase required textbooks and supplemental workbooks for classes you are actively enrolled in for a given semester. Funds are not transferable to another student or family member.
- School supplies, such as paper goods, notebooks, folders, binders, and items such as backpack, clothing, study guides, calculator and other electronic equipment can not be purchased with your book voucher. Dictionaries must be listed on the course syllabus for approval. Hand-written notes from the instructor are not acceptable.
- The EOP&S program will not replace lost or stolen textbooks or approve multiple copies of the same textbook.
- If you need to return a textbook to the bookstore, the EOP&S account will be credited for the purchased amount. Returns are handled according to the Bookstore's return policy and deadlines.
- All exchanges are handled by the LACC Bookstore according to their exchange policy. If a textbook is not available, please speak to the Bookstore Manager for special arrangements. No special book orders are permitted on voucher.

The bookstore personnel will staple the receipts to your book voucher to assist you in maintaining your own voucher balance. After purchasing your required textbooks if there is an unused balance, the funds will be returned to the EOP&S program for future distribution.

Violations of the above regulations may lead to disciplinary action and/or expulsion from the EOP&S program.

e. Winter and Summer Book Service

If book service funds are available during the Winter and Summer semester, students will be asked to visit the EOP&S office with their Winter or Summer Registration Receipt to request a book voucher. Students will be notified through the What's Happening newsletter whether or not Winter and Summer book vouchers will be available.

Winter and Summer Book Voucher eligibility is based on:

- 1) Completion of the 3 counseling contacts during the Fall or Spring semester.
- 2) Enrollment in 4 or more academic units in Winter or Summer semester.

Physical Education and Learning Skills classes are not acceptable by themselves. They must be paired with an academic course for Winter or Summer book service.

There are no appeals for Winter or Summer sessions.

To qualify for book service, students must satisfy the following regulations stipulated in the Mutual Responsibility Contract:

- A) Be enrolled in 12 or more active units for the upcoming semester. OSS students 6 or more active units and for a Winter and Summer voucher 4 or more active units.
- B) Satisfy the three counseling contacts the semester prior.
- C) Maintain a 2.0 or higher grade point average every semester.
- D) Maintain 9 or more active units in the Fall and Spring semester. OSS students 6 or more active units and 4 or more active units in Winter and Summer.

f. Priority Registration

Take advantage of priority registration! It will increase your chances of obtaining the courses identified on your student educational plan, on the days and hours desired, with your instructor of choice. The Admissions Office will send you a post card at least two weeks before your "priority" registration date and time. As an EOP&S member you will register before the general college population.

g. Achievement Scholarships

Achievement Scholarships are awarded to EOP&S students who have earned a confirmed Associate of Arts/Science degree or will be transferring to a four-year university the following semester. In order to receive an Achievement Scholarship, you must have an "unmet" need balance identified by the Financial Aid office. If you have not requested financial aid or you do not have an "unmet need," you will not be eligible for an Achievement Scholarship. The amount of the scholarship is dependent on the operational budget. If you are awarded an Achievement Scholarship, you will be exited from the EOP&S program with no appeal or extension rights.

h. Transfer Assistance

The EOP&S office has partnered with the University Transfer Center to provide assistance with scholarship searches, CSU and UC admission applications and four-year university application fee waivers. Online application, catalogs and general information available on accredited universities. In addition, the Center has an excellent university video library, hard copy catalogs via internet connection and microfiche.

i. Career and Job Placement Services

Students may work with their EOP&S Counselor or the Career Center Director/ Counselor, located in the Cesar Chavez Administration Building, room 109 to obtain Career Counseling. Students are encouraged to use the Eureka and Discover software to research occupations as well as schools that specialize in certain fields such as nursing, physician's assistant, computer science, engineering and much more. The University Transfer Center is located in the Administration Building, Room 109. EOP&S students can also participate in "federal work study" administered by the Financial Aid office in Clausen Hall 111A. Federal work-study programs provide eligible students job placement on and off campus.

The University Transfer Center and Career Center are located in the Cesar Chavez Adm. building, room 109.

j. Retention Services

The EOP&S program monitors your academic progress each term and communicates this information to you, typically in writing. The EOP&S Counselor will also discuss your probationary status, and inform you of the consequences associated with academic probation, such as financial aid disqualification, or suspension from college.

EOP&S/CARE Program Eligibility Limitations 70 units/6 semesters

(Refer to the shaded area of your contract)

The California State Legislature, when establishing the EOP&S programs, realized that the number of students statewide who could benefit from EOP&S far exceeded the financial resources that California could afford to spend on maintaining EOP&S programs on community college campuses.

As a result of this financial challenge, EOP&S regulations were developed to limit the amount of service a person could receive when participating in an EOP&S program. EOP&S regulations state, "that EOP&S eligible students may be served until they complete 70-degree applicable units (excluding 30 units of remedial education) and/or six consecutive semesters of EOP&S services."

Students are eligible to remain in the program until:

- They complete 70-degree applicable units. Maximum of 30 remedial units will not be computed. Remedial courses are considered to be any course below English 28 and Mathematics 115. After deducting a maximum of 30 remedial units if you still exceed 70 units, you will be exited from the program. During your last semester counseling appointment, an EOP&S Counselor will also notify you of the EOP&S "extension" policy. An appeal letter will be mailed to your home offering you the opportunity to request an extension if you are graduating with your Associate Arts/Science degree or transferring to a four-year university the following semester. Your projected graduation and/or transfer date must be documented in your file for an extension to be granted. A maximum one-semester extension may be approved!
- Six consecutive semesters. After completing six consecutive semesters in the program, you will no longer be eligible for EOP&S services.

At the conclusion of the EOP&S orientation, you will be signing a Mutual Responsibility Contract. Make certain you fully understand your responsibilities as an EOP&S student. Failure to honor the agreement will lead to your disqualification from the EOP&S program and its services.

If you are excluded from the EOP&S program for lack of participation, you may appeal for re-instatement. In most instances, only fully documented extenuating circumstances are approved.

APPEAL PROCESS

If you fail to satisfy the three required EOP&S contacts, and/or dropped below 9 units in the Fall or Spring semester (below 6 units for OSS students) and/or failed to maintain a grade point average of 2.0 or higher, you will be placed on EOP&S probation and no longer eligible for book service.

Approximately three weeks prior to the beginning of the next semester, you will receive an appeal letter *with instructions*.

The appeal dates and times will be noted in the letter. If you wish to appeal to re-activate book service, please be prepared to explain why you were unable to satisfy the requirements stipulated in the Mutual Responsibility Contract. In most cases, only extenuating circumstances, for example, severe illness or hospitalization of yourself or a significant other, death in the family, or an unforeseen, unavoidable emergency beyond your control will be approved.

All circumstances for appeal must be documented. During the appeal period, an EOP&S Counselor will determine whether or not you are eligible to receive a book voucher the following semester. If you disagree with your Counselor's decision, you may request to speak to the EOP&S Director or Assistant Director for a second appeal.

Students are only eligible to appeal once during their tenure in the EOP&S program.

OTHER CAMPUS SUPPORT SERVICES

As an EOP&S student, you are eligible to apply to the other on-campus student support services programs. Many of these programs provide additional financial assistance and counseling services. Some of these programs are:

a. Student Support Service/TRIO

Student Support Services/TRIO is a federally-funded grant program through the U.S. Department of Education. The program's target population is low income, first-generation or disabled students who have identified transferring to a four-year university as their academic goal. The program is designed to serve only 160 students and is therefore able to provide personalized, timely service to all members.

To apply to SSS/TRIO, drop by Clausen Hall, Room 116 or call: (323) 953-4000 x 2465.

b. Honors Program

Los Angeles City College's Honor program helps motivated students transfer to UCLA's Letters of Sciences, other UC's, and many other private colleges and universities. The program offers an innovative and interdisciplinary curriculum; a series of guest artists and scholars, field trips and memberships in Honor Societies. UCLA typically admits 95-100% of eligible students who complete the program.

To qualify for the Honor Program, you must hold a 3.0 grade point average or higher and be eligible for English 101.

For additional information, contact the Honor office at: (323) 953-4000 x 2340.

c. Financial Aid

The Financial Aid office offers both Federal and State financial aid, mainly Federal Pell Grants, Cal Grants, Federal Work-Study, Federal Supplemental Grants, Educational Opportunity Grants, Loans, and Enrollment Fee Waivers. All students desiring a BOGG waiver must complete a FAFSA.

For income qualifications and an application, contact the Financial Aid office at (323) 953-4000 x 2025, or visit the office in Clausen Hall 111A.

d. Office Of Special Services (OSS)

OSS is committed to providing support services and accommodations that make it possible for students with visual, motor, hearing, speech and learning disabilities to successfully pursue their educational goals and participate fully in college life.

Special accommodation and services are determined by the nature and extent of the disability. For additional information, contact the OSS office at (323) 953-4000 x 2270.

EOP&S / CARE STAFF**Administration**

Corey Rodgers Associate Dean EOP&S/CARE
 Maria Li Accountant

Full-Time Faculty

Roxanna Dovlatyan EOP&S Counselor
 Luisa Cortez-Ortiz EOP&S Counselor
 Sandy Parsakar EOP&S Counselor
 Bernadette L. Solis EOP&S Counselor
 Jerry Ward, Ph. D. EOP&S Counselor

Adjunct Faculty

Henry Alvarez EOPS Counselor
 Liz Hernandez CARE Coordinator/Counselor
 Mirana Najera EOP&S Counselor

Support Staff

Gigi Chamizo Office Manager
 Annet Estrella Outreach Representative
 Ricardo Illingworth Graphic Arts Designer
 Sol Limón Computer and Network Support Specialist
 Sandra Novoa Counselor Assistant
 Alma Salazar Outreach Representative
 Joe Vidal Computer and Network Specialist

Office Hours

Monday – Thursday 8:30 a.m. - 6:30 p.m.
 Friday 8:30 a.m. - 4:00 p.m.
 Saturday 9:00 a.m. - 2:00 p.m.
 (Fall & Spring semesters only)

WINTER and SUMMER HOURS - Varies

EOP&S / CARE general telephone number:
(323) 953-4000 x 2300



LOS ANGELES CITY COLLEGE
EXTENDED OPPORTUNITY PROGRAM & SERVICES
MUTUAL RESPONSIBILITY CONTRACT

855 North Vermont Avenue, CH 111B • Los Angeles, California 90029 • (323) 953-1000 Ext. 2300

Semester/Year / /

Your educational needs are our primary concern. In order to meet those needs, we have developed this contract that outlines the program's services and your responsibilities. By adhering to this contract, you will be actively participating in meeting your educational and career goals.

EOP&S will provide you with the following services:

- * Priority Registration
- * Professional Counseling
- * Group Counseling Sessions
- * University Field Trips
- * Transfer Information
- * Student Educational Plan
- * Scientific Calculator Loan Program
- * Book Voucher
- * Educational Workshops
- * Individualized and In class Tutoring
- * Scholarship Information

As a recipient of EOP&S, you must:

1. Enroll in 12 active units or more every Fall and Spring semester. To qualify for a book voucher students must remain enrolled in at least 9 units each semester and maintain a 2.0 or higher cumulative grade point average.
2. Meet with an EOP&S counselor three times every semester (one thirty minute appointment and two walk in contacts at least two weeks apart) to develop and update the student educational plan. ESL students in levels 1 thru 4 must meet with a counselor twice (two walk-in contacts) and one group counseling session.
3. In lieu of one walk-in session, students can choose to attend one group counseling session or one field trip each semester.
4. Follow an educational plan as prescribed. Enroll in remedial classes as directed.
5. An EOP&S counselor must be consulted before adding or dropping a class.
6. Request tutoring immediately upon having difficulties in any classes.
7. CARE students must notify the EOP&S staff of any changes in TANF/CalWORKs or marital status.
8. Notify the EOP&S office of name, social security number, and address or phone number changes.

I UNDERSTAND THAT I MAY REMAIN EOP&S ELIGIBLE UNTIL I HAVE COMPLETED 70 DEGREE APPLICABLE UNITS (EXCLUDING 30 UNITS OF REMEDIAL COURSES) AND/OR SIX CONSECUTIVE SEMESTERS OF EOP&S SERVICES. I FURTHER UNDERSTAND THAT FAILURE TO MEET THE TERMS OF THE MUTUAL RESPONSIBILITY CONTRACT MAY RESULT IN MY EXCLUSION FROM THE PROGRAM.

I UNDERSTAND AND AGREE TO COMPLY WITH THE ABOVE.

NAME (Please Print)

STUDENT'S SIGNATURE

DATE / /

DATE / /

EOP&S COUNSELOR SIGNATURE

Distribution: White: EOP&S Copy: STUDENT COPY

LUP&S Jobet em/SIR/Contracts/2006/LUP&S SIR Contract 42705-004

Los Angeles City College - EOP&S
PLEASE BE PROMPT!

If late 10 min, must reschedule.
To cancel call 323-953-4000 x2300

Name: GIGI SMITH
Adj. Counselor: Kalynda Webber
Date: 05/20/2004
Time: 1:00 PM
Room: EOPS
Reason: ACADEMIC



ACADEMIC ASSURANCE PROGRAM

EOP&S TUTORING REFERRAL FORM

DATE ___/___/___

To: Learning Skills Tutorial Center

From: EOP&S

This referral Certifies that _____ is an active member of the EOP&S
Program in good standing for the _____ semester.

Tutorial assistance in: _____

Thank you for your cooperation in assisting the student.

EOP&S Staff Signature

Office Of Special Services

EMPOWERING STUDENTS TO ACHIEVE THEIR GOALS

Program Description

The primary mission of the Office of Special Services (OSS) at Los Angeles City College is to facilitate access to educational programs and activities on campus for students with disabilities. A variety of programs and services are available to eligible students with disabilities, providing them the opportunity to fully participate in Los Angeles City College's programs and activities through appropriate and reasonable accommodations or educational adjustments.

SPECIAL SERVICES

SUPPORT SERVICES AND ACCOMMODATIONS

OSS provides academic support services to students with verified disabilities in addition to the services provided at LACC to all students. Services and accommodations are determined on a case-by-case basis by an OSS professional, in conjunction with the student, who authorizes academic accommodations and support services. In addition, special accommodations and services are determined by the nature and extent of the student's functional limitations. All students requesting services or accommodations must be register with OSS each academic semester.

In order to be eligible for support services through OSS, a student must provide signed verification of a disability by an appropriate professional. **All information provided is kept strictly confidential.** The OSS professional works closely with each student to identify his/her educational limitations. Types of specialized services may include (but are not limited to) the following:

General types of specialized services and educational accommodations

- Assistance with class scheduling
- Exam accommodations
- Alternate text production
- Priority registration
- Specialized academic counseling
- Communication with campus personal and community liaisons
- Learning disabilities assessment
- Specialized tutoring
- Specialized classes
- OSS Orientation
- Assistive/Adaptive computer technology instruction
- Assistive Technology access to campus labs and classrooms in conjunction with LACC's Instructional Technology Department.
- Recommend assistive technology to college campus for ensuring accessibility of electronic/print material.
- Adaptive furniture for classroom use
- Temporary loan of various technological devises to use in classroom settings

High Technology Center for Students with Disabilities offers eligible students adaptive computer software and hardware training in assistive technologies and supplemental computer instruction.

Alternate Text Production, Adaptive Equipment and Assistive Technology:

- Braille Transcription of lecture notes or books
- Enlargement of text material
- Electronic Text or various formats
- Tactile Graphics
- Note-taking Assistance
- CCTV
- Adaptive Recorders
- Electronic keyboarding devices
- Screen Readers
- Voice recognition
- Screen Modifications using assistive software
- Assistive Technology liaison for access to campus labs and classrooms in conjunction with LACC's Instructional Technology Department
- Recommend assistive technology to college campus for ensuring accessibility of electronic/print material
- Temporary loan of various technological devices to use in classroom settings

Learning Disabilities Program

The Learning Disabilities Program is designed to provide educational support to currently enrolled students with verified Learning Disabilities. The goal of the program is to promote success in an environment that is encouraging, accepting and non-judgemental. Services are established on a case-by-case basis after working with a Learning Disabilities Specialist to determine:

- Eligibility for services
- Learning strengthes and weaknesses
- Appropriate accomodations, referrals and/or services

Types of services offered include (but are not limited to) the following:

- Study skill instruction
- Specialized tutoring
- Computer accommodations
- Exam accommodations
- Electronic formats for text books, notes or handouts
- In-class accommodations
- Use of specialized equipment

Students seeking information about learning disabilities or who have prior eligibility in high school should make an appointment with a learning disabilities specialist in OSS.

Campus Facilities and Program Accessibility

- Adaptive Computer Access
- Adaptive Furniture
- Elevator Keys
- Access Parking
- Authorized Transportation (on campus)

OSS is subdivided into the following sections to accommodate students:

- Registration Services
- Accommodation Services
- Academic Tutoring Services
- Academic Counseling Services
- Learning Disabilities Assessment and Accommodations
- Sign Language Interpreter Services
- High Technology Center
- Alternate Text Production Center

Sign Language Interpreting

Sign Language Interpreters provide American Sign Language Interpreters services to students who are deaf or hard of hearing and enrolled in the Office of Special Services at Los Angeles City College. Sign Language Interpreter services are provided for academic classes and OSS services:

- Classroom instruction
- Tutoring
- Counselors' appointments

**For additional information or details about services or classes,
please contact the Office of Special Services**

CONTACTING OSS

To reach the Office of Special Services, call the campus main number (323) 953-4000 extension 2270.

- General Information and OSS Registration **oss@lacitvcollege.edu** Ext. 2270
- Counseling Appointments. Ext. 2270 Front Desk
- Learning Disabilities Services Ext. 2273 or 2276
- High-Technology Center **osshtc@lacitvcollege.edu** Ext. 2278 Ext. 2284
- Alternate Text/Media Production Services Ext. 2278
- Specialized Tutoring Services Ext. 2273
- Accommodation Services **ossexams@lacitvcollege.edu** Ext. 2286 or 2287
- Interpreter Services. **ossasl@lacitvcollege.edu**

The OSS web page can be accessed via the college website: **www.lacitvcollege.edu** click Student Services on the side menu

LOCATION: Clausen Hall Room 109
HOURS: Mon -Thurs: 8:00 am to 5:00 pm Friday: 8:00 am to 2:30 pm.

The Office of Special Services Staff

- Dean of Special Programs Randy Anderson, M.S.
- Dean's Sr. Secretary Tamika Phillips
- Front Desk/Registration Services Michelle Mattier
- Accommodations Services Special Services Assistant
- Academic Tutoring Services Office Assistant
- Specialized Counseling Dr. Kerry Brooks or Remy Nazareno, M.A.
- Learning Disabilities Services Susan Matranga, M.A. or Andrea Smith, M.S.
- High-Technology Center Cheryl Morrison or Kelvin Luong, B.S.
- Alternate Text/ Media Production Kelvin Luong B.S. or Cheryl Morrison
- Sign Language Interpreter Services Alfredo Quispe, B.A.

GET INVOLVED!



STUDENT LIFE

Eric Peters, Associate Dean Student Life
Gladys Cano, Senior Secretary
(323) 953-4000, Ext. 2450 & 2452
Learning Resource Center

The Office of Student Life offers the following services:

- **Student Activities**
- **Associated Student Organization**
- **Student Leadership Programs**

Student Activities has the responsibility to provide opportunity for learning through cultural, educational, and social activities. Student Activities programs allows student to explore all that LA City College has to offer. The Student Life office also is responsible for organizing the Dean's Honor Program. This program recognizes outstanding scholastic achievement. Students who are on the Dean's Honor List for three consecutive semesters may receive the President's Certificate. The Dean's Honor program takes place in the late spring.

Associated Student Organization (ASO) represents students in the shared governance process. ASO also support student clubs and organizations with co-sponsorship for social and cultural student events. Activities are partially financed by funds received from membership in the Associated Student Organization and from revenue generated by approved student body activities. The current membership fee is \$7.00 for day and evening students.

Leadership Development Program provides students with opportunity to enhance and develop the leadership potential. Students will have the option to attend leadership workshops, join ASO, clubs or organizations, and/or apply for the student ambassador program. For information, please contact the Office of Student Life.

Associated Student Organization

Learning Resource Center (323) 953-4000 ext. 2475



The Associated Student Organization (ASO) represents student interests and is the official student voice on campus issues. The ASO officers advocate on college, district, and state-wide issues for all students. Participation in ASO offers students leadership opportunities, and a variety of involvement experiences. All student clubs must be chartered by the ASO to be allowed on campus.

The ASO provides funding for campus events and activities, such as the Dean's Honor Tea, Graduation, Welcome Days, Health Fair, Career Fairs, Latino Heritage Festival, Foreign Language Day, African American History Celebration, and other multi-cultural activities, and supports clubs, forensics, honors, math, English writing contest, music and other academic programs. The weekly meetings of the ASO Student Senate are posted and open to all students.

ASO Membership Benefits

Your \$7.00 dollar membership fee (\$3.00 for summer and inter-session) provides the following services:

- Participation in Student Government
- \$75 Book Grants (limited number will be awarded to qualifying members)
- Free scantron and free blue book per week
- Preferred parking with permit purchase
- Use of computers with internet access
- Copier services -20 free copies per week
- Eligibility for ASO Scholarships - Leadership, Community Service
- Free admission to cultural and social events
- Local faxing for 25 cents per page
- Discounts on admissions to movies
- ASO Services and Activities

Here is what the student government does for you:

- Represents students on college, district, and state-wide issues
- Provides leadership opportunities
- Provides opportunities and support for clubs and club programs
- Funds numerous campus events and activities
- Supports forensics, music, math and other academic programs

ASO Sponsors and Supports Campus Events

Multi-Cultural Activities Blood Drives
Latino Heritage Festival
African American History Celebration
Career/Job Fair College Welcome Days
Foreign Language Day Club Rush
Dean's Honor Tea Health Fair
Graduation
Vendor Marketplace



ASSOCIATED STUDENT
ORGANIZATION

You Are The Student Government!

Input and participation by the general student body is welcome and needed in the decision making process. Student support is crucial to assuring that LA City College continues to provide the excellence in education demanded by students. Officers, Senators and other active ASO members are appointed to represent students on the college's shared governance committees. The Associated Student Organization (ASO) welcomes any ideas, concerns, or suggestions that will benefit you as a student.

Student Clubs

The many activities sponsored by student clubs provide a rich and exciting multi-cultural dimension to college life at City. While some clubs tend to be more active than others, all clubs contribute to a lively and student oriented environment on campus. All campus clubs must be chartered by the ASO each year to be active on campus. The ASO Vice President of Clubs supervises the chartering process. The Club Council is comprised of representatives from all chartered clubs and it supports clubs, coordinates club activities and represents clubs in the student government. For more information on chartered clubs and club events, go to ASO office in Learning Resource Center. Active clubs include: Anthropology, Armenian Student Association, BLACCS, Chess, Composers, Computer & Technology, Delta Chi, Foreign Film, Environmental Team, Gay Straight Alliance, Global Get Down Dance Team, International Youth Fellowship, Japanese, Law Society, Latino Student Union, Math, Nursing, Science, Students for Educational Reform.

Student Senate

The student government's legislative branch is the Student Senate, which is composed of elected and/or appointed student leaders. The Senate oversees all aspects of student government and is responsible for making decisions that directly or indirectly affect the student body. The ASO President presides over the Senate. The Senate meeting will be posted 72 hours in advance. Minutes of action taken can be obtained in the ASO President's Office.

Student Elections

Every year in April, general elections are held to select the student government officers for the coming academic year. The election of a Student Trustee, representing students from all nine colleges in the district, is held at the same time. Applications to become a candidate for office are available one month prior to the elections. Ask in the office of Student Life, Learning Resource Center, for details.

Academic Policies

Academic Standards & Grading Policies

The Los Angeles Community College Board of Trustees has approved the following grading policies and academic standards as required by California law. Please be aware of these policies and standards as they can have serious consequences if not followed. The Admissions Office and the Counseling Office will be happy to answer any questions you might have regarding these policies and standards.

- 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 a mistake, fraud, bad faith, or incompetency, shall be final.
- No grade may be challenged by a student more than one (1) year from the end of the term in which the course was taken, provided that if a college's academic senate has determined that the period of time during which grades may be challenged should be more than one year, such longer period shall apply at that college. (Title 5, CAC, Section 51308)

Academic Probation

Students shall be placed on academic probation if, after attempting a minimum of twelve (12) units, any of the following occur:

1. Low Grade Point Average - The student has a Grade Point Average (GPA) of less than "C" (2.0).
2. Transfer Student - The student has transferred from another college within the Los Angeles Community College District with a GPA less than "C" (2.0).

A student on Academic Probation shall be removed from probation when the student's cumulative grade point average is 2.0 or higher.

Dismissal

A student shall be subject to dismissal and subsequently dismissed under the following conditions:

1. 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 "C" (2.0) in all units attempted in each of three (3) consecutive semesters.
2. A student who is on Progress Probation shall be subject to dismissal if the percentage of units in which the student has enrolled for which entries of "I," "W," "NCR" are recorded reaches or exceeds fifty percent (50%) in three (3) consecutive semesters.

Appeal of Dismissal

Students who are subject to dismissal may appeal to the Vice President of Student Services. The Office of the Vice President of Student Services is located in the Administration Building in room 207. **please note: Dismissal from any college in the Los Angeles Community College District is valid at all colleges in the District.**

Readmission After Dismissal

Students who have been dismissed may request reinstatement after two (2) semesters have lapsed. A written petition, which may be obtained in the Office of Admissions and Records in room 100 of the administration building, must be completed and submitted for readmission consideration.

Readmissions may be granted, denied, or postponed, subject to fulfillment of conditions prescribed by the college. Petitions for readmission must be submitted two weeks prior to the beginning of the semester the student wishes to enroll.

Progress Probation

A student on Progress Probation shall be removed from probation when the units in this category ("I," "W," "NCR") drop below fifty percent (50%).

Scholarship Standard

A student is expected to maintain at least a "C" (2.0 grade point) average by earning twice as many grade points as units attempted.

Academic Renewal

Students who have a 2.5 grade point average (GPA) in their last fifteen (15) units, or a 2.0 GPA in their last thirty (30) units completed at any accredited college or university, may petition to have up to eighteen (18) units of "D" or "F" grades removed from cumulative GPA consideration, provided such coursework was completed two years prior to the effective date of the petition. Graduation honors and awards are based on the full cumulative GPA.

Attendance

Only students who have been admitted to Los Angeles City 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 excluded from class, students should contact the instructor when they are absent for emergency reasons.

IMPORTANT: Students who are preregistered and miss the first class 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 exclude them from class. In addition, the instructor will consider whether there are mitigating circumstances which may justify the absences. If the instructor determines that such circumstances do not exist, the instructor may exclude a student from the class.

Students are responsible for officially dropping a class that they stop attending. see sections, "Adding" and "Dropping."

Auditing

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

1. Permission to enroll in a class on an audit basis is at the instructor's discretion.
2. Students auditing a course shall not be permitted to change their enrollment in that course to receive credit for the course.
3. 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.
4. Priority in class enrollment shall be given to students desiring to take the course for credit.
 5. Payments of fifteen dollars (\$15) per unit. Fees will not be refunded. Students enrolled in classes to receive credit for ten (10) or more semester units shall not be charged a fee to audit three or fewer semester units per semester.

College Catalog

You should purchase a copy of the current Los Angeles City College Catalog in order to familiarize yourself with the additional rules, regulations, and guidelines currently in effect. The catalog is available for purchase in the College Bookstore. It can also be obtained through the mail by pre-paying the cost of the Catalog plus a shipping and handling fee. Send requests to the Los Angeles City College Bookstore. Students enrolled in Personal Development (Guidance) classes will be given a Catalog as a reference text

Credit By Examination

Some courses in the Los Angeles City College Catalog are eligible to be taken "credit by examination."

1. Methods of obtaining credit by examination.
 - a. Achievement of a score of three (3) or higher on an Advanced Placement Examination administered by the College Entrance Board
 - b. Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the Los Angeles City College Catalog.
 - c. Achievement of a score that qualifies for credit on an examination administered by other agencies approved by Los Angeles City College.
2. Determination of Eligibility to Take College Administered Examinations. Students who qualify:
 - a. Must be currently enrolled in at least six (6) units at Los Angeles City College, in good standing, and with minimum grade point average of "C" (2.0) in any work attempted at Los Angeles City College.
 - b. May petition for credit by examination if they
 - 1) Are eligible to take such course for credit under existing regulations;
 - 2) Have not completed a course or are not in the process of taking a course which is more advanced than the course for which credit is requested.
3. Maximum credit allowable for credit by examination: The maximum number of credits allowable for credit by examination for the associate degree shall be fifteen (15). Credit by examination transferred from other institutions is counted toward this maximum.
4. Limitations: Credits acquired by examination that are not applicable to meeting such unit load requirements are Selective Service deferment, Veterans, or Social Security benefits.
5. Recording of credit:
 - a. If a student passes the examination, the course shall be based on his/her cumulative record indicating "Credit" in the "Grade" column.
 - b. The number of units of credit recorded for any course may not exceed those listed in the Los Angeles City College Catalog.

Dean's Honor List

Students with outstanding scholastic achievement are given public recognition through the Los Angeles City College Dean's List. Full-time students (a student enrolled in 12 or more **graded** units at LACC in the qualifying semester) must earn a 3.5 or higher GPA. Part-time students (a student enrolled in 6 through 11 **graded** units at LACC in the qualifying semester) must have completed 12 units and earn a 3.5 or higher GPA. Only the grades from courses completed at LACC, during the qualifying semester, will be used in calculating the grade point average (GPA). Grades of "Credit" will not be counted in meeting the unit requirement for the Dean's or President's Honor List.

Students who have appeared on the college's full-time or part-time Dean's Honor list for three (3) consecutive semesters will be placed on the President's Distinguished Honor List. Students on the President's Honor list will receive a card with limited lifetime library privileges. Students who qualify for the Dean's and President's Honors are automatically placed on the lists. Students who think they qualify for either of these honors can go to the Admissions and request an unofficial transcript of their records, or access their transcript from the college's website and print out a copy. Bring the unofficial transcript to the Office of Student Life, Learning Resource Center for verification.

The Dean's Honor Program is held annually each spring semester to acknowledge the students who earned their honors the prior spring and fall semesters. Honorees receive certificates commemorating their achievement.

Dropping Classes/Withdrawal

(Also see "Important Dates," inside front cover of this schedule.) Through the fourth (4th) week, or 30% of the time the class is scheduled to meet: No notation will appear on the student's record if the class is dropped during the first four (4) weeks of the semester, or 30% of the time the class is scheduled to meet. During the fifth (5th) through the twelfth (12th) weeks of the semester: A notation of "W" ("Withdrawal") will be recorded on the student's record for classes dropped. After the twelfth (12th) week, or 75% of the time the class is scheduled to meet, whichever is less, shall be given a grade by the instructor. A student who remains in the class past the twelfth week, or 75% of the time, whichever is less, cannot be assigned a "W."

Short-term classes: Drop dates for short-term classes are not the same as full semester classes. For more information, please contact the Admission's Office

ACADEMIC POLICIES

Incomplete Grades

A grade of "I" ("Incomplete") is issued when all requirements for the course are not met within the semester. Coursework for an "I" grade must be completed by the student no later than one (1) year following the end of the semester in which it was assigned. If the Incomplete is not made up by the deadline, the Incomplete will be replaced by a grade determined by the instructor. Students may not re-enroll in classes in which an "I" is on record. Students may petition to accept the grade determined by the instructor if less than the one year allowed has elapsed. Students may also petition for an extension

Limited English Proficiency

Occupational education classes are open to all students. Although the lack of proficiency in English is no barrier to enrollment in occupational education courses, it is suggested that students deficient in English utilize the services of the college that are provided for persons who are limited in English proficiency or have English as a second language.

Open Enrollment

Unless specifically exempted by law, every course for which state aid is claimed is fully open to any person who has been admitted to Los Angeles City College and who meets the appropriate academic prerequisites

Pass/No Pass (formerly Credit/No Credit)

Students may elect certain courses on a "Pass/No Pass" basis. The grade of "P" (Pass) will be given if the student's performance in class is equal to a "C" grade or better. Pass/No Pass courses do not fulfill prerequisites for more advanced courses. The student must meet all class standards. The grade of "NP" (No Pass) will be given if the student's performance in class is equal to a "D" or "F" grade. Students may petition to take a class on a Pass/No Pass basis through the fourth (4th) week of the regular semester or no later than 30% into the Winter or Summer terms. A student who has received credit for a course taken on a Pass/No Pass basis cannot convert this credit to a letter grade

Repetition (Course & Activity)

Courses attempted at Los Angeles City College and at other colleges in the Los Angeles Community College District may be repeated once, without petition, if a student receives a grade of "D", "F", or "NCR".

Some courses, based on the repeatability of the course may be attempted a certain number times. Students who wish to repeat a course for the second time, for which they have received less than a grade of "C" or an "NP", or who wish to repeat a course in which they passed with a grade of "C" or better, must complete a general petition in the Admissions Office. The Admissions Office is located in room 100 of the Administration building.

Study Load

The maximum study load or unit limit is as follows:

Fall or Spring - 18 units;

Summer - 12 units.

Winter - 7 units.

Students who wish to exceed the maximum unit limit must petition to do so with the Chairperson of the Counseling Department (AD 108).

College Policies

EQUAL-OPPORTUNITY POLICY • COMPLIANCE PROCEDURE • SEXUAL HARASSMENT POLICY

EQUAL-OPPORTUNITY 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, gender, pregnancy, age, disability, marital status, medical condition (cancer related), sexual orientation or veteran's status. Reference Board Rule 1202.

Todos los programas y actividades del Distrito del Colegio de la ciudad de Los Angeles operan de manera libre ie discriminación en la base de raza, color, origen nacional, ancestro, religión, creencia, sexo, embarazo, estado marital, condición médica, orientación sexual, edad, incapacidad o estado militar de ex combatientes. (Regla 1202.)

Լիս Անուսիսը ֆանաւորաւորն թիւօր շտանը պիլի չեակելն իւ կիւշիքիւնճիւննւվ ուրթ հ կիւչալսն աւնորը քւտիլայ իվ գիւէք հ իւ-հ .դէաքանիւնճիւնըզ ֆըմնիսաչ »ասաւը կիւնը սցկաւըն չակիւնը նա.աֆաւէաքան ռասաքը քիւնը ֆըրիւնճաւն ամիւնաքան քաւկախըդաքը ա»իքաքան իըդաքը 4թաքզքթճ ս»աւըն քիւմնիւիւննւն ռաւըըն անաշ.արիւնաքիւնճաւն - խըւէանաքան իըդաքը ռաւկալիւնճիւննւէր խէա 9Պոարսո Բըլէ :ձօձՕղ

EQUAL-OPPORTUNITY POLICY COMPLIANCE PROCEDURE

To assure proper handling of all equal opportunity matters, including the Americans with Disabilities Act, Equal Opportunity Compliance Procedures, and sexual harassment. Inquiries should be directed to following individuals:

- For assistance with **ADA/Section 504**, contact Randy Anderson, Student Services, (323) 953 4000 extension 2270, CH 109.
- For assistance with **Sexual Harassment and/or Discrimination**, contact Christy Passman, Compliance Officer, at (323) 953-4000 extension 2249, AD 209.

SEXUAL HARASSMENT POLICY

The policy of the Los Angeles Community College District is to provide an educational, employment and business environment free from unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students, or other persons acting on behalf of the District who engage in sexual harassment as defined in the policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract. The Los Angeles Community College District has a policy which provides formal and informal procedures for resolving complaints. Copies of the policy and procedures may be obtained from the Compliance Office, located in AD 209, (323) 953-4000, ext. 2249. Any member of the College Community, which includes students, faculty, and staff, who believes, perceives, or actually experienced conduct that may constitute sexual harassment, has the right to seek the help of the College. Potential complainants are advised that Administrative and civil law remedies, including but not limited to injunctions, restraining orders or other orders may be made available.



In a moment of crisis...

HEALTHY ADVOCACY RESPONDS TEAM

Healthy Advocacy Response Teams (HART)

The Los Angeles Community College District Board of Trustees condemns any act of sexual assault committed on any of its facilities. In the event of sexual assault committed on grounds or in facilities maintained and/or used by the District, any victim of sexual assault who is one of the District students, faculty, staff, or visitors shall promptly receive appropriate treatment and full and accurate information. Individuals who commit sexual assault while on properties within the control of the District shall be subject to appropriate criminal prosecution and/or District disciplinary procedures. LACC has established the Healthy Advocacy Response Teams (HART) with representatives across the campus who have been identified and trained as people you can contact if you have been sexually assaulted. Confidentiality is fundamental to all aspects of cases dealing with sexual assault. The names of sexual assault victims shall not be revealed by persons responsible for implementing and enforcing the provisions of this Chapter, except with the consent of the victim. If you have been sexually assaulted, raped or are being stalked go to the Sheriff's on-campus office or call them at (323) 662 5276 from any campus pay phone or from a college extension dial #3 for assistance.

DIRECTORY INFORMATION

Los Angeles City College considers the following information relating to a student to be "DIRECTORY INFORMATION": 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, the most recent previous educational agency or institution attended, and similar information. Students who do not wish to have any directory information released should so indicate by selecting the appropriate box on the admissions application.

FEE REFUNDS

See calendar at the front of the schedule for the "Last Day To Drop Classes with a Refund."

Enrollment / Tuition: No refund will be authorized after the "Last Day To Drop Classes with a Refund" except when college action to cancel or reschedule a class necessitates the drop.

Dropped Classes: After the "Last Day To Drop

Classes with a Refund," fees for dropped classes will be applied to fees for classes added simultaneously or after a drop. No refund will be given for drop transactions alone. Students are strongly advised to complete add and drop transactions simultaneously, within the authorized dates for doing so.

Health Services: This fee is designated as a mandatory fee by the Los Angeles Community College District and may not be refunded unless the student completely withdraws from classes prior to the refund deadline.

Parking: The last date to return a student parking permit and request a refund is the "Last Day To Drop Classes with a Refund." Daily parking permits are not refundable.

Student Representation: This fee is designated as a mandatory fee by the Los Angeles Community College District and may not be refunded unless the student completely withdraws from college prior to the start of classes.

Student Organization: The last date to apply for a refund for ASO membership is the "Last Day To Drop Classes with a Refund."

The ASO membership sticker must be surrendered at the Office of Student Life before a refund request can be processed.

NON-RESIDENT TUITION EXCEPTION

Beginning with the Fall 2008 semester, all non-resident students who enroll in four (4) units or fewer shall be exempt from the non-resident tuition fee. Students enrolling in more than four (4) units will be charged the non-resident tuition for all units taken:

Beginning with the Fall 2008 semester, non-resident students who were admitted as "Special Part-Time Students Grades K-12" and enroll in more than four (4) units will be subject to the non-resident tuition fee all units taken.

Students admitted as "Special Part-Time Students Grades K-12" and enrolling in 11 or fewer units are exempt from enrollment fees charged for all terms (including summer) pursuant to Education Code section 76300.

PAYMENT INFORMATION

There is a \$15 minimum transaction for all check and credit card payments made at the Business Office. The Returned Check Fee for any check returned by the bank unpaid is \$10.00. A hold is then placed on the student's record until the financial obligation is settled.

SEX OFFENDER REGISTRATION

California law requires that certain statutorily defined sex offenders notify community college law enforcement officials that they are present on campus in specific capacities. If you fall into this category, you must register with the College's Sheriff's Department Office.

STUDENT HEALTH FEE WAIVERS

LACCD policy exempts the following students from paying the student health fee: a) Students who depend exclusively on prayer for healing in accordance with

the teaching of a bonafide religious sect; b) Students attending classes under an approved apprenticeship training program; c) non-credit education students; d) students enrolled exclusively at District sites where health services are not provided; e) students enrolled exclusively through Instructional Television or distance education classes; f) students enrolled exclusively through contract education. Students exempted under the provisions b) and c) above are eligible to receive the services of the college health program; all other exempted students are not eligible to receive the services of the college health program.

Policies: Student

DRUG FREE CAMPUS

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

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 extracurricular opportunities, alienation from and abuse of family members, and chronic conflict with authority. Economic problems include loss of job, financial aid eligibility, homes, savings and other assets.

Counseling treatment and Rehabilitation: Students should contact their campus Counseling Office for assistance and referrals; employees should contact the Los Angeles Community College District Employees Assistance Program.

Disciplinary Action: Violation of the above Board Rule 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 or 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 GRIEVANCE PROCEDURE

Student Grievance Procedures (Administrative Regulation E-55). Information about grievance procedures and a copy of the regulations are available to grievant(s) and/or respondent(s) upon request. The purpose of this regulation is to provide an equitable means for resolving student grievances. In the pursuit of academic goals, the student should be free of unfair or improper action by any member of the academic community. The grievance procedure may be initiated by a student, or group of students who reasonably believe he/she/they have been subject to unjust action or denied rights that adversely affect his/her/their status, rights, or privileges as a student. It is the responsibility of the student(s) to submit proof of alleged unfair or improper action. Grievances pertaining to grades are subject to the California Education Code Section 76224(a) which states: "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

This grievance procedure does not apply to the challenge process of prerequisites, corequisites, advisories and limitations on enrollment; alleged violations of sexual harassment; actions involving student discipline; alleged discrimination on the basis of ethnic group identification, religion, age, sex, color, sexual orientation, physical or mental disability; or an appeal for residency decision; or to eligibility, disqualification or reinstatement of Financial Aid. The appeal procedure regarding Financial Aid may be obtained in the Financial Aid Office. Additional information regarding discrimination and sexual harassment procedures and policies is listed in this Schedule of Classes and the Catalog. Copies of the Grievance Procedure may be obtained from the Ombudsperson -

Christy Passman, Compliance Officer
AD 209 • 323-953-4000 ext. 2249

ROLE OF THE OMBUDSPERSON

The role of the ombudsperson is that of a facilitator of the grievance process, and not that of an advocate for either the grievant(s) or respondent(s). During the informal resolution stage of the grievance process, the ombudsperson will facilitate informal meetings and discussions that may lead to a resolution of the grievance. If the matter cannot be resolved informally, the student may request a formal grievance hearing.

Inquiries regarding grade petitions or instructor complaints should first be directed to the appropriate academic department chairperson. If resolution is not reached at the department level, contact the campus Ombudsperson,

Christy Passman, Compliance Officer
D 209 • 323-953-4000 ext. 2249

Con respecto a peticiones de grados o reclamos de profesores, deben ser dirigidas inicialmente al jefe del departamento académico apropiado. Si su reclamo no es resuelto a este nivel, dirijase a Christy Passman, Compliance Officer

Christy Passman, Compliance Officer
D 209 • 323-953-4000 ext. 2249

Կնաֆարաքանը նտեակիէիս քամ տասս.իսը խեապեալ կանկարնէիս աաօընդ տընդ ֆամտարաս.ան աքատմըաքան պաճնը խաւըզըն՝ Իճւ պաճ նրզ սրազխաչ ոարաս.անվ պախաւէաէ գիյ տընդ

SEXUAL HARASSMENT

The policy of the Los Angeles Community College District is to provide an educational, employment and business environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students, or other persons acting on behalf of the District who engage in sexual harassment as defined in the policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract. The Los Angeles Community College District has a policy which provides formal and informal procedures for resolving complaints. Copies of the policy and procedures may be obtained from the Compliance Officer, AD207 - (323) 953-4000 ext. 2460. Any member of the College Community, which includes students, faculty, and staff, who believes, perceives, or actually experienced conduct that may constitute sexual harassment, has the right to seek the help of the College. Potential complainants are advised that administrative and civil law remedies, including but not limited to injunctions, restraining orders or other orders may be made available.

STUDENT RIGHT TO KNOW

Certificate/Degree Completion Rates

Beginning in Fall 1995, all certificate, degree, and transfer-seeking first time full-time students were tracked over a three-year period; their completion and transfer rates were calculated. More information about Student Right-To-Know rates and how they should be interpreted can be found at the California Community Colleges "Student Right-To-Know Information Clearinghouse Website" at <http://srtk.cccco.edu>.

Campus Safety & Statistics

The Los Angeles County Sheriff handles police services on the campuses of the Los Angeles Community College District to provide students, faculty and staff with safety on and around the campus. Contact the College Sheriff to report crimes, injuries and unsafe conditions. The College Sheriff controls parking, and regulations are strictly enforced. The lost and found is located in the College Sheriff's office. Property turned in will be held for up to ninety (90) days prior to disposition. Lost keys are held at the dispatch desk. Any emergency situations can be reported by using any public pay phone in and around the campus, by dialing "# 3". The College Sheriff provides Telecommunication Devices for the Deaf (TDD) to assist our hearing impaired students.

The following is a list of crime reports taken and arrest made by the Los Angeles County College Sheriff on and around the campus from April 2007 - August 2007

Crime Reported	Number	Crime Reported	Number
Assaults	1	Homicide	0
Auto Burglaries	2	Narcotics Violation	1
Burglaries	1	Petty Theft	10
Graffiti/Vandalism	7	Rape	0
Grand Thefts	8	Robberies	2
Grand Thefts - Auto	1	Weapons Violations	0

Policies: Parking

THE SPEED LIMIT

The maximum speed limit on campus and in parking lots is 5 miles per hour. Drivers exceeding the speed limit are subject to a traffic citation or other action.

PARKING REGULATIONS

The Board of Trustees of the Los Angeles Community College District has authorized parking fees for Los Angeles City College.

Los Angeles City College and the Los Angeles Community College District assume no responsibility for damage to any motor vehicle, theft of its contents, or injury to persons operating a vehicle, or parked on or off the campus unless liable under Government Codes, including, but not limited to Government Codes 810 to 966.6 inclusive.

In accordance with California Vehicle Code 21113A and California Education Code 72247, parking regulations will be enforced on the campus. Violators will be cited by the College Sheriff which is not authorized to grant any privileges deviating from the rules.

OTHER LACCD PARKING PERMITS

Student Parking Reciprocity: LACCD students with a valid student parking permit from any LACCD campus can park in Student Lot #1 as long as the permit is properly displayed.

RESTRICTED ZONES

Red curbs, yellow curbs, and fire hydrant violations are enforced by the College Sheriff, as would be the case in your home community.

CONTESTING PARKING CITATIONS

Parking citations may be contested by completing a "Parking Citation Administrative Review" form. This form may be obtained at the College Sheriff's office. The form must be filled out completely and filed with the Sheriff's office within twenty-one (21) days of the issuance date of the citation. Incomplete or incorrect forms will not be considered for review. Please be specific in explaining why the citation should be dismissed. The finding of the review will be mailed back to the contesting party.

If you do not agree with the findings of the review, you have the right to request an Administrative Hearing. You have 15 days from the date of the administrative review to commence this procedure. You must post the bail amount (fine) of the original citation, by check or money order, at the College Business Office (AD111). Deliver a copy of the bail receipt to the College Sheriff and obtain and complete a "Request for Administrative Hearing" form. You will be notified by mail when a hearing date is set.

PARKING FEE PAYMENTS & REFUNDS

Enrollment and Tuition Fees must be paid with or before a student parking permit may be purchased. Student parking fees are refundable each semester through the enrollment refund period. The parking permit must be returned at the time the refund is requested. No refunds are allowed on day permits. (In the event of a machine malfunction, please contact the Los Angeles County Sheriff's Office on campus, AD-115. The refund will be issued by the Business Office.)

WHERE TO PARK STREET PARKING

Please be considerate of the college's neighbors when parking on the street – keep the noise level low and don't litter. Street parking around the perimeter of the campus is limited. Read the signs carefully to avoid a citation. Metered parking is available on the west border of the campus on Heliotrope. (There is no parking after 6 PM on the residential side of Heliotrope.) Vehicles parked at a broken or nonfunctional parking meter are subject to citation. Vehicles with parking permits must also pay if parked in a metered parking stall.

STUDENT PARKING LOTS

Students may park in Lots 1 and 2 only (see map on the inside back cover). Lot 1 is the surface parking area. Lot 2 is the parking structure. **Parking in other lots, even during the first week of the semester, will result in citation.**

THERE IS NO GRACE PERIOD.

PARKING PERMITS

All parking is by valid parking permit, which may be purchased at the LACC Business Office, or paid parking meter in designated lots as posted. A valid parking permit must be displayed at all times the vehicle is parked in a college parking lot throughout the semester, including weekends and holidays. **Permit hangers should be hung so that the colored side faces the windshield.** The purchase of a parking permit allows access to the designated parking lot but does not guarantee a parking space.

(NOTE: Except for the first two weeks of classes when parking is more congested than usual, the top level of the parking structure typically has available parking throughout the day. We recommend that you arrive early to allow time to secure a spot and walk to class. It takes approximately 6-8 minutes to walk from the lots to the center of the campus quad.)

PARKING FEES

Aso preferred: \$27.00 allows you to park in both Lot 1 and Lot 2. Additionally, the ASO Preferred parking entitles you to receive the benefits of ASO membership. These benefits include free photocopying, Blue Books, Scantrons, computer use with Internet Access; student representation on important decision making bodies; and sponsorship of college activities. For more details, visit the ASO Office in Clausen Hall 126.

Restricted: \$20.00 allows you to park in the Lot 2 Parking Structure only.

Daily metered permit: \$2.00 are valid in both Lots 1 and 2 on the day of purchase only.

MOTORCYCLES & MOPEDS PARKING

Motorcycles and mopeds are not required to display a parking permit but **MUST** park in the designated motorcycle parking spaces. Any motorcycle or moped parked in a parking stall designated for automobiles or parked in any other area not designated for motorcycle or moped parking may be cited and/or impounded.

DISABLED PARKING

There are "DISABLED" designated parking stalls in each of the student parking lots and throughout the campus. Vehicles parked in these stalls must display a valid parking permit and disabled parking placard. Disabled students who are also on a fee waiver will receive a Preferred LACC Parking Permit, at no charge, when they present their DMV certificate at the Business Office.

Disabled students must follow all Student Parking Policies as described herein and are subject to citation for any violation of the parking regulations.

OVERNIGHT & LONG-TERM PARKING

Overnight parking is not allowed unless express consent is granted by the College Sheriff. Vehicles parked on campus or in parking lots in excess of 72 hours may be considered abandoned and may be subject to impound (22651 (k) CVC).

WEEKEND & HOLIDAY PARKING

Parking regulations are enforced on weekends and holidays, and parking permits are required in all parking lots. Inner campus parking is controlled at all times.

VISITOR & COMMUNITY SERVICE STUDENT PARKING

Visitors and Community Service students must display their permits clearly in the front window. All Community Services students and instructors must park in Lot #1. Authorized visitors may obtain a temporary (one-day) parking pass from the College Sheriff's office.

SECURITY

Like most urban campuses, thieves are attracted to parked vehicles. So, be sure to lock doors when you leave the car. Be careful not to leave tempting objects like purses, backpacks, radios, etc., in visible places in your car (e.g., on the seat). Security will be present at the entrance to the lot. The College Sheriff patrols the parking lots daily from 7:30 AM to 10:00 PM each school day.

COMMUTING ALTERNATIVES

Beat the hassles of driving. Ride the MTA, Metro Rail, or Metrolink to school. The MTA and Metro Red Line stop right at campus. Metrolink is an easy transfer to the Red Line at Union Station. Discounts for both systems are available for full-time students. For more information contact 1(800) COMMUTE, visit the MTA website at www.mta.net, the Metrolink website at www.metrolinktrains.com, or stop by the College Business Office, AD-111. Student discount application forms are also available from LACC's Touch Screen Information Kiosks.

FUTURE CONSTRUCTION

Off campus parking is not unusual for a college located in major cities like ours. However, thanks to funding provided through Propositions A and AA construction of on-campus student parking is underway.

What is the College Assessment?

Examples of the Assessment as a prerequisite:

**CHILD DEVELOPMENT 001 3.00 UNITS
CHILD GROWTH AND DEVELOPMENT**

CO-REQUISITES: English 21 or 73, or higher, or **appropriate placement on College Assessment**. ADVISORY: Learning Skills 3E Vocabulary (1 unit). DESCRIPTION: An introductory course covering the theoretical concepts of human development, focusing on growth and development from conception through adolescence.

**ENGLISH 101 3.00 UNITS
COLLEGE READING AND COMPOSITION I**

PREREQUISITE: English 28/31 or **appropriate placement score**. ADVISORY: English 67 or 68. DESCRIPTION: English 101 is a transfer course that develops proficiency in college-level reading and writing through practice of critical thinking and well-developed expository writing.

THE ASSESSMENT TEST IS . . .

- The college's way of assisting you in identifying the proper English and Mathematics levels for success at LA City College.
- Not a "pass or fail" exam.
- The Assessment Center also offers Ability To Benefit (ATB) for students who are applying for Federal Financial Aid and do not have a high school diploma GED.

WHAT TO EXPECT ON THE DAY OF THE EXAM:

- Mathematics: You will be tested on our basic arithmetic skills as well as algebra. (Make sure to pick up sample questions in the assessment Office AD 103 or online at www.LACityCollege.edu -- click **Student Services**)
- English/ESL Composition: You will be required to write an essay on a given topic. You will be tested on vocabulary and comprehension.
- For appointment dates and times, visit our Assessment Office (AD 103). A Calendar of test dates is also available online at www.LACityCollege.edu -- click **Student Services**.
- It will take about 2-3 days to obtain results. You may check online using the Student Information System accessible from www.LACityCollege.edu -- click **Current Students**, or come back to AD 103.
- You may retest after six months for English/Math. For ATB you may retest after 30 days.

**The Assessment Office is located on the first floor
of the Administration Building - AD 103
(next to the Student Assistance Center)**

Office Hours:

Monday-Thursday 8:30 a.m.- 7:00 p.m. Friday 8:30 a.m.- 2:00 p.m.

(323) 953-4000 ext. 2264

Code Of Academic Conduct

ADOPTED BY LACC ACADEMIC SENATE

DECEMBER 1999

Los Angeles City College is an open-door, educational institution whose purpose is to serve the community in a variety of ways. These include assisting students to learn English, to acquire job skills, to earn certificates and diplomas, and to otherwise increase their knowledge. Part of this knowledge is understanding and following the rules of academic integrity. The College faculty is committed to the belief that honesty and integrity are important components of the academic process. All members of the academic community—students, faculty, staff, and administrators—must assume responsibility for providing an environment of academic integrity and must seek to uphold the highest standards of academic honesty.

DEFINITIONS OF ACADEMIC INTEGRITY

LACC expects students to be honest and ethical at all times as they strive to achieve their academic goals. Violations of academic integrity will not be tolerated and will be dealt with seriously. These violations of academic integrity include, but are not limited to, the following actions not authorized by the instructor or testing officer.

TESTING VIOLATIONS

- Copying answer from another student during an exam.
- Intentionally looking at another student's paper during a test.
- Allowing another student to see your answers during a test.
- Continuing to write after the exam has ended.
- Possessing or using testing aids such as calculators, crib sheets, books, tape recorders, or notes on any examinations.
- Fraudulent possession of an exam prior to administration.
- Communicating during an exam by talking, signaling, notes, telephone or any other unauthorized means.

PLAGIARISM

- The use of another's ideas or works as if they were one's own.
- Obtaining by purchase or otherwise (including commercial term paper companies, the internet, friends, family members, etc.), a part of an entire work which you then represent as your own original work.

FABRICATION

- Unauthorized falsification or invention of any information or citation in an academic exercise, such as laboratory experiments or case study analyses with the intent to defraud.

COLLABORATION

- Students working together on an assignment, paper, or project when the instructor has specifically stated that they should not do so.

MULTIPLE SUBMISSIONS

- Submission of the same term papers or projects to more than one instructor, where no previous approval has been given. To do so without prior permission from the current instructor is not allowed and shall be considered academic dishonesty. In other words, unless alternative instructions are given, current instructors expect the work submitted to be prepared for that course only.

FALSIFICATION

- Falsifying or attempting to falsify attendance or grade rosters.
- Documentary falsification (e.g. applications, petitions and supporting materials; medical documentation).

IMPERSONATION

- Allowing another individual to assume one's identity for the purpose of enhancing one's grade in any of the following testing, field trips, or attendance.

Rules For Student Conduct

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the College community, students should be encouraged to develop the capacity for critical judgment; to engage in sustained and independent search for truth, and to exercise their rights to free inquiry and free speech in a responsible, nonviolent manner. Students 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. Student conduct in all of the Los Angeles Community Colleges must conform to District and College rules and regulations. Violations of such rules and regulations, for which students are subject to disciplinary action, include, but are not limited to the following.

STUDENT 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 colleges.

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, of any threat, challenge to fight, 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 when 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 same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District. "Controlled substances" as used in this section, include but are not limited to the following drugs and narcotics:

- a) opiates, opium, and opium derivatives,
- b) mescaline;
- c) hallucinogenic substances,
- d) peyote,
- e) marijuana,
- 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 by all persons except sworn peace officers, police officers, and other government 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 veteran 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 an illegal act.

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 statements, 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 persons 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 or password.
- d. Use of computing facilities to interfere with the work of a student, faculty member or college official, or to alter college or district records.
- e. Use of unlicensed software.
- f. Unauthorized copying of software.
- g. Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and /or substantially disrupt the orderly operation of a college campus.
- h. Use of computing facilities to interfere with the regular operation of the college or district computing system.

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 9804 Interference with Classes.

Every person who, by physical force, willfully obstructs or attempts to obstruct, any student or teacher seeking to attend or instruct classes at any of the campuses or facilities owned, controlled, or administered by the Board of Trustees of the Los Angeles Community College District, is punishable by a fine not exceeding five hundred dollars (\$500) or imprisonment in a county jail not exceeding one year, or by both such fine and imprisonment. As used in this section, "physical force" includes, but is not limited to, use of one's person, individually or in concert with others, to impede access to or movement within or otherwise to obstruct the students or teachers of the classes to which the premises are devoted.

Board Rule 9805 Interference with Performance of Duties Employees.

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

Board Rule 9805.10 Assault or Abuse of an Instructor.

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

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: Unsafe conduct in connection with a Health Services Program (e.g., Nursing, Dental Hygiene, etc.); failure to follow safety direction of District and/or college staff; willful disregard to safety rules as adopted by the District and/or college; negligent behavior which creates an unsafe environment.

Student Conduct / Discipline Procedures

Community college districts are required by law to adopt standards of student conduct along with applicable penalties for violation (Education Code Section 66017, 66300, 76030, and 76031). The Los Angeles Community College District has complied with this requirement by adopting Board Rule 9803, Standards of Student Conduct and 91101, Student Discipline Procedures. The purpose of LACCD Board Rule 91101 is to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of Student Conduct. All proceedings held in accordance with this Board Rule shall relate to an alleged violation of appropriate standards of student 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. Disciplinary action may include warning, reprimand, restitution, suspension or expulsion from one or more classes, programs, activities, campus locations, or the entire district. Copies of the Student Discipline Procedures are available in the Office of the Vice President of Student Services, AD207 and the Dean of Special Programs, CH 109.

FREQUENTLY ASKED QUESTIONS

Do I have to submit a new application each semester?

No, as long as you remain in continuous attendance. However, if you skip two consecutive full-term semesters (Fall and Spring), you must officially reapply in order to receive an appointment to register.

How do I find out my registration date and time?

New student and continuing student will receive a registration appointment letter from admissions office (AD 100). You can also Call (STEP) (323-226-1999 or the web (www.lacitycollege.edu) to get your registration time, and select the "registration priority" option to find out the earliest date and time you can register or you can go online (<http://www.lacitycollege.edu>). If you are a new student registering at the beginning of the semester you will get an appointment that same day.

Who can help me choose which courses to take?

Visit the Counseling Department (AD 108) to set up an appointment with a counselor. If you are a student in EOPS, OSS or TRIO/SSS programs, make an appointment with a counselor from that program.

What if I am having personal problems?

LACC has a staff of well-trained counselors, skilled in confidential psychiatric counseling. They will provide counseling for problems that may interfere with your academic performance. You may make an appointment to see a psychiatric health counselor at the Health Center. For more extensive help, the counselors will refer you to a number of local agencies providing additional support.

How do I obtain an appointment with an academic counselor?

Visit the Counseling Department in the Cesar Chavez Administration Building, Room 108. Appointments can be made in person at AD 103 (or if you are an EOPS student go to CH 111B or if you are an OSS student go to CH 109). Make appointments well in advance of registration so that counselors will have time to thoroughly evaluate your records and plans. Counselors are also available for "walk in" counseling to briefly answer specific questions.

How can I obtain a LACC Student ID?

Obtain your registration receipt from the Business Office (AD 111) and take the registration receipt to the Student Assistance Center (AD 105) to obtain your LACC student ID.

Can I retake the placement test?

Placement tests can be repeated after a period of six months lapse.

How do I purchase a parking permit each semester?

Parking permits may be purchased during registration, in person or online. Permit may be obtained at the Business Office (AD 111). Daily permits may be purchased from machines located in student parking structure lot.

Where can I purchase the college Catalog and Schedule of Classes?

The catalog may be purchased at the bookstore (Cub Center) or view online (<http://www.lacitycollege.edu>). The class schedule is FREE, may be view online, or can be obtained at the Student Assistant Center (AD 105).

Can I buy my textbooks before school begins?

Yes. The Bookstore will list the instructor and required text for each course. However, it is recommended to wait until after the first class meeting when the instructor will confirm which textbooks are required.

Does the Bookstore sell used textbooks?

Yes. And if you keep your textbooks in good shape, you may be able to sell them back to the Bookstore at the end of the semester.

Does LACC have student housing?

No. The Student Assistant Center Office (AD 105) posts notices for roommates and rooms for rent in the local community.

Where are the copy machines and computer labs on campus for student use?

Copy machines are located in the library (Martin Luther King Library). Computers are available in the Martin Luther King Library first floor, and the All-College Computer Lab (FH 201).

How many units do I have to enroll to be a full-time student?

Full-time students enroll in 12 units. If students want to enroll in more than 18 units, permission from the counseling department is required. Students need a minimum GPA of 3.0 in all college work in order to obtain permission to register for more than 18 units. Part-time students enroll in less than 12 units each semester. A maximum of 7 units is allowed during the summer session.

Is there an ATM on campus?

Yes. The ATM are located in the Bookstore (Cub Center) and Business Office (AD 111).

What does "TBA" mean in the schedule of classes?

TBA = To Be Announced. This means that class hours are flexible and will be announce with the instructor.

What is a unit?

A unit is the amount of college credit given for a course based on the number of hours the course meets weekly. For example, a three-unit class will meet three hours per week. Some classes meet for more hours and may be worth additional units.

Who is a “Staff” in the schedule of classes?

An instructor had not yet been designated for the class when the schedule was printed. You may contact the appropriate Academic Department to see if instructors have been assigned.

How do I receive credit for coursework taken in another at another college?

Send official transcript to the Office of Admissions and Records (AD 100). After you have completed 15 units of coursework at LACC, you may request a transcript evaluation at the Counseling Department.

How do I receive credit for coursework taken in another country?

Your international college transcript must be evaluated by an approved private organization. The evaluation is then reviewed by LACC evaluators. You may obtain information at the Counseling Department (AD 108).

What is a PIN number?

A Personal Identification Number (PIN) is the month and day of your birthday (four-digit number MM/DD).

Is childcare available at LACC?

Childcare is available at the Child Development Center. Contact the center for more information (extension 2220)

What deadlines am I responsible for meeting every semester?

The academic calendar inside the Schedule of Classes lists important semester deadlines. These include deadlines for adding/dropping classes and applying for graduation. You are responsible for meeting all deadlines each semester.

Will an instructor automatically drop me if I stop attending any class?

NO! You should never assume that you will be automatically dropped from a class. Always initiate a drop yourself at the Admissions Office (AD 100) or via STEP or online. Remember to drop classes by the drop deadlines listed in the important dates in the Schedule of Classes. Please keep proof of confirmation number.

How do I prove that I meet a course prerequisite?

If you've met a prerequisite by taking a course at another college, bring your copy of the transcript to a counselor (AD 108) for course approval. If the course prerequisite includes a test, you must take it at LACC and then meet with a counselor.

What should I do if the class I want to take is closed?

You may attend the first day of class meeting. If there is space available in the class, request from the instructor an Add Permit and have the instructor sign it and submit it to Admission Office (AD 100). Check the academic calendar in the Schedule of Classes for adding/dropping deadlines.



How do I contact an instructor?

You may leave a message for instructor in the appropriate division department.

How often do classes meet?

Most classes are completed in one semester or less. During the day, most classes meet Monday and Wednesday, for one hour and twenty minutes or Tuesday and Thursday for one hour and twenty minutes. During the evening, classes generally meet once a week for three hours and ten minutes. Semesters are 16 weeks long. However, some classes meet for a shorter period.

Do I need to declare a major?

It is not necessary to declare a major during your first semester at LACC. However, it is essential that you have a student educational plan (SEP) prepared by a counselor who will discuss your educational and career goals. Visit (AD 103) to make an appointment and enroll in Personal Development 20 to obtain help in choosing a major. See Class Schedule for times.

How do I know what classes to take?

If you are a New Student make sure to attend an orientation where a counselor will be able to assist you in choosing your classes. Before you meet with a counselor, be sure to review the College Catalog and Schedule of Classes. These two publications contain the list of general education, major, and transfer requirements.

When are grades issued?

Four weeks after the end of the semester you can call STEP to hear your grades or you may go to the College's website www.lacitycollege.edu where you select Admissions, then select Grades and Transcripts. If you would like your grades earlier purchase a post card with a stamp and give to your instructors. Instructors may mail the grades to your home.

What is financial aid?

Financial Aid is made available by federal and state governments and private sources in the form of grants, loans, fee waivers, and scholarships. This assistance makes 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 college they choose to attend. The basis for such assistance is the belief that students (and their families) have the primary responsibility to meet educational costs. Financial Aid is meant to supplement your existing income/financial resources and should not be depended upon as your sole means of income to support other non-educational expenses.

Where on campus is the financial aid office located?

The Financial Aid Office is located in the first floor of Clausen Hall, Room 111A (across from Office of Special Services).

How do I apply for financial aid?

Complete the Free Application for Federal Student Aid (FAFSA), available at the Financial Aid Office (CH 111A) or online (<http://www.fafsa.ed.gov>). LACC participates in a variety of federal and state aid programs. Visit the LACC website (<http://www.lacitycollege.edu>) for more information. Students need to apply for financial aid once every academic year. The best time to submit the financial aid application is between January 1st and March 2nd.

Where can I obtain a FAFSA application?

Students are encouraged to apply online at www.fafsa.ed.gov. The paper FAFSA application is available in the Financial Aid Office, Student Assistance Center, Counseling Department, and EOP&S. The application is also available at any college or university, local public library, high schools, or by calling 1-800-4FED AID.

What is the federal school code for Los Angeles City College?

001223

What happens if I drop all my classes after I've received financial aid?

Do I need to pay the money back?

If you withdraw or are excluded from all your classes before the 60% point of any term, you may have to pay the "unearned" portion of your financial aid back to the government. (This does not affect your work-study earnings and the BOGW fee waiver.) The Financial Aid Office will inform you of how much you owe. Before withdrawing from all classes, seek the advice of a counselor.



GLOSSARY OF TERMS

Add – Enrolling in a class after your initial registration. Add classes before the semester begins by telephone registration, online, or at the Admission Office (AD 100) after the semester starts.

Advisory - A class that is advice to take before enrolling. It is not required that a student follows yet it is highly advisable to take.

Articulation Agreements – The community colleges work together with the University of California, the California State University to establish a course agreement to enable students to transfer. See the Transfer Center (AD 109) or a counselor (AD 108) for agreements. Internet access of articulation agreements between LACC and universities can be found online at www.assist.org

Associate Degree

(A.A. or A.S.) – Degree awarded after satisfactory completion of graduation requirements at a community college.

Bachelor of Arts or Bachelor of Science Degree

(B.A. or B.S.) – Degree awarded after satisfactory completion of a four- or five-year program of study at a college or university. You may complete your freshman and sophomore years at LACC, transfer to a university, complete your junior and senior years, and then graduate with a B.A. or B.S. degree. Catalog – The college Catalog describes college programs, services, degrees, majors, graduation and transfer requirements, academic policies, and courses taught throughout the year. Available at the Bookstore (Cub Center) and online (<http://www.lacitycollege.edu>) Certificate of Achievement – Document awarded by a community college when you have completed all required courses of an occupational major. Closed Class – A class that cannot take any more students because it has reached capacity.

Co-requisite – A course that must be taken at the same time as another course.

Course Number – The number immediately after a course title (i.e., English 101, Math 125).

Credit by Examination - Credit granted for proficiency previously accomplished through testing.

Elective - A course that is not specifically required for your major or general education but may be taken to meet unit requirements. Full-Time Status – Enrollment in 12 units or more per semester. General Education – A group of required courses in addition to your major which must be completed in order to graduate or transfer. IGETC – Intersegmental General Education Transfer Curriculum. The list of general education courses required for transfer to CSU and UC campuses. Incomplete Grade – A grade given to a student who has not completed a class due to unforeseen circumstances (such as illness). All coursework must be completed and a final grade assigned within one year. KIOSK - A computerized system where students can register for classes, drop classes, print schedule of classes, unofficial transcripts and placement exam results. (Kiosks are located in the Counseling, EOP&S, Across the ASO office, and Cub Center)

Major – A group of courses required for your area of study. **Open Class List** – A list of currently open classes being offered. An open class list is updated daily during registration cycles. Lists are posted outside at the blue canopy in the quad, Student Assistance Center (AD 105) and online (www.lacitycollege.edu).

Part-Time Status – Enrollment in less than 12 units per semester. **Prerequisite** – A requirement that must be met before enrolling in a course (usually a placement test or prior course). Prerequisites are listed in the catalog and schedule of classes.

Pass/No Pass (formerly Credit/No Credit Grading) – A type of class grading in which a grade of P (Pass) or NP (No Pass) is given instead of a letter grade. P is equivalent to letter grades of "A", "B", or "C". NP is equivalent to "D" or "F". Apply to take a class P/NP at the Registration Office (AD 100 or AD 105). P/NP grading cannot be used for courses in your major. **Dismissal (Disqualification)** – Termination of a student's eligibility to attend LACC after being on probation for three consecutive semesters (Fall/Spring). **Drop** – Withdrawing from a class you no longer want to attend. It is YOUR responsibility to drop a class. If you do not officially drop, you may receive an "F". Drop classes at the Registration office (AD 100 or AD 105) online, or through telephone registration.

Probation, Academic – A student is placed on academic probation when the grade point average falls below 2.0 after attempting 12 or more units. **Probation, Progress** – A student is placed on progress probation after enrolling in at least 12 units and failing to complete at least half of all units attempted.

Registration – The process of enrolling in classes each semester. Conducted online, by telephone, and in person in the Registration Office (AD 100). New students are assigned a registration date on their permit-to-register card. Continuing students obtain their registration dates by mail, telephone (323-226-1999) or online (<http://www.lacitycollege.edu>). **Schedule of Classes** – The schedule is published each semester and lists the descriptions, days, hours, location and instructor for each class offered. Available at the Student Assistant Center (AD 105 building) and online (<http://www.lacitycollege.edu>).

Section Number – The four-digit number of a particular class in a given term. For example, each section of English 28 meets at a different place or time and has a specific section number. Section numbers are used to register and are found in the Schedule of Classes. **Semester** – The fall or spring term. Each semester is 16 weeks long. **Transcript** – An official record of your academic work. Available at the Admissions and Records Office (AD 100).

Transfer Courses – Classes that are accepted for credit at four-year colleges and universities.

Unit – The amount of college credit given for a course based mainly on the number of hours the course meets each week. One unit generally represents one hour of class per week.

Withdrawal – Formally removing yourself from all classes in which you are enrolled. Withdraw from school at the Registration Office (AD 100 or AD 105).

ARTICLE VIII

CONDUCT ON CAMPUS

9801. RESPONSIBILITY OF BOARD OF TRUSTEES. The Board of Trustees shall prescribe and enforce rules relating to the conduct of students, college personnel, associated student organization employees, and visitors in the colleges of the Los Angeles Community College District.

EC 66300

Adopted 04-20-89

Historical Note: Former Board Rule 9801, enacted 3-30-71, repealed 4-20-89.

9802. RESPONSIBILITY OF PRESIDENT OF THE COLLEGE. The president of the college or his/her authorized representative shall enforce the Board Rules and Administrative Regulations pertaining to campus conduct and may develop guidelines, apply sanctions, or take appropriate action consistent with such rules and regulations.

Adopted 04-20-89

Historical Note: Former Board Rule 9802, enacted 3-30-71, repealed 4-20-89.

9802.10 Primary Responsibility. The president has the primary educational responsibility of insuring the opportunity of all members of the college community to attain their educational objectives.

Adopted 04-20-89

Historical Note: Former Board Rule 9802.10, enacted 3-30-71, repealed 4-20-89.

9802.11 Subsidiary Responsibility. The president has the subsidiary responsibility of maintaining and protecting the health and safety of members of the college community, property, records, and participants in approved college activities.

Adopted 04-20-89

Historical Note: Former Board Rule 9802.11, enacted 3-30-71, repealed 4-20-89.

9802.12 Publication of the Standards of Conduct. The president shall publicize the Standards of Conduct each semester.

EC 66300

Adopted 04-20-89

Historical Note: Former Board Rule 9808, enacted 3-30-71, repealed 4-20-89.

9803. STANDARDS OF CONDUCT. 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:

Adopted 04-20-89
Amended 06-28-00

Historical Note: Former Board Rule 9803, enacted 03-30-71, repealed 04-20-89.

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

Adopted 04-20-89

Historical Note: Former Board Rule 9803.10, enacted 3-30-71, repealed 4-20-89.

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.

Adopted 04-20-89

Historical Note: Former Board Rule 9803.11, enacted 3-30-71, repealed 4-20-89.

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

Adopted 04-20-89

Amended 02-24-99

Historical Note: Former Board Rule 9803.12, enacted 3-30-71, repealed 4-20-89.

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

Adopted 04-20-89

Historical Note: Former Board Rule 9803.13, enacted 3-30-71, repealed 4-20-89.

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

Adopted 04-20-89

Historical Note: Former Board Rule 9803.14, enacted 3-30-71, repealed 4-20-89.

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

Adopted 04-20-89
Amended 09-11-96

Historical Note: Former Board Rule 9803.15, enacted 3-30-71, repealed 4-20-89, newly adopted 4-20-89.

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.

Adopted 04-20-89

Historical Note: Former Board Rule 9803.16, enacted 3-30-71, repealed 4-20-89.

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

PC 626 et seq.

Adopted 04-20-89

Historical Note: Former Board Rule 9806, enacted 3-30-71, repealed 4-20-89; Former Board Rule 9803.17, enacted 3-30-71, repealed 4-20-89.

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.

Adopted 04-20-89

Historical Note: Former Board Rule 9803.18, enacted 3-30-71, repealed 4-20-89.

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 or 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:

Adopted 04-20-89

Amended 05-30-90

Historical Note: Former Board Rule 9803.19, enacted 3-30-71, repealed 4-20-89.

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

HSC 11054, 11055, 10058, 11350, BPC 4230, EC 87011

Adopted 04-20-89

Historical Note: Former board Rule 9803.19, enacted 3-30-71, repealed 4-20-89.

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

Adopted 04-20-89

Historical Note: Former Board Rule 9803.20, enacted 3-30-71, repealed 4-20-89.

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 "Prohibited Discrimination," defined as discrimination or harassment in violation of state or federal law on the basis of actual or perceived ethnic group identification, race, color, national origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy, marital status, cancer-related medical condition of an employee, sexual orientation, age, physical or mental disability, or veteran status..

Adopted 04-20-89
Amended 06-13-07

Historical Note: Former Board Rule 9803.21, enacted 1-25-89, repealed 4-20-89.

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.

PC 407

Adopted 04-20-89

Historical Note: Former Board Rule 91101.14, enacted 3-15-72, repealed 4-20-89.

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

Adopted 04-20-89

Historical Note: Former Board Rule 9807, enacted 3-30-71, repealed 4-20-89.

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.

Adopted 09-11-96

9803.25 Disorderly Conduct. Conduct which 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.

Adopted 09-11-96

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.

Adopted 09-11-96

- g. Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and/or substantially disrupt the orderly operation of a college campus.
- h. Use of computing facilities to interfere with the regular operation of the college or district computing system.

Adopted 09-11-96

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.

Adopted 05-22-02

9804. INTERFERENCE WITH CLASSES. Every person who, by physical force, willfully obstructs, or attempts to obstruct, any student or teacher seeking to attend or instruct classes at any of the campuses or facilities owned, controlled or administered by the Board of Trustees of the Los Angeles Community College District, is punishable by a fine not exceeding five hundred dollars (\$500) or imprisonment in a county jail not exceed one year, or by both such fine and imprisonment. As used in this section, "physical force" includes, but is not limited to, use of one's person, individually or in concert with others, to impede access to or movement within or otherwise to obstruct the students or teachers of the classes to which the premises are devoted.

EC 87708, PC 626.4, PC 602.10

Adopted 04-20-89

Historical Note: Former Board Rule 9806.11, enacted 3-30-71, repealed 4-20-89.

9805. INTERFERENCE WITH PERFORMANCE OF DUTIES BY EMPLOYEES. Every person who attempts to cause, or causes, any officer or employee of any of the Los Angeles Community Colleges or any public officer or employee to do or refrain from doing, any act in the performance of his/her duties, by means of a threat to inflict any injury upon any person or property, is guilty of a public offense.

PC 71

Adopted 04-20-89

Historical Note: Former Board Rule 9806.12, enacted 3-30-71, repealed 4-20-89.

9805.10 Assault or Abuse of Instructor. Every parent, guardian, or other person who assaults or abuses any instructor employed by the District in the presence or hearing of a community college student or in the presence of other community college personnel or students and at a place which is on District premises or public sidewalks, streets, or other public ways adjacent to school premises, or at some other place where the instructor is required to be in connection with assigned college activities is guilty of a misdemeanor.

EC 87708

Adopted 04-20-89

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.

Adopted 04-14-99
Amended 06-09-99



Office of Diversity Programs Main Page
Diversity Message from the Chancellor
Overview
Sexual Harassment
Discrimination
College Compliance Offices
Other Resources
Contact Us

[Home](#) > [Faculty & Staff Resources](#) > [Office of Diversity Programs](#) > [Sexual Harassment](#)

OFFICE OF DIVERSITY PROGRAMS

SEXUAL HARASSMENT

Index of contents on this page:

- [Summary of sexual harassment](#)
 - [What is sexual harassment?](#)
 - [What type of behavior is sexual harassment?](#)
 - [Your rights at the LACCD](#)
 - [Simple guidelines for avoiding sexual harassment](#)
 - [Who can be a victim of sexual harassment?](#)
- [LACCD Prohibited Discrimination And Harassment Policy](#)
- [Summary - LACCD Prohibited Discrimination And Harassment Policy](#)
- [Unlawful Discrimination Complaint Form](#)
- [What to do and who to contact](#)

Summary of Sexual Harassment

[Top](#)

What is Sexual Harassment?

Sexual harassment is one form of sex discrimination. Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to the conduct is made either explicitly or implicitly a term or condition of employment, academic status, or progress.
- Submission to, or rejection of, the conduct is used as the basis for employment or academic decisions.
- Conduct has the purpose or effect of having a negative impact upon work or academic performance, or creating an intimidating, hostile, or offensive work or educational environment.

It is important to understand that any type of sexual harassment can be blatant or it can be very subtle. It can take the form of one serious incident or more subtle acts that continue over time. The latter is more common. Sexual harassment can be intentional or unintentional.

Exhibit 10
145

What type of behavior is sexual harassment?

It is important to be aware that sexual remarks or physical conduct of a sexual nature may be offensive or can make some people uncomfortable even if you wouldn't feel the same way yourself.

It is therefore sometimes difficult to know what type of behavior is sexual harassment.

The following examples will give you a guide:

- Verbal harassment or sexual abuse
- Written notes or emails of a sexual nature
- Continuing unwelcome flirtation or propositions
- Persistent pressure for dates
- Unwelcome and continuous comments about your body
- Disparaging sexual remarks about your gender
- Repeated sexist jokes, dirty jokes or sexual slurs about your clothing, body, or sexual activities
- Deliberate blocking of physical movement
- Repeated and unwelcome touching or brushing up against you
- Obscene gestures or sounds
- Demands for sexual favors accompanied by implied or overt threats
- Display of sexually suggestive objects, pictures, cartoons, posters, screen savers.
- Request for sex in exchange for grades, recommendations, job opportunities.
- Making reprisals, threats or implied threats of reprisal following rejection of harassment by withholding grades, promotion or scholarship recommendation or a poor performance evaluation.
- Making unwelcome, unsolicited contact with sexual overtones (written, verbal, physical and/or visual contact)

Your rights at the LACCD

You have a 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.
- To be treated fairly and without prejudice whether you are making a complaint, are witnessed to a complaint, or are charged with a complaint.

If you believe you have been sexually harassed you need to do something about it.

Doing something about sexual harassment means that you may solve the problem. This will make things better for you and also for

other people in the future.

Doing nothing means that the situation will stay the same or get worse.

Any individual who believes that his or her employment and/or educational environment have been violated through acts of sexual harassment may file a charge.

Simple guidelines for avoiding sexual harassment

We all want to work and study in an environment that is pleasant and happy where we can enjoy working with our colleagues, furthering our education and meeting new friends.

If you follow these simple guidelines it will help you avoid creating a hostile environment and making someone else feel uncomfortable:

- If unsure if certain comments or behavior are offensive do not do it, do not say it.
- Do not repeat behavior if you have been told that it is not wanted. If you are in doubt, stop the behavior.
- Ask if something you do or say is being perceived as offensive or unwelcome. If the answer is yes, stop the behavior.
- Do not interpret someone's silence as consent. Look for other nonverbal signals, such as avoidance of eye contact or folded arms when she/he is around you.
- Do not retaliate if someone accuses you of sexual harassment. Retaliation is against the law and is considered an additional or separate offense.

Who can be a victim of sexual harassment?

The victim may be a woman or a man. The victim does not have to be of the opposite sex of the harasser. The victim does not have to be the person directly harassed but could be anyone affected by the offensive conduct.

LACCD Prohibited Discrimination and Harassment Policy

[Top](#)

It is the policy of the LACCD to provide an educational, employment and business environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment.


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




[Official LACCD Prohibited Discrimination and Harassment Policy](#)

Exhibit 10

147

[Chapter XV of the Board Rules \(link opens new browser window\)](#) 




[Official Summary LACCD Prohibited Discrimination and Harassment Policy \(link opens new browser window\)](#) 

LACCD Unlawful Discrimination Complaint Form [Top](#)

If you believe you have been sexually harassed and would like to file a complaint you can download a copy of the LACCD complaint form and send it to the Compliance Officer at your college or send it to [District Office of Diversity Programs](#).



[Official LACCD Unlawful Discrimination Complaint Form \(link opens new browser window\)](#) 

What to do and who to contact [Top](#)

Sexual harassment will not go away by ignoring it.

Whether sexual harassment comes from a person in authority or a peer, it is not acceptable. LACCD regards any behavior which is sexually harassing as a violation of the standards of conduct required for everyone associated with the LACCD, whether faculty, staff or students.

If you have been sexually harassed you need to do something about it. There are a number of things you can do:

- Do not put up with any behavior that offends you. Start by saying No! Ask the person to stop. Tell the person that his or her behavior is making you uncomfortable, if you feel that you can do this. There are other ways of addressing the situation if this approach is not right for you.
- Write a letter or e-mail the harasser and ask them to stop.
- Keep a written record of what has happened to you. Remember to include the name of the harasser what happened, where it happened, and when it happened. If there were any witnesses record their names. Save any written material, including pictures, notes, and email that are part of the harassment. You may be tempted to get rid of it immediately, especially if it is offensive. However, your feelings may change over time about whether or not you want to file a complaint, and that physical evidence will be very helpful in holding someone accountable.
- Be informed. Know your rights and responsibilities and read the LACCD's Prohibited Discrimination and Harassment Policy .

If the offending behavior continues or if you believe that you are being sexually harassed and cannot confront the person, ask for assistance.

If you are located at one of the colleges we encourage you to contact your College Compliance Office.

If you are located at the District Office contact the Office of Diversity Programs.

[About Us](#) | [Our Colleges](#) | [Student Information](#) | [Faculty & Staff Resources](#) | [District Resources](#) | [Contact Us](#) | [Search](#)

© 2009 Los Angeles Community College District
770 Wilshire Boulevard, Los Angeles, California 90017

Los Angeles City College

Sexual Harassment

Included on this page

What is sexual harassment?

What type of behavior is sexual harassment?

Your rights at Los Angeles City College (LACC)

Simple guidelines for avoiding sexual harassment

Who can be a victim of sexual harassment?

8 step guide to stop sexual harassment

LACCD Sexual Harassment Policy

Discrimination and Harrassment Complaint Form

What is Sexual Harassment?

Sexual harassment is one form of sex discrimination. Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature that is pervasive where:

- Submission to the conduct is made either explicitly or implicitly a term or condition of employment, academic status, or progress.
- Submission to, or rejection of, the conduct is used as the basis for employment or academic decisions.
- Conduct has the purpose or effect of having a negative impact upon work or academic performance, or creating an intimidating, hostile, or offensive work or educational environment.

It is important to understand that any type of sexual harassment can be blatant or it can be very subtle. It can take the form of one serious incident or more subtle acts that continue over time. The latter is more common. Sexual harassment can be intentional or unintentional.

What type of behavior is sexual harassment?

It is important to be aware that sexual remarks or physical conduct of a sexual nature may be offensive or can make some people uncomfortable even if you wouldn't feel the same way yourself.

It is therefore sometimes difficult to know what type of behavior is sexual harassment. However the defining characteristic of sexual harassment is that it is unwanted and pervasive. It's important to clearly let an offender know that certain actions are unwelcome.

Exhibit 11
150

The four most common types of sexual harassment are:

1. Sexual Harassment based on your gender: This is generalized sexist statements, actions and behavior that convey insulting, intrusive or degrading attitudes/comments about women or men. Examples include insulting remarks; intrusive comments about physical appearance; offensive written material such as graffiti, calendars, cartoons, emails; obscene gestures or sounds; sexual slurs, obscene jokes, humor about sex.

2. Sexual Harassment where the behavior is seductive: This is unwanted, inappropriate, pervasive, and offensive sexual advances. Examples include repeated unwanted sexual invitations and flirtations, insistent requests for dinner, drinks or dates, persistent letters, phone calls, emails and other invitations.

3. Sexual Harassment based on aggression: This is gross sexual aggravation. Examples include forceful touching, feeling, grabbing, blocking of physical movement or sexual assault.

4. Sexual Harassment based on bribery: This is a request for sex or other sex-related behavior with either the promise of a reward or the withholding of a reward, where the attempt may be either overt or subtle. Example: the offer of a good grade for sex, or the withholding of a good grade following rejection of sexual harassment.

Your rights at Los Angeles City College

You have a 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.
- To be treated fairly and without prejudice whether you are making a complaint, are witnessed to a complaint, or are charged with a complaint.

If you believe you have been sexually harassed you need to do something about it.

Doing something about sexual harassment means that you may solve the problem. This will make things better for you and also for other people in the future.

Doing nothing means that the situation will stay the same or get worse.

Any individual who believes that his or her employment and/or educational environment have been violated through acts of sexual harassment may file a charge.

Simple guidelines for avoiding sexual harassment

We all want to work and study in an environment that is pleasant and happy where we can enjoy working with our colleagues, furthering our education and meeting new friends.

If you follow these simple guidelines it will help you avoid creating a hostile environment and making someone else feel uncomfortable:

- If unsure if certain comments or behavior are offensive, do not do it, do not say it.
- Do not repeat behavior if you have been told that it is not wanted. If you are in doubt, stop the behavior.
- If something you do or say is being perceived as offensive or unwelcome. If the answer is yes, stop the behavior.
- Do not interpret someone's silence as consent. Look for other nonverbal signals, such as avoidance of eye contact or folded arms when she/he is around you.
- Do not retaliate if someone accuses you of sexual harassment. Retaliation is against the law and is considered an additional or separate offense.

Who can be a victim of sexual harassment?

The victim may be a woman or a man. The victim does not have to be of the opposite sex of the harasser. The victim does not have to be the person directly harassed but could be anyone affected by the offensive conduct.

Sexual harassment will not go away by ignoring it.

Whether sexual harassment comes from a person in authority or a peer, it is not acceptable. Los Angeles City College regards any behavior which is sexually harassing as a violation of the standards of conduct required for everyone associated with the college, whether faculty, staff or students.

8 Step guide to stopping sexual harassment

If you believe you have been sexually harassed you need to do something about it. Follow this 8-step guide:

Step 1. Say No! Do not put up with any behavior that offends you.

Step 2. Ask the person to stop. Tell the person that his or her behavior is making you uncomfortable.

Step 3. Write a letter or email and ask them to stop.

Step 4. Keep a written record of what has happened to you. Remember to include the name of the offender, what happened, where it happened, and when it happened. If there were any witnesses record their names.

Step 5. Save any written material, including pictures, notes, and emails that are part of the harassment. You may be tempted to get rid of it immediately, especially if it is offensive. However, your feelings may change over time about whether or not you want to file a complaint, and that physical evidence will be very helpful in holding

someone accountable.

Step 6. Be informed. Know your rights and responsibilities and read the Los Angeles Community College District's Sexual Harassment policy.

Step 7. Doing something about sexual harassment means that you may solve the problem. This will makes things better for you and also for other people in the future. Doing nothing means that the situation will stay the same or get worse.

Step 8. If the offending behavior continues or if you believe that you are being sexually harassed and cannot confront the person, ask for assistance.

Los Angeles Community College District Sexual Harassment Policy

It is the policy of the LACCD to provide an educational, employment and business environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment.

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

[Official LACCD Sexual Harassment Policy](#)

Los Angeles Community College District Sexual Harassment Policy Complaint Form

If you believe you have been sexually harassed and would like to file a complaint you can download a copy of the LACCD complaint form and send it to the Compliance Officer at the Compliance Office.

[Official LACCD Discrimination Complaint Form](#)

Copyright © Los Angeles City College All Rights Reserved | 855 N. Vermont Avenue, Los Angeles California 90029 | Phone: 323.953.4000

lacitycollege.edu home | [E-mail: Webmaster](mailto:Webmaster) | LAColleges.net | LACCDBuildsGreen.org - Last Updated: 6/26/08



[Office of Diversity Programs Main Page](#)

[Diversity Message from the Chancellor](#)

[Overview](#)

[Sexual Harassment](#)

[Discrimination](#)

[College Compliance Offices](#)

[Other Resources](#)

[Contact Us](#)

[Home](#) > [Faculty & Staff Resources](#) > [Office of Diversity Programs](#) > [Overview](#)

OFFICE OF DIVERSITY PROGRAMS

OVERVIEW

You will find an overview of the following topics on this page:

- [Equal Employment Opportunity \(EEO\)](#)
- [Sexual harassment](#)
- [Discrimination](#)
- [Who you can contact](#)
- [Other resources](#)

Equal Employment Opportunity (EEO)

[Top](#)

The goal of Los Angeles Community College District is to ensure equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, age, disability, marital status, or sexual orientation.

Positive action will be taken to ensure that this non-discrimination policy is followed in all personnel practices, including recruitment, hiring, placement, upgrading, transfer, demotion, and pay practices.

Sexual harassment

[Top](#)

The LACCD in accordance with applicable Federal and State laws and District policy, prohibits sexual harassment against any student, faculty or staff.

Sexual harassment is one form of discrimination and it is generally defined as:

- unwelcome sexual advances and/or
- requests for sexual favors by a male or female

It is physical, verbal, or visual behavior that is sexual in nature, repeated, and interferes with your ability to study or work. It is conduct that has created a hostile or intimidating environment.

Exhibit 12

154

[More details about sexual harassment are available here.](#)

Discrimination

[Top](#)

The LACCD in accordance with applicable Federal and State laws and District policy, prohibits discrimination against any student, employee - faculty or staff, and applicant based on sex, sexual orientation, race, color, pregnancy, ancestry, national origin, religion, creed, marital status, disability, medical condition (cancer related), age (40 & above) and or veteran status.

[More details about discrimination are available here.](#)

Be informed, know your rights and responsibilities and [read the LACCD's Discrimination Policy \(link opens new browser window\)](#).

Who you can contact

[Top](#)

The LACCD has people who can help you.

If you are located at one of the colleges we encourage you to [contact your College Compliance Office](#).

If you are located at the District Office [contact the Office of Diversity Programs](#).

You will get advice on:

- Information regarding sexual harassment and/or discrimination.
- What you can do if you believe that you are being sexually harassed or discriminated against and need assistance.
- What you can do if you want to file either a sexual harassment or discrimination complaint.

Resources accessible from this site:

- [Official LACCD's Prohibited Discrimination and Harassment Policy](#)
- [Official LACCD Unlawful Discrimination Complaint Form](#)
- [Official Summary LACCD's Prohibited Discrimination and Harassment Policy](#)

Other Resources

The [Employee Assistance Program \(EAP\)](#) is a District program that provides employees and their covered family members confidential personal assistance for a wide range of concerns.

Help is available for personal relationships, legal and financial

concerns, alcoholism and other drug problems, depression, job stress, coping with grief and loss, parenting concerns, physical abuse, compulsive gambling, or other personal concerns.

EAP services may be accessed on the Internet at www.integratedinsights.com (link opens new browser window) or by calling (800) 342-8111 at any time.

If you need further information regarding your rights and responsibilities regarding discrimination and harassment or you are not satisfied with the information you receive from the district office or any of the college campuses [you might want to take a look at these other resources](#).

[About Us](#) | [Our Colleges](#) | [Student Information](#) | [Faculty & Staff Resources](#) | [District Resources](#) | [Contact Us](#) | [Search](#)
© 2009 Los Angeles Community College District
770 Wilshire Boulevard, Los Angeles, California 90017

Los Angeles City College

Overview

Included on this page:

Discrimination

8 most frequently asked questions about discrimination

Sexual Harassment

8 most frequently asked questions about sexual harassment

What you can do about discrimination and sexual harassment

Sexual Assault

Equal Employment Opportunity

Disability Accommodations and Services

Employee Assistance Program

Who you can contact if you have been discriminated against or sexually harassed?

Training and Resources

Other Resources

Discrimination

The Los Angeles Community College District, in accordance with applicable Federal and State laws and District policy, prohibits discrimination against any student, employee - faculty or staff, and applicant based on sex, sexual orientation, race, color, pregnancy, ancestry, national origin, religion, creed, marital status, disability, medical condition (cancer related), age (40 & above) and or veteran status

8 most frequently asked questions about Discrimination

1. Are discrimination and harassment the same thing?

No. Discrimination means treating a person unfairly or differently because of their background. Harassment, though a part of discrimination, involves unlawful behavior.

In general, harassment is any form of behavior that is not wanted, not asked for and unwelcome, by a male or female. It is physical, verbal, visual behavior that creates a hostile or intimidating learning or work environment.

2. Who can file a discrimination complaint?

Complaints may be filed by employees (faculty and classified), applicants or students who allege discrimination based upon sex, sexual orientation, race, color, pregnancy, ancestry, national origin, religion, creed, marital status, disability, medical condition (cancer related), age (40 & above) and or veteran status.

LACC is responsible for the behavior of all employees and students whether full time or part time; and for the behavior of anyone associated with the college including consultants, contract workers, apprentices, volunteers, and visitors to the college.

3. Is it discrimination to teach about controversial subjects?

No, at LACC we are committed to academic freedom, but recognize that academic freedom precludes discriminatory conduct from anyone. The discussion of diverse ideas, which is an integral part of course content is not discrimination. An essential part of education is to encourage opinion and explore ideas, which may cause some students discomfort. Faculty have the right to teach, students the right to learn.

4. Can a LACC employee or student be liable personally if they harass or discriminate against another college employee or student outside the college?

Yes, if it can be proved that the incident was work related in some way then an individual or group can be held accountable and maybe found guilty of unlawful discrimination.

5. What is the discipline if a LACC employee or student was found to have discriminated against another individual or group? Disciplinary action against employees shall include without limitation, verbal warnings, letters of reprimand, Notices of Unsatisfactory Service, suspension, demotion or dismissals.

Disciplinary action against students shall include without limitations, verbal warnings, probation, suspension or expulsion.

6. Can a complaint be made to an outside organization?

Yes, you can file a discrimination complaint at any time within the limits of the law with the Department of Fair Employment and Housing, the Equal Employment Opportunity Commission or the Office for Civil Rights, US, Department of Education. However, organizations like the EEOC or State agencies will also take into account whether the college has taken reasonable steps to investigate the complaint and introduce preventative measures.

7. What is the time frame for filing a discrimination complaint?

The policy at LACCD is 12 months from the date of the incident.

The time frame for:

- Department of Fair Employment and Housing is 12 months from the time of the incident.
- The Equal Employment Opportunity Commission is 180 days from the time of the incident.
- The Office for Civil Rights, US Department of Education, is 180 days from the time of the incident.

8. What is the most frequent type of discrimination people complain about?

For the past few years the most frequent type discrimination complaint has been race discrimination. The next most frequent type of complaint is sex discrimination. Most sex discrimination complaints are for sexual harassment. Age discrimination covers about one fifth of all complaints. Disability discrimination covers about 10% of all complaints and physical disability complaints out-number mental disability complaints by 3 to 1. One of the fastest growing areas for complaints is discrimination based on retaliation.

Sexual Harassment

LACC, in accordance with applicable Federal and State laws and District policy, prohibits sexual harassment against any faculty, staff, or student.

Sexual harassment is one form of discrimination and it is generally defined as:

- unwelcome sexual advances and/or
- requests for sexual favors by a male or female and/or
- other physical, verbal, or visual conduct of a sexual nature

To be legally defined as sexual harassment behavior should meet one or both of the following requirements:

1. Quid pro quo harassment

This is when submission to someone's conduct is explicitly or implicitly made a term of your employment, academic status or progress. For example when a lecturer or staff member causes you to believe that you must submit to unwelcome sexual conduct or risk a negative academic or work evaluation outcome.

2. Hostile environment harassment

This is when an individual or group's conduct has a negative impact on you, thus creating a hostile or intimidating work and/or academic environment. For example, if a work colleague continually tells sexual jokes, and/or makes obscene gestures that make you feel uncomfortable, this can be called a "hostile environment."

8 most frequently asked questions about Sexual Harassment

1. Who can be a victim of sexual harassment?

The victim may be a woman or a man. Statistics show that most victims of sexual harassment are women. The harasser does not have to be of the opposite sex of the victim, but statistics show most harassers are men. The victim does not have to be the person directly harassed but could be anyone affected by the offensive conduct.

2. Is it sexual harassment if it only happens once?

It depends on the particular case, but generally no. However, in "quid pro quo" cases, a single sexual advance may constitute sexual harassment if it is linked to the granting or denial of employment or educational advancement. In contrast, a single incident of offensive sexual conduct or remarks generally does not create a "hostile environment." A hostile environment claim usually requires a showing of a pattern of offensive conduct. However, a single incident that is severe could create a hostile environment.

3. What are the responsibilities of supervisors at LACC?

All supervisors shall be responsible for maintaining a work environment that is free from sexual harassment. Any supervisor who becomes aware of a situation that could reasonably be perceived as sexual harassment has a duty to report that information to the Compliance Officer.

4. What are the rights of employees and students at LACC?

Every employee (faculty and classified) and student has the right to work and learn in an environment free from sexual harassment. All employees and students have a responsibility to ensure their behavior is not unlawful. Anyone who becomes aware of a situation that could be reasonably perceived as sexual harassment has a duty to refer that matter to the Compliance Officer.

5. What if someone files a false complaint?

Anyone who files a pre-complaint questionnaire or complaint which he or she knows is a false allegation of fact shall have violated the LACCD Sexual Harassment Policy. That person shall be subject to applicable or appropriate discipline.

6. If no one complains about harassment does it mean that behavior is OK?

No! Acquiescence in sexual harassment conduct or failure to complain does not always mean that the conduct was welcome. The fact that the behavior was accepted does not mean that it was welcome.

7. Is it sexual harassment to ask someone out?

It is perfectly all right to ask someone out on a date, for lunch, or the movies, if the person you ask says yes. If he or she says no then they mean no, so do not persist. You should also be aware how this behavior may be perceived by others.

However, it is not advisable for faculty to date their students while they are students in their classes.

8. Are nice people ever sexual harassers?

Harassers are not perverts and generally do not fit any particular mold. They can come in all forms including well-liked, talented, respected staff and faculty, as well as active students.

What you can do about Discrimination and Sexual Harassment**At LACC you have a 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.

There are **six** simple rules you can follow to ensure your behavior is not unlawful:

1. If you are unsure if certain comments or behavior are offensive do not say it, do not do it. Respect the people around you. Be aware of their feelings.
2. Do not repeat behavior if you have been told that it is not wanted. If you are in doubt, stop the behavior anyway.
3. Do not interpret someone's silence or lack of response as consent. Look for other nonverbal signals, such as avoidance of eye contact, unwillingness to talk with you, or folded arms when she/he is around you.

4. Ask if something you do or say is being perceived as offensive, pervasive, or unwelcome. If the answer is yes, stop the behavior.
5. Do not retaliate if someone asks you to stop because your behavior is of a sexual nature. Retaliation is against the law and is considered an additional or separate offense.
6. Take the time to read your sexual harassment policy.

Do not ignore discrimination or sexual harassment.

Discrimination or sexual harassment will not go away by ignoring it. Whether it comes from a person in authority or a peer, it is not acceptable. LACC regards any behavior which is discriminating as a violation of the standards of conduct required for everyone associated within the LACCD, whether faculty, staff or students.

If you believe you have been discriminated against or sexually harassed you need to do something about it.

- Do not put up with any form of discrimination. Write a letter, email or speak the person and discuss your concerns, if you feel that you can do this.
- Keep a written record of what has happened to you. Remember to include the name of the person who you believed discriminated against you, what happened, the type of discrimination you believe occurred, where it happened, why it happened and when it happened. If there were any witnesses record their names.
- Save any written material, including pictures, notes and emails, which is part of the discrimination. You may be tempted to get rid of it immediately, especially if it is offensive. However, your feelings may change over time about whether or not you want to file a complaint, and that physical evidence will be very helpful in holding someone accountable.
- If you see something happening that concerns you, speak to someone you trust. It can be your friend, instructor, or counselor, or go to your faculty chair, Student Services, sheriff's office, or Compliance Officer.
- Be informed. know your rights and responsibilities and read the LACCD's Sexual Harassment Policy and Discrimination Policy.

Sexual Assault

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

Definitions

- Sexual violence includes both sexual assault and rape.
- Sexual assault includes but is not limited to rape, forced sodomy, forced copulation, rape by foreign object, sexual battery, or threat of sexual assault. These include situations where the accused sexually assaults a person incapable of giving consent,

including where the person is prevented from resisting due to alcohol or drugs and this condition was known, or reasonably should have been known by the accused. Intoxication of the assailant shall not diminish the assailant's responsibility for sexual assault.

- Rape is (a) sexual intercourse against a person's will accomplished by force or threats of bodily injury; (b) sexual intercourse against a person's will where the person has reasonable fear that she or he or another will be injured if she or he does not submit to the intercourse; (c) sexual intercourse where the person is incapable of resisting because she or he at the time is unconscious or asleep and this is known to the accused. See California Penal Code sections 261-266.
- Domestic violence is the willful infliction of corporal injury resulting in a traumatic condition against a spouse, former spouse, cohabitant, former cohabitant, or mother or father of one's child. See California Penal Code section 273.5.
- Stalking is the willful, malicious, and repeated following or harassing of another person and the making of a credible threat with the intent to place that person in reasonable fear for his/her safety or the safety of his/her immediate family. See California Penal Code section 646.9.

Facts and myths regarding sexual violence

- Women on American college campuses who are from 18 to 24 years of age are at greater risk of becoming victims of sexual assault, domestic violence, and stalking than women in the general population or women in a comparable age group. Research over the past 20 years has consistently estimated the rate of sexual assault among women who are in the age group traditionally considered to be college-aged as one in four.
- Studies have consistently shown that sexual activity primarily affects women and youth, and that most perpetrators are friends, acquaintances, or someone else who is known by the victim.
- In 1994, the Ms. Report on Recognizing, Fighting and Surviving Date and Acquaintance Rape demonstrated that one in four college women had been the victim of a completed or attempted rape, and that, in 84 percent of the attacks, the victim knew the perpetrator.
- The National Violence Against Women Survey of 1998 demonstrated that 83 percent of rape victims were less than 25 years old when they were assaulted.
- In 2000, the Sexual Victimization of College Women survey estimated that a college with 10,000 students could expect more than 350 rapes per year to occur on that campus.
- Additionally, half of all stalking victims are between the ages of 18 and 29, and women between the ages of 16 and 24 experience the highest rate of domestic violence victimization.
- While sexual assault primarily affects young women, they are not the only targets. Men, individuals with disabilities, members of cultural and religious minority groups, and lesbian/gay/transgendered individuals also experience sexual assault.

Sexual Assault Response Team (SART)

LACC has established the Sexual Assault Response Team (SART) with representatives across the campus who have been identified and trained as people you can contact if you have been sexually assaulted.

The Sexual Assault Response Team members are:

- Shalomon Duke, Dean Special Services, Equity (Acting) - Chair
- Myra Siegel, VP, Student Services
- Richard Arvizu, Associate VP - Administrative Services
- Marsha Becker, Nursing
- Deputy Richard Pfeiffer, LASD
- Mary Rueda, Counselor
- Roxanna Dovlatyan, Counselor

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

How to file a complaint with the college and local law enforcement officials

If you have been sexually assaulted, raped or are being stalked go to the Campus Sheriff's department or call them on (323) 662 5276 from any campus pay phone or dial #3 for assistance. Or you can contact a first responder on 323-595-0188 who will advise and assist you. You will be provided with information and resources on obtaining peer support, counseling, trauma services, and how to proceed with criminal and civil charges.

The Los Angeles Community College District policy regarding sexual assault is found in Chapter XVI of the LACCD Board Rules ("Sexual Assault"), available at http://www.laccd.edu/board_rules/.

Campus, criminal, and civil consequences of committing acts of sexual violence

- Campus consequences of committing acts of sexual violence include the imposition of discipline, such as expulsion or suspension for students and termination for employees.
- Criminal consequences include imprisonment in state prison. The specific prison terms for sex crimes will depend on the factual circumstances involved. Persons convicted of sex crimes will be required to register as sex offenders, and will also be entered into an online database. The database of registered sex offenders is publicly available at the websites for the California Attorney General and the United States Department of Justice National Sex Offender Public Registry.
- California Attorney General website: <http://www.ag.ca.gov/>
- U.S. Department of Justice National Sex Offender Public Registry website: <http://www.nsopr.gov/>
- Civil consequences of committing acts of sexual violence include possible civil actions being filed against the offender, making the offender subject to restraining orders and/or potentially liable for compensatory and punitive damages to the victim.

If you need information and support the following contacts can assist you

Center for the Pacific Asian Family, Inc. | 323-653-4045
 543 N. Fairfax Ave., Suite 108
 Los Angeles, CA 90036
 tel: 323-653-4045, fax: 323-653-7913

East Los Angeles Women's Center | 323-526-5819
1255 S. Atlantic Blvd.
Los Angeles, CA 90022
tel: 323-526-5819, fax: 323-526-5822

Los Angeles Commission on Assaults Against Women | 213-955-9090
605 West Olympic Blvd., Suite 400
Los Angeles, CA 90015
tel: 213-955-9090, 213 626 3393, 310 392 8381, 626 793 3385
fax: 213-955-9093

Rape Treatment Center, UCLA Medical Center | 310-319-4503
1250 Sixteenth Street
Santa Monica, CA 90404
tel: 310-319-4503, fax: 310-319-4809

Rosa Parks Sexual Assault Crisis Center | 323-290-4119
4182 S. Western Avenue
Los Angeles, CA 90062
tel: 323-290-4119, fax: 323-296-4742

YWCA of Greater LA Sexual Assault Crisis Program | 310-763-9995
1600 E. Compton Blvd.
Compton, CA 90221
tel: 310-763-9995, fax: 310-763-9590

You can get additional information from:

Los Angeles Commission on Assaults Against Women
<http://www.lacaaw.org/home.html>

United States Department of Justice, Office of Violence Against Women
<http://www.usdoj.gov/ovw/MythsFactSexualViolence.htm>

Equal Employment Opportunity

The goal of Los Angeles City College is to ensure equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, age, disability, marital status, or sexual orientation.

Positive action will be taken to ensure that this non-discrimination policy is followed in all personnel practices, including recruitment, hiring, placement, upgrading, transfer, demotion, and pay practices.

When we are hiring or promoting in those categories in which women, minorities, persons with disabilities, or veterans are underutilized, we will broaden our outreach efforts to all groups in the community so that all members have equal employment opportunities and will continue to seek out qualified applicants without regard to their status.

At LACC, all terms and conditions of employment are and will continue to be, on the basis of the individuals' qualifications and ability to perform the job.

Disability Accommodations and Services

The **Office of Special Services** is the program on campus responsible for providing services to students with disabilities. This program has been serving students for over 20 years. Each semester over 1800 students (14% of all students on campus) with physical, learning, and psychological disabilities receive a wide range of support services, including priority registration, special parking and counseling. These services are also available to students with a temporary disability such as injury or post-operative recuperation. All services and equipment are provided to any qualifying student with a disability.

The following services are offered:

- Sign-Language Interpreting
- Note-taking
- Tutoring
- Priority Registration
- Specialized Counseling
- Assistive/Adaptive Technology

The Office of Special Services is located in Clausen Hall 109. The office is open Monday-Thursday 8:00 am to 5:00 pm and Friday 8:00 am to 2:30 pm.

Employee Assistance Program

The **Employee Assistance Program (EAP)** (link opens new browser window) is a District program that provides employees and their covered family members confidential personal assistance for a wide range of concerns.

Help is available for personal relationships, legal and financial concerns, alcoholism and other drug problems, depression, job stress, coping with grief and loss, parenting concerns, physical abuse, compulsive gambling, or other personal concerns.

EAP services may be accessed on the Internet at www.horizoncarelink.com (link opens new browser window) or by calling (800) 342-8111 at any time.

Who you can contact if you are discriminated against or sexually harassed:

You can contact the LACC Compliance Office at (323) 953-4000 ext 2492.

You will get advice on:

- Information regarding sexual harassment and/or discrimination.
- What you can do if you believe that you are being sexually harassed or discriminated against and need assistance.

- What you can do if you want to file either a sexual harassment or a discrimination complaint.

You can also access a number of official Los Angeles Community College District documents on this site such as:

[The Los Angeles Community College District Sexual Harassment Policy](#)

[Los Angeles Community College District Sexual Harassment Complaint Pre-Questionnaire Form](#)

[Los Angeles Community College District Discrimination Policy AB 803](#)

[Los Angeles Community College District Discrimination Complaint Form AB 803](#)

Training and Resources

Workshops

The following workshops will be offered:

- Understanding and preventing sexual harassment
- What is discrimination?
- EEO and Diversity at LACC

Videos

There is also a selection of videos available:

- Excellence through Diversity Workshop
- Recruiting, Selecting and Hiring

If you are interested in these workshops or videos please contact the Compliance Office at (323) 953-4000 ext 2492.

Other Resources

Complainants or alleged victims are entitled to pursue independently civil law remedies. An individual who believes he or she is the victim of discrimination or harassment may contact the United States Department of Education Office of Civil Liberties, the American Civil Liberties Union, or file a private lawsuit.

Copyright © Los Angeles City College All Rights Reserved | 855 N. Vermont Avenue, Los Angeles California 90029 | Phone: 323.953.4000

[lacitycollege.edu](#) home | [E-mail: Webmaster](#) | [LAColleges.net](#) | [LACCCBuildsGreen.org](#) - Last Updated: 6/26/08

12/2/08

5 Topics For Persuasive speech.

Topic 1) Help out with the (Global Warming) situation.

- Global warming is the overall rising temperature of the earth even though some places may be cooling down.
 - a. I will speak about what we as people can do and should do to slow down global warming.
 - b. I'm going to talk about what is the major attribute to global warming.
 - c. I'm also going to speak about the importance of taking care of this earth as it relates to the thesis.

(protective sex)
Topic 2) Use condoms.

- Using condoms can prevent several negative situations in your life.
 - a. I'm going to speak about the importance of condoms to prevent spreading of STD's.
 - b. I'm also going to talk how condoms can prevent unwanted pregnancies.
 - c. I'm also going to talk about not using abortion as a contraceptive method, but to use condoms instead.

Topic 3) Always stand up for what you believe in.

- Exercise your freedom of speech right.
 - a. I'm going to talk about having the courage to speak about what you believe in.
 - b. I'm going to say that people shouldn't allow anyone to stop them from exercising their constitutional right.

c) I'm also going to talk about that everyone has the right to their own opinion, beliefs and to be who they are to satisfy themselves, and not others. (REMEMBER - YOU AGREE TO STUDENT CODE OF CONDUCT AS A STUDENT AT LACC)

TOPIC 4) Drive Safely.

- Driving safely protects lives.

a) I'm going to talk about the importance of driving safely.

b) I'm also going to speak about what are the results of not driving safely.

c) And I'm also going to speak about what we can do to drive safely.

TOPIC 5) Stay Fit.

- Health is very important.

a) I'm going to speak about what causes people to not be fit.

b) I'm going to speak about the importance of being fit.

c) I'm also going to speak about what we can do to stay fit, healthy and have more energy.

(A)

Global Warming.

I. PROB. - Global Warming.
II. Cause - High Carbon Dioxide
III. Solution - Lower Carbon, Recycling.