Discipline Advisor Program

Handbook

Based on 2010-2011 catalog
RECOGNITION

This handbook reflects the work of many contributors dedicated to establishing a program relevant to the success of the students and dedicated to developing the potential of new Discipline Advisors to further the tradition of excellence in instruction and leadership at Los Angeles Mission College.

Many hours of research, review, revision, and design have been dedicated to the construction of this handbook to ensure LAMC has one of the best discipline advising programs available to students. This handbook is a supplement to the discipline advisement training program and serves as a resource and implementation guide. This handbook works to set forth the training requirements and guidelines to departmental and program collaborators while supporting and promoting participating faculty efforts to foster the best Discipline Advisor possible.

Several LAMC personnel have been instrumental in contributing to the design and construction of the Discipline Advisement training and handbook through interviews, working groups, contribution of ideas and resources, and review of materials. These individuals have remained committed to the program and continue their dedication to the development of this project.

Special thanks to the following for directly contributing to this project:

Discipline Advising Committee
Nadia Swerdlow, Dean, Academic Affairs
Ludi Villegas, Acting Dean, Student Services
Suzanne Ritcheson, Department Chair, Counseling
Kelly Enos, Department Vice-Chair, Administration of Justice
Madelline Hernandez, Counselor, Articulation Officer

Additional recognition to those who have continuously supported the establishment of this program:

Student Services Office
Academic Affairs Office
Office of the President

Special recognition to Judith Valles, Los Angeles Mission College President, for identifying the collaborative possibilities that are available to promote and support student growth and success.
MISSION

The mission of Los Angeles Mission College is the success of our students. To facilitate their success, Los Angeles Mission College provides accessible, affordable, high quality learning opportunities in a culturally and intellectually supportive environment by:

- Encouraging students to become critical thinkers and lifelong learners;
- Ensuring that students successfully transfer to four-year institutions, find meaningful employment, improve their basic skills, and enrich their lives through continuing community education;
- Providing services and programs that improve the life of its immediate community.

As a Los Angeles Mission College program, the Discipline Advising Program is a collaboration between Counseling and Discipline Faculty; partnering as educators in the pursuit of student growth, learning and the promotion of success by providing support services necessary to facilitate achievement of the student’s goal.
Introduction

Discipline Advisors are faculty members committed to engaging, encouraging, equipping, and empowering students to explore his/her discipline and excel within the college environment and beyond. The role of the Discipline Advisor includes:

- A general understanding of L.A. Mission College’s degree and certificate requirements.
- Providing a safe space for students in which to share thoughts, aspirations, concerns, and interests, specifically as related to the discipline/major.
- Refer students to quality resources, including campus services, programs, and external referrals.
- Attentive to student questions, concerns, and points of confusion as related to the discipline/major.
- Maintain student confidentiality.
- Encourage and support students as they work to attain skills and knowledge necessary for success.
- Assist students in making course and major decisions as related to the discipline/major.
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Chapter 1

There are several forms to be familiar with to aid in adequately assisting students with the varying needs and requests. Please review the details in this chapter and view the forms (available for copying) in the appendices.
**Student Survey** *(Appendix A)*
Student surveys should be made available for all students at each visit with the Discipline Advisor. The survey will help the committee determine the strengths and needs of the program.

**Flex Credit**
Flex credit may be available. Please contact the Flex Credit Coordinator for more information. All Flex Credit forms are available on the LAMC website, via the Faculty Staff link, under *Faculty – Staff Development.*

**Log Sheets** *(Appendix B-C)*
Log sheets are created to help advisors keep track of contacts with students to assist the advisor in recalling information from previous contacts, as well as for data purposes.

1. Each log sheet in the student’s file should list the names of the advisor and the student, the student ID number and the major(s), if known.
2. The initial contact date and notes should be recorded. This is the first contact you have with the student in the role of *Discipline Advisor.* BRIEFLY state the main points of the discussion (i.e. “questions/information about the xxx major, referred to xxx advisor and counseling dept for follow-up information,” etc.).
3. Each additional contact should be identified by date and contact type (A=appointment, W=walk-in, Ph=phone), with a brief description of the discussion.
4. All contact entries (initial or follow-up) should have the Discipline Advisor initials in the appropriate column.

<table>
<thead>
<tr>
<th>Initial Contact</th>
<th>Follow-Up Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date</strong></td>
<td><strong>Date</strong></td>
</tr>
<tr>
<td><strong>Contact Type</strong></td>
<td><strong>Contact Type</strong></td>
</tr>
<tr>
<td><strong>Advisor</strong></td>
<td><strong>Advisor</strong></td>
</tr>
</tbody>
</table>

### Discipline Advisor Log

<table>
<thead>
<tr>
<th>Student Name</th>
<th>ID #</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date</strong></td>
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</tbody>
</table>

### Follow-Up Contacts

<table>
<thead>
<tr>
<th>Date</th>
<th>Contact Type</th>
<th>Advisor Initials</th>
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</thead>
<tbody>
<tr>
<td></td>
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Academic Exceptions (Appendix D)

A petition for exception of academic requirements is processed when a student is requesting:

- course equivalency for a course completed that is not CLEARLY equivalent/comparable
- a substitution for a course that may have similar content or meet similar requirements
- to waive a requirement and replace it with another course (approved with this petition)
- approval for a specific general education area requirement

The process is typically generated by the Counseling Department and the student is referred to the appropriate Department Chair for review of request and documentation. The form MUST have the signatures of the student, the Counselor and the Department Chair, to proceed.

Once the form has been completed with all signatures recorded and all supporting documentation attached, it is submitted to Admissions and Records for processing. The packet is forwarded to the Academic Exceptions Committee for review. Action is recorded and the student is notified of the results (via mail).

Please note: The Petitions Committee meets one time per month from September to June.

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**Petition for Exception of Academic Requirements**

Please complete this form to request a course substitution or waiver to meet L AMC certificate or degree requirements.

<table>
<thead>
<tr>
<th>Section I: Personal Information</th>
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<tbody>
<tr>
<td>Student Name</td>
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<tr>
<td>Address</td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section II: Academic Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exception for:</td>
</tr>
<tr>
<td>☐ Dept Certificate</td>
</tr>
<tr>
<td>☐ Plan A/B</td>
</tr>
<tr>
<td>☐ Liberal Arts (junior only, not transfer)</td>
</tr>
<tr>
<td>☐ Certification</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major (Degree/Cert required)</th>
<th>Expected Date of Completion</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Section III: Course Exception Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each course for which exception is being requested should give a complete explanation of the reason for the request (if additional space is needed, a separate sheet may be attached).</td>
</tr>
</tbody>
</table>

☐ Substitute |
☐ Waive/Replace |
☐ Other

<table>
<thead>
<tr>
<th>Required L AMC Course</th>
<th>Alternate Course</th>
<th>Institution is Completed</th>
<th>Date Completed</th>
</tr>
</thead>
</table>

**REASON:**

Section IV: Signatures

All signatures are required to process this request (signatures do not establish approval). The student will be notified upon final review and approval/denial by the Petitions Committee.

Signature:

Section V: PETITION COMMITTEE USE ONLY

☐ Approved |
☐ Denied |
☐ Action Postponed |
☐ No Action |
☐ Other (please see comments,)

Comments:

By:                      Date:                      Copy to Student on:    

* Unofficial transcripts may be attached for review of petition. An official copy of all transcripts from other institutions (outside of the LACC) must be sent directly to the Admissions and Records office by the institution via U.S. mail only.

Revised July 2020
Credit by Exam (Appendix E)
Credit by exam is the granting of course credit based on a passing score on an exam as administered by a Discipline/Department. It is the right of each discipline/department to:

- Determine whether they will establish an evaluation process/exam to grant credit.
- Determine the type of evaluation/examination established to grant the credit. The evaluation/examination should clearly establish that the student has the same educational background and/or experience equivalent to that of students taking and completing the course.
- Set the date the evaluation/examination is administered (exam must be proctored).

Students interested in completing the credit by exam process must be currently enrolled at LAMC with a minimum of 12 units completed within LACCD and an overall GPA of 2.0 or higher (including all coursework completed from other campuses). In order to be eligible to take the exam, the student must not be enrolled in, or have completed a more advanced course than the one being requested. A maximum of 15 units may be earned in this manner (including credit by exam from other institutions) and an exam may only be administered by the department once per course (regardless if the student did not pass).

PLEASE NOTE:
- It is the responsibility of the Department Chair to maintain department/discipline files with copies of original student exams (i.e. scantron, blue book, evaluation form, projects, etc) and copies of final processed CBE paperwork.
- "Pass/No Pass" grading is granted for CBE. Most universities prefer letter grades for some courses, or for specific courses needed for prep for the major. It is advised that the student verify information with a counselor, the Transfer Center and/or the institution of choice.

Credit by Examination

Please fill in the following information and contact the Department Chair to begin the process for Credit by Examination.

Student: 
Date: 
Telephone: 
Student ID# 88: 
Birth date: 
Address: 
Number & Street: 
City: 
Zip: 
Course (subject & #) 
Semester & Year: 

Please explain basis for request for credit (previous coursework, training, etc) and include all supporting documentation.

The following criteria must be met in order to qualify for granting of credit via Credit by Examination to be verified by a Counselor or Admissions & Records:

1. Currently enrolled at Los Angeles Mission College.
2. Minimum 12 units completed within the Los Angeles Community College District.
3. All required transcripts MAILED DIRECTLY from the other institution(s) to LAMC - Admission & Records.
4. Must be in good standing, an overall 2.0 or higher GPA.
5. If applicable, the prerequisite course must have been completed.
6. Course for which credit is requested is listed in the current College Catalog.
7. Not currently enrolled in, nor completed the course or a more advanced course than the course for which credit is requested.

The following limitations apply:
- Credit earned by Examination may not be used to meet the unit load requirements demanded of such students as Veterans or to qualify for Social Security benefits or scholarships.
- Challenge examinations will be administered only during a regular semester and only permitted once per course.
- If a student passes the examination, the course shall be posted on student cumulative record as Credit in the grade column. The student’s record shall also be annotated "Credit by Examination."
- All units shall be entered but shall not be considered in the computation of student’s grade point average. A maximum of 15 units may be earned via the Credit by Examination process (Credit by Exam from other institutions is counted toward this maximum).
- The department offering the course in question shall determine its suitability that the student has the educational background and/or experience equivalent to that of students completing the course. The department shall determine the type of examination to be given and the date of the examination.
- "Pass/No Pass" grading is granted for CBE. Most universities prefer letter grades for some courses or those taken in prep for the major. It is advised the student verify information with a counselor, the Transfer Center and/or the institution of choice.

My signature ensures that I have read, understand and am in compliance with the above qualifications and limitations.

Student’s Signature: 
Date: 

LAMC USE ONLY

Date of Exam: 
[ ] Passed [ ] Failed

If exam passed – Section # assigned:

Date transcribed:

Dept Chair Signature: 
Admissions & Records: 
Date transcribed:
Chapter 2

Roles & Responsibilities

It is important to be familiar with your role and responsibilities, as well as the roles and responsibilities of those that collaborate and support this program, to ensure that all entities work together to better benefit students.
**Discipline Advisors**

Faculty contact with students and their understanding of their own discipline places them in an important advisory role. Academic advising is not about registering students, but rather about **student learning**. Advising and teaching are similar because both advisors and instructors instruct in the areas of skills and content. Advising teaches skills like decision-making and critical thinking, as well as content like curriculum and academic regulations. Teaching students to navigate a college is like teaching them to write a research paper. Both tasks require the same analytical, organizational, and research skills and abilities. Advising and teaching are both interactive activities that result in student learning.

In addition to helping students with their major preparation, specifically for LAMC terminal Certificates and AA degrees in their own discipline, Discipline Advisors are also responsible for advising students on career applicability. Many students are often unaware of the many career opportunities that await them after graduation. It is the Discipline Advisors responsibility to expose students in the discipline of what career opportunities are available to them as well as internships.

Discipline Advisors must constantly update what they know for their success and that of their students. Professional development must take place not only in their own discipline, but also in overall college policies and regulations. In order for Advisors to provide the best information possible on overall policies related to the college, Discipline Advisors shall maintain a close relationship with their mentor in the counseling department in order to ensure students are receiving the most up-to-date and accurate information possible.

**Mentors**

For purposes of this program, each Discipline Advisor will be coupled with a Counselor as a reference for information related to counseling for general education and transfer issues.

Briefly defined, mentorship is the establishment of a relationship to foster “a process for the informal transmission of knowledge…and the psychosocial support… as relevant to work, career or professional development” (Bozeman, Feeney, 2007).

As a Discipline Advisor or a Counselor, you are a “mentor” to the students you help. In the same respect, you are also “mentors” to each other so that the student is the primary beneficiary of this collaboration of knowledge.

The main purpose of the mentor is to develop a flexible relationship that responds to the needs of those included while working with the individuals to clarify and/or define goals and provide guidance and encouragement in the pursuit of achievement of those goals.

**Students**

It is the responsibility of the student to make the appointment with the advisor and follow through with the information given. It is highly recommended that the student stay in contact with their counselor for continued follow up.

**Counselors**

Counselors are available as a resource to students, faculty and staff to collaborate and provide information necessary for academic success. They work with students in establishing and pursuing academic goals while relying on discipline faculty to augment information based on expertise.

The Counseling Department provides academic, career and personal counseling to students. Personal Development courses are also offered by the department each semester to supplement and enhance student skills and knowledge necessary for success.
**Student Services Office**
The Discipline Advising Committee is a sub-committee of the Student Support Services Committee. The Student Services Office will work as the main supportive unit for the sub-committee. The office will be responsible for the following:

- work with the Discipline Advising Committee to ensure that all necessary support services are operating
- work with all student service areas (such as Admissions & Records, EOPS, DSPS, etc) to ensure that all support services necessary for the program are available
- forward suggestions and/or recommendations as questions or concerns arise

**Academic Affairs Office**
The Academic Affairs Office will work as a collaborative unit to support the Discipline Advising Program. The office will be responsible for the following:

- oversee the submission of flex credit by faculty Discipline Advisors
- Receive Discipline Advisor student survey forms and forward them to the chair of the discipline advising committee.
- work with the Discipline Advising Committee to ensure that all necessary support services are operating
- work with faculty to ensure that all program requirements are followed
- forward suggestions and/or recommendations as questions or concerns arise

**Discipline Advising Committee** (Sub-committee of Student Support Services)
The Discipline Advising Committee will work as a sub-committee of the Student Support Services Committee. The Discipline Advising Committee will oversee the processes, procedures and training for the program, as well as, help monitor and strengthen the program with assistance from the various collaborating/support systems.

The chair of the Discipline Advising committee will be responsible for retrieving the student survey forms from Academic Affairs and bring them to the committee for review and discussion. The committee will use the surveys, as well as other means of data/input, to continue to make improvements to the program. The committee will also be responsible for ensuring that all participating discipline advisors are trained each academic year.
It is important to be aware of several policies and procedures that work to provide consistency and structure to ensure effective and efficient collaboration toward goal achievement for students and to facilitate process for the program.
**Student Survey** (Appendix A)
Student surveys should be made available for all students at each visit with the Discipline Advisor. The survey will help the committee determine the strengths and needs of the program.

**Discipline Advisor Selection**
A Discipline Advisor must be identified and approved by the department chair. Notifications will be made to the appropriate Dean of Academic Affairs and forwarded to the Discipline Advising Committee. The advisor may be a fulltime or parttime faculty member, however, they must be thoroughly familiar with the discipline, including requirements for the major and/or certificate, and information related to career opportunities in the field. There may only be one Discipline Advisor per discipline.

**Flex Credit**
Flex credit may be available for Discipline Advisors. Please contact the Flex Credit Coordinator for more information. All Flex Credit forms are available on the LAMC website, via the Faculty Staff link, under Faculty – Staff Development.

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

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

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

**Credit by Exam**
Some courses in the college catalog are eligible to receive credit by examination. It is the purview of the Discipline and the Department Chair to determine whether or not credit by examination will be offered for a given course.

Students must be eligible to take college administered examinations. To qualify students must:

- Be currently enrolled at LAMC with a minimum of 12 units completed within the LACCD and an overall GPA of 2.0 or higher (including all coursework completed from other campuses).
- Be eligible to take such course for credit under existing regulations,
- 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.
- File a credit by examination petition with the credit clerk in the office of Admissions and Records.

If a student passes the examination, the course shall be posted on his/her cumulative recording indicating “P” for “Pass” in the grade column. The number of units of credit recorded for any course may not exceed those listed in the college catalog. If a student does NOT pass the examination, the course shall be posted on his/her cumulative recording indicating “NP” for “No Pass” in the grade column.

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

A maximum of 15 units may be earned in this manner (including credit by exam from other institutions) and an exam may only be administered by the department once per course (regardless if the student did not pass). Credit by examination transferred from other institutions is counted toward this maximum.

Units for which credit is given pursuant to the provision of this section shall not be counted in determining the 12 units of credit in residence requirement.
Once a Department Chair has determined that the Credit by Examination will be administered for a specific course, the Department Chair must:

- meet with the student to complete the top portion of the form
- verify qualifying criteria with a representative from Admissions or the Counseling Department.
- establish a date and time to administer the exam* (exam must be proctored).
- correct the exam* and complete the CBE form (bottom portion). **The form MUST be completed regardless of the student’s score** (exams are only permitted ONCE per course).
- Submit the completed CBE form to Academic Affairs for processing within 30 days of the exam completion date.
  - Exam failed – Academic Affairs will process and file the original CBE paperwork. Final copies will be forwarded to the Department Chair and Admissions and Records.
  - Exam passed – Academic Affairs will assign a section number, forward the results to Admissions and Records and file the original CBE paperwork in Academic Affairs. Final copies will be forwarded to the Department Chair and Admissions and Records.
- Inform the student of the results, once the final copy is received by the Department*.

Credit by Exam (CBE) forms are available in the office of Academic Affairs ONLY (for instructors ONLY) and must be checked out by the Department Chair to be assigned a CBE number. All CBE results MUST be submitted to Academic Affairs within 30 days of exam completion for processing. Original CBE forms (passed or not passed) will be filed in Academic Affairs and a copy filed in Admissions & Records.

A list is being established by Academic Affairs of current participating disciplines/courses.

CBE exams that are checked out and not administered/processed by the end of the current semester will be deemed void.

**PLEASE NOTE:**
- **It is the responsibility of the Department Chair to maintain department/discipline files with copies of original student exams (i.e. scantron, blue book, evaluation form, projects, etc) and copies of final processed CBE paperwork.**
- “Pass/No Pass” grading is granted for CBE. Most universities prefer letter grades for some courses, or for specific courses needed for prep for the major. It is advised that the student verify information with a counselor, the Transfer Center and/or the institution of choice.

**Discipline Advisor Student Survey**
At the end of advising a student, Discipline Advisors shall provide to the student a survey form that solicits feedback on the quality of advisement the student received. Student Survey forms are then submitted by the student to the office of Academic Affairs. The office of Academic Affairs will forward the completed surveys to the chair of the Discipline Advisement sub-committee for review by all committee members.

**Discipline Advisor Log**
Advisors are required to keep a brief record of their contacts with students. This Discipline Advisor log documents what was discussed with the student and serves as a reminder in case there are future follow-up contacts with the same student. Discipline Advisor logs also provide documentation for the submission of flex credit. The logs are to be kept with the advisor and are considered confidential.

**Certificate Programs**
Los Angeles Mission College offers several educational options. By completing the major requirements, students may earn a Certificate in a specific area of study. Students interested in earning a certificate must complete the designated courses as listed in the catalog under that area of study in effect at the time of enrollment (catalog rights) or thereafter. Students who interrupt their attendance may become subject to any new requirements that are in effect at the time of re-enrollment.
Additional and Concurrent Degree Policy

Any student who contemplates acquiring an additional Associate Degree must discuss this with a counselor to determine the best option to meet the student’s identified goal(s). Students using catalog rights from Fall 2008 or beyond may be bound by the additional degree policy. Students may petition for multiple degrees in the same semester, but be required to follow the Additional Degree Policy for petitions requested after that semester. It is recommended that the student discuss these policies with a counselor to determine the best option(s).

The Student must petition for an additional Associate Degree with a counselor’s recommendation.

The requirements for an additional Associate in Arts or Associate in Science Degree are as follows:

1. Completion of a minimum of 18 NEW units for Plan A or 36 NEW units for Plan B, including those required by the new major. Major course requirements completed in previous degrees awarded can be used again for the additional degree.
2. Additional coursework completed must be approved by a counselor to meet degree requirements AND be related to the major in which the degree is sought.
3. A (“C”) 2.00 grade point average or better in all work attempted for the additional degree.
4. Completion of at least 12 units of work in residence at LAMC.
5. Student must be attending one or more classes during the semester in which the degree is earned.
6. The graduation petition must be filed in the Admissions Office by the deadline date posted in the class schedule.

Official transcripts of all colleges attended, including transcripts and documentation from the first degree must be on record in the Admissions & Records Office.

Academic Exceptions

Students who would like to request to substitute or waive a LAMC certificate or degree requirement must complete a petition for Academic Exceptions (available in the Counseling Office). Possible reasons to request a substitution may include…

- Similar course completed at another institution.
- Course requirement not currently offered.
- Course completed or student requesting course substitution for a course with related curriculum (to the required course).
- Requirement needed to be waived due to medical or other reasonable explanation.

Petition Filing process

1. Student may obtain a petition from the Counseling Department (appt recommended)
2. Student must provide all supporting documentation, including
   a. Unofficial transcripts from colleges/universities outside the Los Angeles Community College District. In addition, for ANY course(s) completed outside the LACCD, an official copy of all transcripts must be SENT directly to the Admissions Office (by the institution via US Mail ONLY) reflecting grades of all coursework completed.
   b. Description of the completed course(s) -- if requesting a substitution or waiver for general education, please provide the course description from the college catalog for the year in which it was completed.
3. Student must meet with a counselor for signature and referral to the appropriate Department Chair (signatures do not establish approval).
4. Student must meet with the Department Chair(s) with a completed petition, signed by the student and the counselor, and all supporting documentation (signatures do not establish approval).
5. Student must submit to the Admissions and Records Office, the completed petition signed by the student, counselor and Department Chair, along with all supporting documentation.
6. Upon decision by the Petitions Committee, student will be notified.*

*Please note: the Petitions Committee meets one time per month from September through June.
**Associate Degrees**

Los Angeles Mission College offers several educational options. By completing the general education and major preparation requirements, students may earn an Associate in Arts (A.A.) or Associate in Science (A.S.) Degree. The Associate in Arts or Associate in Science Degree may also be earned in a specific occupational discipline. To earn the Associate Degree, students must complete the general education pattern fitting the LAMC major chosen. Major coursework must be completed as listed in the catalog in effect at the time of enrollment (catalog rights) or thereafter.

LAMC offers two types of Associate Degrees, based on the curriculum within the major -- the Associate in Arts (AA) and the Associate in Science (AS). To receive an Associate Degree, the following requirements must be met:

- Completion of a minimum of 60 degree-applicable units to include general education and requirements for the major.
- Completion of all work with a cumulative grade point average of 2.0 (“C”) or higher (including all coursework completed at other regionally accredited institutions).
- Demonstration of English and Math competency#.
- Completion of at least 12 units in residence at LAMC and be in attendance at the college during the semester in which graduation requirements are fulfilled.

#English and Math competency requirements may be different for different students based on catalog rights. Please consult with a counselor to verify catalog rights and ensure competency is met.

Students interested in transferring and receiving an Associate Degree in a broad area of study may follow the CSU GE or IGETC advising form to meet the general education requirements to receive an Associate Degree in **Liberal Arts**. This is a common degree for transfer students who have limited major preparation to complete. To receive a Liberal Arts Associate Degree, the

- Completion of IGETC or CSU GE Breadth requirements.
- A minimum of 18 units in ONE area of Concentration (as listed in the catalog)
- One Health course.
- One Physical Education course.
- One course in American History and Institutions (see CSU GE area D box).
- Minimum of 60 total transferable units completed

Please NOTE: Completion of the General Education and Major Requirements for an Associate Degree do NOT make the student eligible to transfer to a four-year college or university. Consult the college catalog, your counselor and ASSIST [www.assist.org](http://www.assist.org) regarding transfer requirements. Students who interrupt their attendance become subject to any new requirements that are in effect at the time of re-enrollment.

**Catalog Rights**

Continuing students with uninterrupted attendance and demonstrating satisfactory progress, exclusive of summer and winter sessions, should refer to the graduation requirements listed in the catalog in effect at the time of their initial enrollment (catalog rights). A continuing student is one who has completed a minimum of one course per calendar year; completion with a “W” will be accepted. Students who interrupt their attendance become subject to any new requirements that are in effect at the time of re-enrollment.

Students with continuous enrollment within the LA Community College District may satisfy catalog rights for various years at each campus. Please consult with a counselor to verify catalog rights.

**Board Rule 6202: CATALOG RIGHTS.**

For these purposes, a catalog year is defined as beginning fall semester and continuing through the proceeding summer. A student remaining in continuous attendance in the Los Angeles Community College District may elect to satisfy the degree, certificate or graduation requirements in effect at the college from which the student will either earn his/her degree, certificate or graduate:

1. at the time the student began such attendance at the college, or
2. at the time of graduation.
Best Practices
Handouts given to students by advisors must be approved by the department chair and the advisors mentor in the counseling department.

It is never good practice to recommend or not recommend specific course instructors to students.

All advising form information (including what courses to take, what areas to complete, etc) should be explained ONLY by a Counselor. General Education information (including Associate plans, CSU GE and IGETC) changes regularly. Counselors are continuously trained and updated with new policies, procedures and regulations.

Transfer Major Preparation should be explained ONLY by a Counselor. Transfer information changes regularly and counselors are continuously trained and updated with new policies, procedures and regulations.

Review ASSIST (www.assist.org) with students to educate them on the functions of the website.

Work with the student to answer and explain information related to career opportunities within the major/field.
There are many resources to be familiar with, both on and off campus, that work to educate and support the students, program advisors and campus, support systems.
Advising Forms

All advising forms are accessible via a Counselor appointment, the Transfer Center, and/or on the Counseling Department website. It is HIGHLY recommended that students meet with a Counselor to discuss general education necessary to meet the intended goal.

PLAN A

Majors with 18-35 units must follow Plan A. To meet the requirements to receive an Associate Degree, Plan A majors require the following:

- Minimum of 30 GE units, as outlined on Plan A.
- Minimum of 18 units in a single or related discipline. Students must complete major discipline requirements as listed in the catalog.
- Minimum of 60 degree-applicable units completed.

Majors within this plan include:

- Administration of Justice, Art (Art, Drawing, Painting, Sculpture), Chicano Studies, Computer Science, Family & Consumer Studies (Consumer Educ & Mgmt, Foods & Nutrition, Gerontology, Marriage & Family Life), General Studies (with Emphasis), Health Science, Humanities, Liberal Studies (for teaching track), Mathematics, Philosophy, Physical Sciences, Political Science, Psychology, Sociology, Spanish

PLAN B

Majors with a minimum of 36 units must follow Plan B. To meet the requirements to receive an Associate Degree, Plan B majors require the following:

- Minimum of 18 GE units, as outlined on Plan B.
- Minimum of 36 units in a single or related discipline. Students must complete major discipline requirements as listed in the catalog.
- Minimum of 60 degree-applicable units completed.

Majors within this plan include:

- Accounting, Business Administration, Child Development, Computer Applications & Office Technologies, Computer Science (Business Emphasis), Finance, Food Service Management (Food Mgmt Prod Services & Related Technologies), Interior Design, Law (Legal Assistance), Management / Small Bus Mgmt, Marketing, Multimedia Studies

Students interested in transferring and receiving an Associate Degree in a broad area of study may follow the CSU GE or IGETC advising form to meet the general education requirements to receive an Associate Degree in Liberal Arts. This is a common degree for transfer students who have limited major preparation to complete.
### CSU GE Breadth

Students interested in transferring to a California State University (CSU), with no plans to transfer to a University of California (UC), should follow this general education (GE) pattern. Completion of this GE pattern may be used to satisfy the lower division GE requirements at the CSU of choice (please consult with a counselor regarding CSU GE Breadth Certification).

Student preparing for transfer should be aware of the following:

- Coursework in areas A1, A2, A3 and B4 must be completed with a “C” or better to meet minimum eligibility requirements for CSU transfer.
- Minimum of 60 CSU transferable units must be completed by the end of the Spring semester prior to transfer.
- It is possible to meet the requirements for an Associate Degree while preparing for transfer.
- All coursework must have a cumulative GPA of 2.0 or better (competitive GPA may be higher).
- This advising form may not be the best general education preparation pathway for ALL majors (such as Engineering, Computer Science and Liberal Studies – Teacher Prep).

### IGETC

Students interested in transferring to a California State University (CSU) or a University of California (UC) institution, should follow this general education (GE) pattern. Completion of this GE pattern may be used to satisfy the lower division GE requirements at the UC/CSU of choice (please consult with a counselor regarding CSU GE Breadth Certification).

Student preparing for transfer should be aware of the following:

- Coursework in areas I and II must be completed with a “C” or better to meet minimum eligibility requirements for UC transfer.
- Minimum of 60 UC/CSU transferable units must be completed by the end of the Spring semester prior to transfer.
- It is possible to meet the requirements for an Associate Degree while preparing for transfer.
- All coursework must have a minimum cumulative GPA of 2.4 or better (competitive GPA may be higher). MOST UC’s require a GPA above a 3.0.
- This advising form may not be the best general education preparation pathway for ALL majors (such as Engineering, Computer Science and Liberal Studies – Teacher Prep).
### Discipline Advisors Contact

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline(s)</th>
<th>Contact Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly Enos</td>
<td>Administration of Justice</td>
<td>818-364-7610</td>
<td><a href="mailto:enoskw@lamission.edu">enoskw@lamission.edu</a></td>
</tr>
<tr>
<td>Myriam Levy</td>
<td>Sociology</td>
<td>818-833-3414</td>
<td><a href="mailto:levymm@lamission.edu">levymm@lamission.edu</a></td>
</tr>
<tr>
<td>Jan Silver</td>
<td>Child Development</td>
<td>818-364-7714</td>
<td><a href="mailto:silverjg@lamission.edu">silverjg@lamission.edu</a></td>
</tr>
<tr>
<td>Mike Reynolds</td>
<td>Life Sciences</td>
<td>818-364-7695</td>
<td><a href="mailto:reynolmj@lamission.edu">reynolmj@lamission.edu</a></td>
</tr>
</tbody>
</table>

### Mentor Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Specialties</th>
<th>Contact Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzanne Ritcheson</td>
<td>Department Chairperson, athletics,</td>
<td>818-364-7818</td>
<td><a href="mailto:ritchesr@lamission.edu">ritchesr@lamission.edu</a></td>
</tr>
<tr>
<td>Mi Chong Park</td>
<td>Challenge process, Online</td>
<td>818-364-7868</td>
<td><a href="mailto:parkm@lamission.edu">parkm@lamission.edu</a></td>
</tr>
<tr>
<td>Afri Walker</td>
<td>Honors, Online, orientation</td>
<td>818-364-7647</td>
<td><a href="mailto:walkerag@lamission.edu">walkerag@lamission.edu</a></td>
</tr>
<tr>
<td>Madelline Hernandez</td>
<td>Articulation Officer, transfer process</td>
<td>818-364-7618</td>
<td><a href="mailto:hernanm@lamission.edu">hernanm@lamission.edu</a></td>
</tr>
<tr>
<td>Diana Bonilla</td>
<td>AB 540, Probation, online</td>
<td>818-364-7699</td>
<td><a href="mailto:bonilldi@lamission.edu">bonilldi@lamission.edu</a></td>
</tr>
<tr>
<td>Sherrie Loper</td>
<td>Career</td>
<td>818-364-7726</td>
<td><a href="mailto:lopersd@lamission.edu">lopersd@lamission.edu</a></td>
</tr>
</tbody>
</table>

### Links

<table>
<thead>
<tr>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td><strong>ASSIST</strong> <a href="http://www.ASSIST.org">www.ASSIST.org</a></td>
</tr>
<tr>
<td>ASSIST is an online student-transfer information system that shows how course credits earned at one public California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California’s public colleges and universities and provides the most accurate and up-to-date information about student transfer in California.</td>
</tr>
<tr>
<td><strong>Transfer Center</strong> <a href="http://www.lamission.edu/transfercenter">www.lamission.edu/transfercenter</a></td>
</tr>
<tr>
<td>The Transfer Center provides</td>
</tr>
<tr>
<td>• computers to access university or major prep information, complete your application and write your personal statement</td>
</tr>
<tr>
<td>• Catalogs and reference library for additional information</td>
</tr>
<tr>
<td>• Transfer counseling</td>
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<tr>
<td>• Meetings with university/college representative or peer mentors</td>
</tr>
<tr>
<td>• Transfer and career related workshops</td>
</tr>
<tr>
<td><strong>Counseling</strong> <a href="http://www.lamission.edu/counseling">www.lamission.edu/counseling</a></td>
</tr>
<tr>
<td>The Counseling Office provides assistance with academic goals, career planning, and personal concerns. All students are strongly urged to make an appointment with a counselor prior to registering for classes for the purpose of establishing a program of study.</td>
</tr>
<tr>
<td><strong>Articulation</strong> <a href="http://www.lamission.edu/counseling">website under construction</a></td>
</tr>
<tr>
<td>Articulation provides information about transferability and transfer agreements between LAMC and colleges and universities to facilitate the transfer process for students.</td>
</tr>
<tr>
<td>Program</td>
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<td>-----------------------------</td>
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<tr>
<td><strong>Admissions &amp; Records</strong></td>
</tr>
<tr>
<td><strong>ASO</strong> (Associated Student Organization)</td>
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<tr>
<td><strong>Athletics</strong></td>
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<tr>
<td><strong>Assessment</strong></td>
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<tr>
<td><strong>Bookstore</strong></td>
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<tr>
<td><strong>Business Office</strong></td>
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<tr>
<td><strong>CalWORKS</strong></td>
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<td><strong>Career Center</strong></td>
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<td><strong>Child Dev’t Center</strong></td>
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<td><strong>Cooperative Educ</strong></td>
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<td><strong>Counseling</strong></td>
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<td><strong>DSP&amp;S</strong></td>
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<td><strong>EOP&amp;S</strong></td>
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<tr>
<td><strong>Financial Aid</strong></td>
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<tr>
<td><strong>Health Center</strong></td>
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<tr>
<td><strong>ITV The Weekend College</strong></td>
</tr>
</tbody>
</table>
| **Library** | 818 364-7600  
Reference Desk: x7105  
Circulation Desk: x7106 | The Library owns more than 80,000 books, magazines and newspapers, and subscribes to several databases for periodical and encyclopedia articles. In addition, there is a collection of back issues of more than 200 periodicals, including 60 on microfilm dating back to 1960. |
| **Non-Credit** | 818 364-7774 | FREE services for our community, including ESL, Civics (citizenship), GED, CAHSEE (California High school Exit Exam) and Basic Skills (Math/English) courses for middle school, high school and adult students. |
| **PACE** | 818 364-7677  818 364-7684 | Primarily geared to the working adult or busy student, to provide flexibility and resources needed to attend school. Courses are ½ a semester in length and offered in the evening with supplemental class time on Saturdays. |
| **Sherriff’s Office** | 818 364-7843 | Provides law enforcement services to the Los Angeles Mission College Campus and is open 24 hours a day. |
| **SSS Program** | 818 364-7821 | A federally funded program designed to identify and provide resources such as tutoring, mentoring, one-on-one counseling, study skills workshops, and cultural activities. Qualified students must meet one or more of the following: first-generation college student (neither parent has a bachelor’s degree), meet an income guideline, or be a student with a disability. Academic needs will be reviewed. |
| **Transfer Center** | 818 364-7827 | Offers the following services to facilitate the Transfer Process:  
• Computers to access university or major prep information, complete your application and write your personal statement  
• Catalog and reference library  
• Transfer counseling and workshops  
• Meet with university/college representative or peer mentor |
| **Veterans** | 818 364-7864 | Serves as the liaison between Veterans and the VA in processing and obtaining educational benefits such as: G.I. Bill and Dependent Benefits. |
| **Int’l Students** | 818 364-7741 | Works with students from other countries coming to attend LAMC. Students typically have an F1 visa. |
| **Learning Resource Ctr** | 818 364-7754 | Offers a variety of services free of charge for current LAMC students, including new computers equipped with reading, writing, and mathematics programs, academic computer programs, and tutoring labs for writing, reading, and mathematics. You can print documents and research materials if you buy a print card at the Library or the Print Center; there is a charge of 10 cents per page. |
Chapter 5

Glossary of Terms
### Academic Exceptions
Students may file a petition to waive or substitute a local certificate or degree requirement based on equivalent course completion at another institution, comparable course completion, inability to complete a course requirement or need to waive based on medical or other reasonable explanation.

### Academic Probation
After attempting 12 units, a student whose cumulative grade point average falls below 2.00 is placed on academic probation. A student whose cumulative grade point average falls below 2.00 for three consecutive semesters is subject to dismissal from the college.

### Advisory
A class or skill you are advised to have, but not required to have, prior to enrolling in a target course.

### Articulation
The process by which the community college works together with a 4-year institution to establish an agreement to facilitate the transfer of courses and enable the student to receive credit for their academic programs.

### ASSIST
An online student-transfer information system that shows how course credits earned at one public California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California’s public colleges and universities and provides the most accurate and up-to-date information about student transfer in California ([www.assist.org](http://www.assist.org)).

### Associate Degree (AA or AS)
A degree granted by a community college, which recognizes a student’s satisfactory completion of an organized program of study consisting of a minimum of 60 semester units.

### Bachelor Degree (BA or BS)
A degree granted by a community college, which recognizes a student’s satisfactory completion of an organized program of study consisting of approximately, a minimum of 120 semester units.

### Catalog Rights
Refer to the right of every continuing student to choose one and only one catalog under whose course requirements the student is to be evaluated for the purpose of determining whether the student meets the requirements for graduation with an AA/AS.

### Co requisite
A class that must be taken simultaneously with the target course. A co requisite may be completed with a passing grade ("C" or better) prior to enrollment in the target course.

### Credit by exam
Course or unit credit granted for demonstrated proficiency through testing.

### CSU GE
Advising form used to complete general education and meet lower division requirements for most majors in the CSU system.

A faculty member who assists students in the clarification of their academic discipline major/career goals and in the development of educational plans for the realization of these goals. It is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor; it is ongoing, multifaceted, and the responsibility of both student and advisor. The advisor serves as a facilitator of communication, a coordinator of learning experiences through course and career planning and discipline progress review, and an agent of referral to other person or agencies as necessary.

### Flex Credit
Flex is defined in Title 5 as “in lieu of instruction.” The purpose of Professional Development and the flexible calendar is to provide time for faculty to participate in development activities. Professional Development allows fulltime and Adjunct faculty the opportunity to work individually or with groups to achieve improvement in three distinct areas: Staff improvement, Student improvement, and Instructional improvement (Title 5, Section 55720).

### Grade Point Average (GPA)
A measure of academic achievement used in decisions on probation, graduation, and transfer. The GPA is determined by dividing the total grade points earned by the number of attempted units.
For eligibility to apply, students must have a minimum of 12 transferable units, a 3.25 gpa, and be English 101 eligible (entering HS student must have a minimum high school GPA of 3.5 or an SAT score above 1,000.

Advising form used to complete general education and meet lower division requirements for most majors in the UC and/or CSU system.

For this program, a Counselor will be available to each Discipline Advisor to act as a resource for general education, graduation, transfer information and general policies and procedures, necessary to assist students in progress toward achievement of their goal. Each mentor is available to work within the program to clarify and/or define goals and provide guidance and encouragement.

A form of grading whereby a student receives a grade of “P” or “NP” instead of an “A, B, C, D, F.” A “P” is granted for coursework grading equivalent to a minimum grade of “C.” Previously identified as credit (“CR”) or no credit (“NCR”).

Advising forms used to complete the general education requirements for most majors at the community college. Each form is specific to a set of majors.

A class or skill that must be met prior to enrolling into the target course. The discipline faculties require the prerequisite because they feel it necessary to succeed in the target course. All prerequisites must be completed with a passing grade (“C” or better) prior to enrollment in the target course.

After enrolling in 12 units, a student whose total units for which a W, NCR, or I has been assigned equals 50% or more of the units enrolled is placed on progress probation. A student whose cumulative number of units for which a W, NCR, or I has been assigned equals 59% or more for 2 consecutive semesters is subject to dismissal from the college.

Created by the Counselor with the student to verify academic goal and plan coursework for the current and subsequent semesters. Typically completed for a minimum of 2 semesters per plan.
Appendices

APPENDIX A: Student Survey
APPENDIX B: Log Sheet – Initial Contact
APPENDIX C: Log Sheet – Follow-up Contacts
APPENDIX D: Academic Exceptions
APPENDIX E: Credit by Exam
Los Angeles Mission College

Discipline Advisor Evaluation

Please take a few minutes to give us feedback. Your input will be used to assist us in improving the Discipline Advising Program.

Advisor’s name: __________________________ Date: ________________

Yes | No | N/A
---|---|---

1. I was able to make an appointment at a convenient time.

I was referred to the Discipline Advisor by: ____________________________

2. Based on my meeting with the Discipline Advisor, I am clear what my next steps are in reaching my educational goals in my field of choice.

3. The Discipline Advisor provided me with clear and concise information regarding information on ASSIST (www.ASSIST.org).

4. The Discipline Advisor provided me clear and concise coursework needed in my major, to receive an Associate’s Degree.

5. The Discipline Advisor was helpful in discussing career opportunities in my field of choice.

6. I would see this Discipline Advisor again and recommend him/her to others.

7. I felt the Discipline Advisor would keep personal matters confidential.

8. The Discipline Advisor was able to provide me handouts/links for future use.

9. The Discipline Advisor provided me with the necessary referrals (please check all that apply):
   - Admissions/Records
   - Assessment Bookstore
   - Business Office
   - Counseling
   - DSPS
   - EOPS
   - Financial Aid
   - Health Center
   - Transfer/Career Center
   - Veterans/Int’l Students

10. I have met with an advisor:  □ First time  □ 2-4 times  □ 5-9 times  □ 10+ times

Additional comments:

________________________

________________________

________________________

(Optional) Name: __________________________ Contact Number: __________________________

October 2010
# Discipline Advisor Log

**Student Name:**

**ID #: 88 -**

**Major:**

## INITIAL CONTACT

<table>
<thead>
<tr>
<th>Date</th>
<th>Advisor Initials</th>
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<tbody>
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</table>

## FOLLOW-UP CONTACTS

(*Contact Type:  A = Appointment  W = Walk-in  Ph = Phone*)

<table>
<thead>
<tr>
<th>Date</th>
<th>Contact Type*</th>
<th>Advisor Initials</th>
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<tbody>
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</tbody>
</table>
# Discipline Advisor Log

**Student Name:**

**ID #: 88 -**

**Major:**

## FOLLOW-UP CONTACTS

(*Contact Type:  A = Appointment  W = Walk-in  Ph = Phone*)

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</table>
Los Angeles Mission College
Petition for Exception of Academic Requirements

Please complete this form to request a course substitution or waiver to meet LAMC certificate or degree requirements.

Section I: Personal Information

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Address</th>
<th>City, Zip</th>
<th>Telephone</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

Section II: Academic Objective

Exception for:  
- Dept Certificate
- Plan A/B
- Liberal Arts (AA only - not transfer)
- GE Certification

<table>
<thead>
<tr>
<th>Major (Degree/Cert requested)</th>
<th>Expected Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section III: Course Exception Information

Please submit all supporting documentation (including transcripts*, catalog course description, etc.) with this petition. Each course for which exception is being requested should give a complete explanation of the reason for the request (if additional space is needed, a separate sheet may be attached).

<table>
<thead>
<tr>
<th>Substitute</th>
<th>Required LAMC Course</th>
<th>Alternate Course</th>
<th>Institution Cs Completed</th>
<th>Date Completed</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

REASON: _______________________________________

Section IV: Signatures

All signatures are required to process this request (signatures do not establish approval). The student will be notified upon final review and approval/denial by the Petitions Committee.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

Dept Chair Signature  
- Recommended  
- Not Recommended

Counselor Signature

Section V: PETITION COMMITTEE USE ONLY

<table>
<thead>
<tr>
<th>Approved</th>
<th>Denied</th>
<th>Comments</th>
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<th>Action Postponed</th>
<th>No Action</th>
<th>Comments</th>
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<table>
<thead>
<tr>
<th>Other (please see comments)</th>
<th>Comments</th>
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</table>

By ________________________  
Date ________________________

Copy to Student on ________________________

* Unofficial transcripts may be attached for review of petition. An official copy of all transcripts from other institutions (outside of the LACCD) must be SENT directly to the Admissions and Records office (by the institution via U.S. mail ONLY).
Petition for Exception of Academic Requirements

Instructions

Section I: Please fill in all personal information (name, address, student ID, contact phone).

Section II: Please fill in the Major and the expected date of completion.
• Please specify if the listed Major is part of a certificate or degree plan (Plan A, B or Liberal Arts).

Section III: After consulting with a counselor, please check the appropriate box for the action being requested.
• Substitute: interested in substituting a required course with another course of comparable content.
• Waive/Replace: interested in waiving the required course and replacing it with another course with similar focus.
• Other: Requesting another action that cannot be met by the other 2 actions (please explain).
• List LAMC Required Course (for certificate or degree of interest). List the “alternate” course, or the course that you would like to use from the other institution.
• List the name of the Institution where the “alternate” course was completed.
• List the date of completion for the “alternate” course.
• Please explain the basis validating this request (i.e. course content from X university covers the same content as LAMC - Y course. See attached description)

PLEASE REMEMBER to attach all supporting documentation (transcripts, course description, etc.) when submitting this form.

Section IV: Please sign, date and consult a counselor for signature.

Section V: This section to be completed by the Petitions Committee.

Filing process

1. Student may obtain a petition from the Counseling Department (appt recommended)

2. Student must provide all supporting documentation, including
   a. Unofficial transcripts from colleges/universities outside the Los Angeles Community College District. In addition, for any course(s) completed outside the LACCD, an official copy of all transcripts must be SENT directly to the Admissions Office (by the institution via US Mail ONLY) reflecting grades of all coursework completed.
   b. Description of the completed course(s) -- if requesting a substitution or waiver for general education, please provide the course description from the college catalog for the year in which it was completed.

3. Student must meet with a counselor for signature and referral to the appropriate Department Chair(s).

4. Student must meet with the Department Chair(s) with a completed petition, signed by the student and the counselor, and all supporting documentation.

5. Student must submit to the Admissions and Records Office, the completed petition signed by the student, counselor and Department Chair, along with all supporting documentation.

6. Upon decision by the Petitions Committee, student will be notified. *

*Please note: the Petitions Committee meets one time per month from September through June.
Credit by Examination

Please fill in the following information and contact the Department Chair to begin the process for Credit by Examination.

Student: ___________________________________________ Date: __________________________

Telephone: ___________________________ Student ID#: 88- ________ Birth date: ____________

Address: ____________________________________________________________

Number & Street City Zip

Course (Prefix & No.): ___________________________________________ Semester & Year: ________________

Please explain basis for request for credit (previous coursework, training, etc) and include all supporting documentation.

Please list ALL credit previously received by Exam (and the college that granted the credit):

The following criteria must be met in order to qualify for granting of credit via Credit by Examination (Title 5, Section 55753) -- to be verified by a Counselor or Admissions & Records.

1. Currently enrolled at Los Angeles Mission College.
2. Minimum 12 units completed within the Los Angeles Community College District.
3. All required transcripts MAILED DIRECTLY from the other institution(s) to LAMC – Admission & Records.
4. Must be in good standing, an overall 2.0 or higher GPA
5. If applicable, the prerequisite course must have been completed.
6. Course for which credit is requested is listed in the current College Catalog.
7. Not currently enrolled in, nor completed the course or a more advanced course than the course for which credit is requested.

The following limitations apply:

• Credit earned by Examination may not be used to meet the unit load requirements demanded of such students as Veterans or to qualify for Social Security benefits or scholastic honors, or to fulfill graduation residence requirement.
• Challenge examinations will be administered only during a regular semester and only permitted once per course.
• If a student passes the examination, the course shall be posted on student cumulative record as Credit in the grade column. The student’s record shall also be annotated “Credit by Examination.” Units shall be entered but shall not be considered in the computation of student’s grade point average. A maximum of 15 units may be earned via the Credit by Examination process (Credit by Exam from other institutions is counted toward this maximum).
• The department offering the course in question shall determine to its satisfaction that the student has the educational background and/or experience the equivalent to that of students completing the course. The department shall determine the type of examination to be given and the date of the examination.

“Pass/No Pass” grading is granted for CBE. Most universities prefer letter grades for some courses or those taken in prep for the major. It is advised the student verify information with a counselor, the Transfer Center and/or the institution of choice. My signature ensures that I have read, understand and am in compliance with the above qualifications and limitations.

Student’s Signature: ___________________________ Date: __________________________

LAMC USE ONLY

Date of Exam: ___________________________________________ [ ] Passed [ ] Failed
Dept Chair Signature: ___________________________________________ Transcribed by: ___________________________

If exam passed – Section # assigned: ________ Date: __________________________

Admissions & Records

Date transcribed: ___________________________
Credit by Exam

Credit by Exam (CBE) forms are available in the office of Academic Affairs ONLY (for instructors ONLY) and must be checked out by the Department Chair to be assigned a CBE number. All CBE results MUST be submitted to Academic Affairs within 30 days of exam completion for processing. Original CBE forms (passed or not passed) will be filed in Academic Affairs and a copy filed in Admissions & Records.

A list of current participating disciplines/courses is available in Academic Affairs.

“Pass/No Pass” grading will be granted for CBE. Most universities prefer letter grades for some courses or those taken in preparation for the major. Many may not accept “Pass/No Pass” – it is advised the student verify information with a counselor, the Transfer Center and/or the institution of choice.

The Department Chair shall:

- determine whether credit by exam is available within a discipline.
- determine the type of exam to be administered (the exam must assess for equivalent course content knowledge as that of students enrolling and completing the course).
- meet with the student to complete the top portion of the form
- verify qualifying criteria with a representative from Admissions or the Counseling Department.
- establish a date and time to administer the exam* (exam must be proctored).
- correct the exam* and complete the CBE form (bottom portion). The form MUST be completed regardless of the student’s score (exams are only permitted ONCE per course).
- Submit the completed CBE form to Academic Affairs for processing within 30 days of the exam completion date.
  - Exam failed – Academic Affairs will process and file the original CBE paperwork. Final copies will be forwarded to the Department Chair and Admissions and Records.
  - Exam passed – Academic Affairs will assign a section number, forward the results to Admissions and Records and file the original CBE paperwork in Academic Affairs. Final copies will be forwarded to the Department Chair and Admissions and Records.
- Inform the student of the results, once the final copy is received by the Department*.

*It is the responsibility of the Department Chair to maintain department/discipline files with copies of original student exams (i.e. scantron, blue book, evaluation form, projects, etc) and copies of final processed CBE paperwork.

CBE exams that are checked out and not administered/processed by the end of the current semester will be deemed void.