STUDENT RIGHT-TO-KNOW DISCLOSURE

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

Based upon the cohort defined above, 28.2 percent attained a certificate, degree, or became "transfer-prepared" during a three-year period from Fall 1997 to Spring 2000. Students who are transfer-prepared have completed 56 transferable units with a GPA of 2.00 or better.

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

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

STUDENT GRIEVANCE PROCEDURE

The Student Grievance Procedure is to provide a prompt and equitable means for resolving student grievances. The grievance procedure may be initiated by a student or group of students who reasonably believe that 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. The grievance procedure is detailed in District Administrative Regulation E-55, which is available to any student or applicant to the college in the Student Services Office and from the Campus Ombudsperson.

This grievance procedure does not apply to the challenge process for prerequisites, corequisites, advisories, and limitations on enrollment; alleged violations of sexual harassment; actions dealing with student discipline; alleged discrimination on the basis of ethnic group identification, religion, age, sex, color, sexual orientation, or physical or mental disability; an appeal for residency decision; or to eligibility, disqualification, or reinstatement of financial aid.

In addition, Section 76224 of the California Education Code provides the following:

"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."

The following steps should be taken to begin the grievance procedure:

Step I - Informal Resolution

All parties involved in a potential grievance should be encouraged to seek an informal remedy. The student shall make a reasonable effort to resolve the matter on an informal basis by:

1. Meeting with the person with whom the student has a grievance
2. Meeting with that person’s immediate supervisor
3. Meeting with the College administrator of the area
4. Meeting with the College ombudsperson to explore student rights and responsibilities, receive assistance with an informal resolution, and submit a written “Statement of Grievance”

Step II - Formal Resolution

Students unable to resolve their grievance through the informal process may file a "Formal Grievance Hearing Request Form" with the College ombudsperson. The College ombudsperson will provide students with information about the formal grievance hearing process and their rights and responsibilities in this process.

Students pursuing a formal grievance have the right to be represented by a student advocate who will assist students in the formal grievance process. Additional information and assistance with the Student Grievance Procedure may be obtained from the Student Services Office or the OCC.

RECORDING DEVICES IN THE CLASSROOM

Section 78907 of the California Education Code prohibits the use of any electronic listening or recording device without prior consent of the instructor. Any student violating this section is subject to disciplinary action. Any non-student who willfully violates this section is guilty of a misdemeanor.

COMPLIANCE OFFICER

If students feel they have grounds for a grievance, they may contact the college President, who will help explain college rules and regulations, and, if a problem is resolvable, suggest the best method for resolving the problem. For additional information and a copy of Administrative Regulation E-55 (Student Grievance Procedures), see the College President, 818.364.7795.
OFICIAL DE ARBITRAJE

Si un estudiante cree que tiene motivos para formular una acusación, puede comunicarse con el presidente del colegio que le ayudara dándole una explicación de las reglas y procedimientos de la institución. Si el problema puede ser resuelto, le dara una sugerencia de cual es la mejor manera de resolverlo. Para obtener información adicional y para conseguir la formula E55 de las regulaciones administrativas [student grievance procedure], por favor de comunicarse a la oficina del presidente, 818.364.7795.

STANDARDS OF STUDENT CONDUCT & DISCIPLINARY ACTION

The Standards of Student Conduct and Disciplinary Action for violation of rules were established by the Board of Trustees of the Los Angeles Community College District on September 2, 1969. A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the college community, students should be encouraged to develop the capacity for critical judgment, to engage in a sustained and independent search for truth, and to exercise their rights to free inquiry and speech in a responsible, non-violent manner. Students shall respect and obey civil and criminal laws, and they shall be subject to legal penalties for violation of laws of the city, county, state, and nation. Student conduct in all of the Los Angeles Community Colleges must conform to District and college rules and regulations.

Violations of such rules are subject to the following types of disciplinary actions, which are to be administered by appropriate college authorities against students who stand in violation. Each of the Los Angeles Community Colleges shall establish due process of law for administration of the penalties enumerated here. Penalties are listed in degree of severity but not as chronological administration. College authorities will determine which type of penalty is appropriate.

1. WARNING
   Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.

2. REPRIMAND
   Written reprimand for violation of specified rules. A reprimand serves to place on record that a student’s conduct in a specific instance does not meet the standards expected at the college. A person receiving a reprimand is notified that this is a warning that continued conduct of the type described in the reprimand may result in formal action against the student.

3. REMOVAL BY INSTRUCTOR
   An instructor may remove (suspend) a student from his or her class for the day of the incident and the next class meeting. During this period of removal, a Summary Investigation should take place as to determine the length of the suspension. Any classes missed during this process will be considered excused absences.

4. DISCIPLINARY PROBATION
   Exclusion from participation in privileges or extracurricular college activities set forth in the notice of disciplinary probation for a specified period of time.
   The imposition of disciplinary probation involves notification in writing of the reason for disciplinary probation to the student(s) or president of the student organization involved.

5. RESTITUTION
   Reimbursement for damage or for misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.

6. SUMMARY SUSPENSION
   A summary suspension is for purposes of investigation. It is a means of relieving the tension of the student body or individual class due to a serious infraction of student behavior standards, removing a threat to the well-being of the students, or removing for the good order of the college a student or students whose presence would prevent the continued normal conduct of the academic community. Summary suspension is limited to that period of time necessary to insure that the purposes of the summary suspension are accomplished, and in any case, no more than a maximum of ten school days.

   Summary suspension is a type of suspension other than that ordinarily invoked by the instructor in the classroom. The College President, appropriate administrator, or other staff member designated by the President may summarily suspend a student when he/she deems it necessary for the safety and welfare of the college.

7. DISCIPLINARY SUSPENSION
   Disciplinary suspension follows a hearing based on due process of law. It shall be invoked by the College President, appropriate administrator, or other staff member designated by the President upon students for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action.

8. EXPULSION
   An expulsion is a long-term or permanent denial of all campus privileges including class attendance. The President of the college and/or the Board of Trustees may expel a student who has been convicted of a crime arising out of a campus disturbance or, after a hearing by a campus body, has been found to have willfully disrupted the orderly operation of the campus. The President shall submit periodic reports on all expulsion cases to the Superintendent and the Board of Trustees.