

ACADEMIC POLICY

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 the college and who meets the appropriate academic prerequisites.

Summer/Winter Sessions

Summer/Winter Sessions are offered subject to approval by the Board of Trustees.

Student Records and Directory Information

The Los Angeles Community College District, in compliance with Federal and State law, has established policies and procedures governing student records and the control of personally identifiable information. The Los Angeles Community College District recognizes that student records are a confidential matter between the individual student and the college. At the same time, the District has a responsibility, to fulfill public information needs (i.e., information about students participating in athletics, announcements of scholarships and awards, etc.). To meet this responsibility the District may release Directory Information unless the student states in writing that he or she does not want it released. The responsibility for carrying out these provisions is charged to the college Records Officer, designated by the Chief Administrative Officer on each campus. The Records Officer may be contacted via the Admissions Office. Copies of the Federal and State laws and District policies and procedures are maintained by the Records Officer and are available for inspection and inquiry.

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

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

Directory Information includes the student's name, city of residence, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Directory Information about any student currently attending the college may be released or withheld at the discretion of the Records Officer.

No Directory Information will be released regarding any student who has notified the Records Officer in writing that such information shall not be released.

All inquiries regarding student records, Directory Information, and policies for records access, release, and challenge should be directed to the Records Officer via the Admissions Office.

Students have the right to file a complaint with the United States Department of Education concerning alleged violations of Federal and State laws governing student records.

Units of Work/Study Load

Study Load Limitations

Maximum unit requirements are as follows:

Fall/Spring Semesters:

1. The maximum study load is 18 units during a regular semester. The normal class load for students in the Fall or Spring semester is 12 to 18 units a semester for full-time students. A college program of 15 units is equal to at least a 50-hour work week for most students.
2. Students who desire to take 19 or more units must obtain counselor approval after the semester begins by presenting an add card signed by the instructor for each class they wish to add.
3. The maximum study load for a student who has been on academic and progress probation for two consecutive semesters is **6 units**. Students who desire to enroll in more than 6 units must obtain counselor approval.

Summer and Winter Sessions:

1. Students are limited to a maximum study load of 8 units per session.
2. To enroll in two courses per session that total more than 8 units but do not exceed 10 units, students must go to the Admissions Office. No other enrollment unit requests will be considered until the session begins.

Students must see a counselor with an add card signed by the instructor for each class they wish to add.

Campus Procedure

In computing the number of units granted for any course, Valley College follows the general practice of granting one unit of credit for each lecture hour the class meets per week for one semester.

The college requires two to three hours of attendance per week for each unit of credit for non-lecture periods (laboratories, shops, etc.) which require no systematic or continuous outside preparation.

Supplemental Instructional Materials

Some of the classes offered may require students to provide those materials which are of continuing value to the student outside of the classroom setting. These materials may be purchased at the campus bookstore.

Attendance Regulations

The only students who may attend classes are those who have been admitted to the college and are in approved active status.

Students are expected to attend every meeting of all classes for which they are registered. Violation of this regulation may result in exclusion from class as specified in Administrative Regulation E-13. Provisions of Administrative Regulation E-13 include the following:

1. STUDENTS WHO HAVE PREREGISTERED FOR A CLASS AND WHO DO NOT ATTEND THE FIRST MEETING OF THE CLASS FORFEIT THEIR RIGHT TO A PLACE IN THE CLASS. SPECIAL CIRCUMSTANCES MAY BE CONSIDERED BY THE INSTRUCTOR.
2. Whenever absences in hours exceed the number of hours the class meets per week, 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 the student from the class.
3. Three cases of tardiness may be considered equivalent to one absence.
4. It is the student's responsibility to consult with an instructor regarding any absences that would alter the student's status in the class. Instructors may be reached by calling the department or writing to the instructor at the college address.

Auditing Classes

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

1. Payment of a nonrefundable \$15 per unit fee. Students enrolled in classes to receive credit for 10 or more semester units shall not be charged a fee to audit three or fewer semester units per semester.

2. No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.
3. Priority in class enrollment shall be given to students desiring to take the class for credit.
4. Permission in the form of a signed "Add Permit" marked "Audit" must be obtained from the instructor.
5. The fees are non-refundable and payment is due upon processing the audit form.
6. Transferring from "credit" to "Audit" after the deadline to add is not permitted.
7. **Audit classes are not covered by Financial Aid.**

Adding Classes

1. After you have turned in your application, you will be given directions on how to follow our matriculation process.
2. You will be given an appointment to register at the time of application.
3. You may enroll in open classes by using the internet registration system, calling the STEP telephone registration system, or in person at the college.
4. To add classes after the first week of the semester, you must obtain an Add Permit form from the instructor of the class.

Campus Procedure

No semester courses may be added after the normal add period (published in the Schedule of Classes). Short-term and Open-Entry/Open-Exit classes have different add periods. Check with the Office of Admissions and Records for deadlines. Attending classes without being properly enrolled is not permitted.

Withdrawal

Students wishing to drop a class or withdraw from the college during the semester must do so through the Admissions Office or use the internet or telephone system. Failure to withdraw officially may result in an "F" grade. Students must withdraw on or before the 11th week (75%) in order to receive a W. Students in short-term classes must withdraw before 75% of the course is completed. After the 11th week or 75% completion of the course, a student is assigned a letter grade (A through F). Instructors are not obligated to exclude a student for non-attendance. **It is the student's responsibility to withdraw officially.**

Dropping Classes

THROUGH THE 3rd WEEK: No notation (“W” or other) will appear on the student’s record if the class is dropped during the first three weeks of the semester (or 30% of the class for short-term classes).

THROUGH THE 11TH WEEK: A notation of “W” (withdrawal) is recorded on the student’s record for classes dropped during the 4th through the 11th week of the semester.

AFTER THE 11TH WEEK: Students who remain in class beyond the 11th week (or 75% of the class for short term classes) are given a grade by the instructor. THAT GRADE CANNOT BE A “W” (withdrawal).

Concurrent Enrollment

Concurrent enrollment in more than one section of the same course during a semester is not permitted, with the exception of certain Physical Education classes on a limited basis.

Concurrent enrollment in courses which are cross-referenced to each other (i.e., courses designated same as in the District Directory of Educational Programs and Courses) will be rejected by the computer.

The computer will also reject enrollment in classes scheduled or conducted during overlapping times.

Credit for Prerequisites

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

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

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

Challenging a Prerequisite (see page 14)

Credit By Examination

Some courses in the college catalog are eligible for credit by examination.

1. Methods of obtaining credit by examination:

- a. Achievement of a score of 3 or higher on an Advanced Placement Examination administered by the College Entrance Examination Board.
- b. Achievement of a score that qualifies for credit by examination in the College Level Examination Program.
- c. Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.

- d. Achievement of a score that qualifies for credit on an examination administered by other agencies approved by the college.

2. Determination of eligibility to take the examination

- A. The student must be currently registered in the college, in good standing and with a minimum grade point average of 2.0 in any work attempted at the college, and have completed 12 units within the L.A. Community College District.
- B. The course for which credit is requested must be listed in the course description section of the college catalog.
- C. Students may petition to take an examination for course credit if:
 1. The course is not currently being taken or if it is not a prerequisite for a course that the student is currently taking or has completed.
 2. The student is eligible to take such a course for credit under existing regulations of the college.
 - a. Students may not take an examination if they have taken the course previously, or taken a higher level course.
 - b. Students may not take the same course examination for credit twice. If they fail on the first attempt, they may not be permitted to take the examination again.
 - c. Students may not take examinations to establish credit in courses which they took in high school.
- D. The department in which the course is offered makes the final determination on the student’s petition for credit by examination. Some departments do not offer any course credit by examination.
- E. Not all courses offered by any one department may qualify for credit by examination. The list of approved classes is located in the Admissions Office.
- F. Credit by examination is not permitted during summer session or winter intersession.

3. Maximum Credit Allowable and Limitations

- A. The maximum number of units creditable by examination toward the associate degree shall be 15. Credit by examination transferred from other institutions is counted toward this maximum.
- B. Credits acquired by examination are not applicable to the meeting of such unit load requirements as Selective Service deferment, veterans’ or Social Security benefits or scholastic honors.

4. Recording of Credit

- A. If a student successfully passes the examination, the course shall be posted on the cumulative record indicating “credit (CRX)” in the “Grade” column.
- B. In computing a student’s grade point average, grades of “credit” are not counted.

- C. The number of units of credit recorded for any course may not exceed those listed in the college catalog.
- D. A credit by examination test result will be voided if a student withdraws completely from the semester in which the test is administered.

5. Filing a Petition

Students must obtain a Credit by Examination card from the Admissions Office, complete it, and return it to the Admissions Office for verification of eligibility. After verification is complete, students must take the card to the appropriate department chairperson. Cards for credit-by-examination for students currently enrolled shall be processed and examinations administered, only when a regular semester is in session. Students should contact the Admissions Office for a card early in the semester. The date and time of the examination are the responsibility of the department and/or faculty involved. Further information on this topic may be obtained from the Admissions Office and/or department chairperson of the subject area concerned.

Courses Approved for Credit by Examination

- Accounting 1, 21, 22
- Administration of Justice – All Classes
- Architecture – All Classes
- Business 31, 38
- Computer Applications and Office Technology 7, 31
- Child Development 1
- Drafting 1, 2, 16, 17
- Electronics 2, 4a, 6a
- Engineering 1, 2 52
- Geography 1, 2 15
- Geology 1, 2
- Hebrew 3, 4
- Jewish Studies 13, 14
- Mathematics 115, 120, 125, 215, 225, 238, 239, 240, 245, 260, 265, 266, 270, 275
- Nursing Science 101, 102, 103, 104, 105
- Oceanography 1
- Physics 5, 12
- Physical Science 1
- Photography 10
- Respiratory Therapy 1, 2, 3, 4, 5, 6, 7, 11, 15
- Theatre Arts 100, 110, 301
- Tool & Manufacturing - All Classes

Credit for Courses Completed at Non-Accredited Institutions

Students transferring from non-accredited institutions may, after successful completion of 30 units with a C or better grade-point-average, apply for up to 15 units of credit in courses which parallel the offerings of the college.

The following exceptions may be made to this regulation:

1. Credit for graduates of Diploma Schools of Nursing
The following amount of credit is authorized for graduates of Diploma Schools of Nursing who enter the Los Angeles Community Colleges:
 - a. Thirty (30) semester units of credit is granted to graduates of Diploma Schools of Nursing under the following conditions:
 - 1) The student presents a valid, current California certificate as a licensed registered nurse to the designated administrative officer;
 - 2) The student has completed at least 12 units of credit at the college to which application is made.
 - b. The work of graduates of Diploma Schools of Nursing outside California are recognized if the student has a valid, current California license. Credit will be given even though the license was obtained on the basis of reciprocity with another state rather than by examination.
 - c. Candidates for the Associate of Arts or Associate of Science Degree are exempt from Health Education as a general education requirement. No other general education requirements will be waived.
 - d. Additional courses in Nursing may be taken for credit only upon approval of the Nursing Department.
 - e. The transcript is not to reflect the major field nor should the diploma, where given, indicate Nursing as a major.
2. Credit for Military Service Training
Students who are currently serving in or have served in the military service may, after successful completion of at least one course with the Los Angeles Community College District, request an evaluation of credit earned through military service training schools and/or military occupational specialties.
For completion of military basic training, students will be granted one unit of Physical Education credit and 6 units of elective credit. Students may also request an evaluation of credit earned at other military service schools and/or occupational specialties. Credit units may be granted up to the number recommended by the American Council on Education.
3. Credit for Law Enforcement Academy Training
Credit for basic recruit academy training instructional programs in Administration of Justice or other criminal justice occupations shall be granted as follows:

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

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

Campus Procedure

The college makes the final judgment regarding the acceptability of courses from non-accredited schools.

Foreign Transcript Credit Limits Policy

1. Credit may only be granted after completion of 12 units within the Los Angeles Community College District with a "C" (2.0) or higher grade point average. Other conditions are noted in the LAVC Catalog. Please refer to Associate Degree and Occupational Certificate Program sections.
 2. LAVC only grants credit toward an LAVC Associate Degree or an LAVC occupational certificate.
 3. LAVC can NOT grant credit for any other colleges or universities. For example, if you want to earn a Bachelor's degree from a university, that university will evaluate your credit; LAVC can NOT grant credit for another institution.
 4. At LAVC you can NOT use foreign credit for California State University (CSU) General Education Certifications, or for the Intersegmental General Education Transfer Core Curriculum (IGETC). If you are a LAVC student and want to use foreign credit toward general education at CSU or University of California, you must follow that university's "Native Student Plan" for general education. See a counselor for more information.
 5. A maximum of 30 semester units may be accepted for course work completed at an institution of higher education outside the United States.
 6. In order to be considered for UNIT credit, the evaluation, conducted by the independent transcript evaluation service, must include the following:
 - a. Description of the country's higher education system and the role of the institution in that system.
 - b. Verification that the institution is approved by the country's approving/accrediting agency (e.g., ministry of education).
 - c. The hours completed and their semester-unit equivalencies.
 - d. Grades- U.S. equivalent (i.e., A-F), pass/no-pass, or percentage, including the percentage required for passing.
**ONLY elective credit will be granted if any of the above criteria is not met.
7. In order to be considered for COURSE credit, in addition to the requirements listed above in #6, the evaluation must include the following for each course:
 - a. Course description
 - b. Topics covered
 - c. Hours (lecture and/or lab hours)
 - d. Prerequisites), if applicable
 8. If course equivalency is granted the courses shall be used for all degrees and certificates awarded by colleges in the LACCD, except:
 - a. No course taken outside the United States, may be used to satisfy the Associate Degree's Reading and Written Expression or Oral Communication requirement.
 - b. No course taken at institutions of higher learning outside the United States may be used to satisfy Associate Degree's American Institutions requirement.
 - c. Course credit is not granted for the Written Expression, Oral Communication, or American Institutions requirements but may be used for elective credit.
 - d. Courses that are part of a program that also meets licensing requirements (i.e., Nursing, Respiratory Therapy, Child Development) must be evaluated by LAVC's General Petitions Committee (refer to #7).

PROCEDURES:

1. Obtain an official translation of your official transcript.
2. Obtain a preliminary evaluation of your credit from an independent transcript evaluation service approved by the California Commission on Teacher Credentialing. Have evaluation mailed directly to LAVC:

Graduation Office
Los Angeles Valley College
5800 Fulton Avenue
Valley Glen, CA 91401-4096
3. Once the evaluation is received by LAVC, complete a GENERAL PETITION requesting that LAVC grant credit for the work listed on the evaluation, indicating the type of credit requested (i.e., unit, course equivalent). A blank General Petition is attached to these instructions.
4. Submit the GENERAL PETITION, and your official transcript, to the LAVC Graduation Office.
5. You will receive credit information with a few weeks after petitioning.

Advanced Placement (AP) Exam Credit

To be eligible to receive credit for Advanced Placement exams, the student must be enrolled at Valley College during the semester in which credit is to be granted, have completed a minimum of 12 units of credit at Valley College, and have a cumulative grade point average of 2.0 or higher earned at Valley College. Advanced Placement exam scores must be 3 or higher in order to receive credit. Once eligibility requirements have been met, students may file a petition for credit by seeing a counselor in the Counseling Department. Official AP score reports must be sent directly to the Admissions Office.

The following Valley College AP exam credit policies are applicable **only** towards the colleges Associate degrees and Occupational certificates. Please refer to page 25 for a chart on how general education credit is earned for the IGETC *general education plan requirements*. Please note that in the case of students who are completing the CSU general education certification requirements, Valley College is required to apply the AP policies of the California State University, which are not stated below. *Furthermore, the amount and type of transferable credit granted towards a university's admission or major requirements are determined by that university's AP policies and not by Valleys policies; a university's policies often differ from Valleys policies.* See a Valley College counselor for further information about CSU and other universities policies.

Credit acquired by AP exams is not applicable towards meeting unit load requirement of Veterans Administration benefits, Social Security benefits, or athletic eligibility.

AP EXAM	UNITS	COURSE EQUIVALENCY
American History	6	History 11 + three elective units
Art History	6	Elective units only
Biology	6	Elective units only
Chemistry	6	Elective units only
Economics - Macro	6	Elective units only
Economics - Micro	6	Elective units only
English Language and Composition	6	English 101 + three elective units
English Composition and Literature		
Score of 3 or 4	6	English 101 + three elective units
Score of 5	6	English 101 + 102
Environmental Science	5	Environmental Science 1 + two electives
European History	6	History 2 + three elective units
French Language or Literature	5	French 4
Geography	3	Geography 2
German Language or Literature	5	German 4
		(An extra 6 elective units granted if student took both exams)
Government and Politics		
U.S. Government	3	Political Science 1
Comparative Government.	3	Political Science 2

Math-Calculus AB or BC	5	Math 265
		(An extra 5 elective units granted if student took both exams)
Music Listening and Literature	6	Music 111 + three elective units
Music Theory	6	Music 201 + three elective units
Physics B	8	Physics 6 & 7
Physics C	5	Physics 37
Psychology	3	Psychology 1
Spanish Language or Literature	5	Spanish 4
		(An extra 6 elective units granted if student took both exams)
Statistics	3	Math 225 or Statistics 1
Studio Art: Drawing or General	6	Elective units only

College Level Examination Program (CLEP) Credit

Valley College will grant 3 elective units towards the Associate degree for each of the CLEP General Examinations passed with a score of 500 or higher on the 1978 scale, or 450 on the 1986 scale. No specific course credit is granted for CLEP exams; thus, they cannot be used to fulfill general education, major, or competency requirements. Valley College does not grant any credit for the CLEP Subject Examinations.

To be eligible for the elective credit, the student must be enrolled at Valley College during the semester when credit is to be granted, have completed a minimum of 12 units of credit at Valley College, and have a cumulative grade point average of 2.0 or higher.

Transferable credit for CLEP exams will depend on the policies of the university to which the student intends to transfer. For information regarding university CLEP policies, transfer students should confer with the admissions office at the university of their choice, consult that universities catalog, or check with a Valley College counselor.

Pass/No Pass Courses

The grade of P (Pass) (formerly CR) will be given if the performance in class is equal to a C grade or better. The grade of NP (No Pass) (formerly NC) will be given if the performance in class is equal to a D or FAIL grade. The petition is filed in the Admissions Office. A student who has received credit for a course taken on Pass/No Pass cannot repeat that course. A student must have a C or better average in all work attempted at LAVC.

Students considering taking courses for Pass/No Pass in their major field should see a Counselor or major field department chairperson in order to avoid loss of credit.

The courses listed below may be taken on a Pass/No Pass basis providing the student meets the requirements for enrollment on this basis. Information concerning the requirements is available in the Admissions Office. In order to take a class on a Pass/No

Pass basis the student must make such request in the Admissions Office by Friday of the 5th week of the semester. A Pass grade is granted for performance which is equivalent to the letter grade of C or better. In addition to courses designated Pass/No Pass Only (Developmental Communications 22A-E, 35; English 21, 33, 67, 83; Personal Development 1, 4, 6; Nursing 185; Learning Skills 1A, 2A, 4, 40, 41) students may take only one class per semester on a requested Pass/No Pass basis.

- Administration of Justice: All Courses
- African American Studies: All Courses
- Architecture: All Courses
- Anthropology: All Courses (except Anthro 185, 285, 385)
- Armenian: All courses
- Art: 101, 102, 103, 105, 109, 112, 115, 116, 201, 501
- Astronomy: All Courses
- Biology: All Courses
- Botany: All Courses
- Broadcasting: All Courses
- Business: All Courses
- CAOT: All Courses
- Chemistry: All Courses
- Chicano Studies: All Courses
- Child Development: All Courses (except Ch Dev 22, 23, 185, 285, 385)
- Cinema: (non majors only) 104, 105, 106, 107
- Dance: All Courses
- Drafting: All Courses
- Economics: All Courses (except Econ 2)
- Education: 2
- Electronics: 2
- Engineering: All Courses
- English: All Courses (except English 28, 101 and 103)
- Environmental Science: All Courses
- Family & Consumer Studies: 1, 31
- Finance: All Courses
- Fire Technology: All Courses
- French: All Courses
- Geography: All Courses
- Geology: All Courses
- German: All Courses
- Health: 10, 11
- Hebrew: All Courses
- History: All Courses
- Humanities: All Courses
- Italian: All Courses
- Jewish Studies: All Courses
- Journalism: 101, 105, 106
- Law: All Courses

- Learning Skills 41
 - Library Science: 101
 - Linguistics: All Courses
 - Management: All Courses
 - Marketing: All Courses
 - Mathematics: All courses
 - Meteorology: All courses
 - Music: 101, 111, 141, 152, 250, 321
 - Numerical Control: All Courses
 - Nursing: 714, 727, 762, 799, 185, 285, 385
 - Nursing Science: 101, 102, 103, 104, 105
 - Oceanography: 1, 10
 - Personal Development 20
 - Philosophy: All Courses
 - Photography: 9, 10, 20, 21, 23
 - Physical Education: All Courses
 - Physical Science: 1, 14
 - Physics: 5, 12
 - Political Science: All Courses
 - Psychology: All Courses (except Psych 1, 2)
 - Real Estate: All Courses
 - Recreation: All Courses
 - Sociology: All Courses
 - Spanish: All Courses
 - Speech: All Courses
 - Statistics: 1
 - Theater: 100, 120, 125
 - Tool and Manufacturing: All Courses
- (List subject to change)

NOTE: A STUDENT WHO HAS RECEIVED CREDIT FOR A COURSE TAKEN ON A CREDIT/NO CREDIT BASIS MAY NOT CONVERT THIS CREDIT TO A LETTER GRADE.

Grades and Grade Changes

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

In the case of fraud or incompetence, the final determination concerning removal or change of grade will be made by the College President.

Grading Symbols and Definitions

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

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

SYMBOL	DEFINITION	GRADE POINT
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
P	Pass (at least Satisfactory. Units are not counted in GPA, P has the same meaning as CR)	
NP	No Pass (less than satisfactory or failing. NP has the same meaning as NC.)	

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

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

SYMBOL	DEFINITION
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I Incomplete

Incomplete academic work for enforceable, emergency, and justifiable reasons at the end of the term may result in an I symbol being entered in the student's record. The condition for removal of the I shall be stated by the instructor in a written record.

This record shall contain the conditions for removal of the I and the grade assigned in lieu of its removal. This record shall be given to the student, with a copy on file in the college Admissions Office until the I is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" symbol shall not be used in calculating units attempted nor for grade points. **THE "I" MAY BE MADE UP NO LATER THAN ONE YEAR FOLLOWING THE END OF THE TERM IN WHICH IT WAS ASSIGNED.** The student may petition for a time extension due to unusual circumstances.

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

SYMBOL	DEFINITION
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IP In Progress

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

SYMBOL	DEFINITION
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W Withdrawal

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

No notation (W or other) shall be made on the record of a student who withdraws during the first four weeks, or 30% of the time the class is scheduled, whichever is less.

Withdrawal between the end of the fourth week (or 30% of the time the class is scheduled to meet, whichever is less) and the last day of the fourteenth week of instruction (or 75% of the time the class is scheduled to meet, whichever is less) shall be authorized after informing the appropriate faculty. A student who remains in class beyond the fourteenth week or 75% of the time the class is scheduled shall be given a grade other than a W, except in cases of extenuating circumstances. An evaluative grade (A, B, C, D, F, P, NP) is assigned to students who are enrolled past the end of the 14th week even if they stop attending class, except in cases of extenuating circumstances.

After the last day of the fourteenth week (or 75% of the time the class is scheduled, whichever is less), the student may withdraw from class upon petition demonstrating extenuating circumstances and after consultation with the appropriate faculty. Students should obtain a petition in the Admissions Office. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Withdrawal after the end of the fourteenth week (or 75% of the time the class is scheduled, whichever is less) which has been authorized as extenuating circumstances shall be recorded as W.

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

W's are used as factors in probation and dismissal.

SYMBOL	DEFINITION
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RD Report Delayed

The RD symbol is assigned by the Admissions Office only in those cases where there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation replaced by a permanent symbol as soon as possible.

HOW TO ACCESS YOUR GRADES**Grade Request Procedures:**

Students are able to receive information on their grades through the Telephone Enrollment System. **Parents of minor students must have written permission from the student to access transcripts.** To receive grade information, students should follow the following steps:

STEP 1	Dial one of the following numbers: (818) 988-2222; (213) 689-8888; (310) 605-0505; a voice response will guide you with each entry Press * to correct any mistakes
STEP 2	Press 8 for Valley College
STEP 3	Press 0 for Winter Intersession, 1 for Spring, 2 for Summer, or 3 for the Fall semester
STEP 4	Enter your Student I.D. number without dashes
STEP 5	Enter your birth date (month and day); this is your Personal Identification Number . Examples: If your birthday is March 5, enter 0305. If your birthday is October 25, enter 1025.
STEP 6	Press 3 to hear your grades
STEP 7	Press 9 to exit the system

If you need a copy of your grades, you can obtain a semester grade report from the Admissions Office. When you hear all your grades on the telephone system, you can request an official Transcript from the Admissions Office for a fee.

Access Grades Online:

Please go to the student information log on page at: <http://eweb1.laccd.edu/webstudent/signon.asp> or follow the steps below:

1. Go to the LAVC homepage at www.lavc.edu
2. Right click on [Register for Classes](#)
3. Enter your Student ID or Social Security # and 4 digit pin #. Right click on submit.

Grading Standard

A course grade of "C-" does not satisfy the "C or better" requirement for purposes of prerequisites, competencies or transfer to UC or CSU.

Course Repetition and Activity Repetition

Certain courses in the catalog may be repeated for additional unit credit. These courses, marked RPT in the course description section of the catalog, allow the student an expanded educational experience each time the student enrolls in the course. Enrollment in these courses is limited in any similar activity to a maximum of three repeats for a total of four (4) enrollments, regardless of the repeatability of individual courses. The activity limitation also applies to courses which are not repeatable in themselves but for which similar activities exist. For example, there are several similar course titles in Art, Music, Theater, and Physical Education which are considered to be the same activity. A student may enroll four times in courses which are considered to be the same activity, such as twice in Theater 279, Musical Theater (RPT3), and twice in Theater 280, Musical Theater Workshop (RPT3). Any combination may be used as long as 4 enrollments in one activity are not exceeded.

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

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

Final Examinations

Final examinations are held in all subjects according to a schedule published each semester. No student will be excused from a final examination. Should circumstances develop which justify a students requesting a special examination at a time other than scheduled, the student must secure permission from the instructor.

Petition for Graduation

Students expecting to graduate from the college with an A.A. or A.S. degree must file a petition for graduation early in the semester BEFORE they expect to complete their requirements. The deadlines for filing each semester are listed in the front of the Schedule of Classes. The Graduation Office in the Administration Building has the necessary forms. Students filing the petition will be notified of the results by mail.