

# Academic Standards

## Academic Standards for Probation/Dismissal

The following standards for academic/progress probation and dismissal shall be applied as required by regulations adopted by the Board of Governors of the California Community Colleges. Probation/Dismissal shall be determined based on student course work dating from Fall 1981; course work completed prior to Fall 1981 is excluded from probation calculations.

### Probation

A student shall be placed on probation if any one of the following conditions prevails:

- a. **ACADEMIC PROBATION.** The student has attempted a minimum of 12 semester units of work and has a grade-point-average less than a C (2.0).
- b. **PROGRESS PROBATION.** The student has enrolled in a total of at least 12 semester units and the percentage of all units in which a student has enrolled and for which entries of W (Withdrawal), I (Incomplete), and NP (No Pass) are recorded reaches or exceeds fifty percent.
- c. **TRANSFER STUDENT.** The student has met the conditions of a. or b. at another college within the Los Angeles Community College District.

**Units Attempted**, for purposes of determining probation status only, means all units of credit in the current community college of attendance for which the student has enrolled.

### Academic Probation

A student on academic probation for a grade point deficiency shall be removed from probation when the students cumulative grade-point-average is 2.0 or higher.

### Progress Probation

A student on progress probation because of an excess of units for which entries of No Pass (NP), Incomplete (I), and/or Withdrawal (W) are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).

### Intervention for Students on Probation

The maximum study load for a student who has been on academic or progress probation for two consecutive semesters is 6 units during a regular (fall or spring) semester. Students who desire to enroll in more than 6 units must obtain counselor approval.

### Dismissal

A student who is subject to dismissal, and who has not been continued on probation through the appeal process, shall be notified by the College President (or designee) of dismissal, which will become effective the semester following notification.

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

### Academic Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade-point-average of less than 2.0 in all units attempted in each of 3 consecutive semesters.

A student who is on academic probation and earns a semester grade-point-average of 2.0 or better shall not be dismissed as long as this minimum semester grade-point-average is maintained.

### Progress Dismissal

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled and for which entries of No Pass (NP), Incomplete (I), and/or Withdrawal (W) are recorded in at least 3 consecutive semesters reaches or exceeds fifty percent (50%).

A student who is on progress probation shall not be dismissed after a semester in which the percentage of units in which the student has been enrolled and for which entries of W, I, and NP are recorded is less than fifty percent (50%).

### Appeal of Dismissal

A student who is subject to dismissal may appeal. A student may be allowed to continue on probation if the student shows significant improvement in academic achievement but has not been able to achieve a level that would meet the requirements for removal from probation.

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

### Readmission After Dismissal

A student who has been dismissed may request reinstatement after 2 major (Fall, Spring) semesters have elapsed. The student shall submit a written petition (Petition for Reinstatement) requesting readmission to the college in compliance with college procedures. Readmission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the college.

### Academic Petitions

Students may petition to the Academic Petitions Committee for waiver of certain college-wide academic requirements or for review of decisions affecting their academic status. Academic regulations contained in Title 5, California Administrative Code, are not subject to petition. Petitions may be filed in the Graduation Office in the Admissions Office.

## Academic Renewal

Students may submit a petition in the Admissions Office to have their academic record reviewed for academic renewal action of substandard academic performance under the following conditions:

1. Students must have achieved a grade-point-average of 2.5 in their last 15 semester units, or 2.0 in their last 30 semester units completed at any accredited college or university,
2. At least two calendar years must have elapsed from the time the course work to be removed was completed.

If the conditions are met, academic renewal shall be granted, consisting of:

1. Eliminating from consideration in the cumulative grade-point-average up to 18 semester units of course work, and
2. Annotating the student academic record indicating where courses have been removed by academic renewal action.

Academic renewal actions are irreversible.

Graduation honors and awards are to be based on the students cumulative grade-point-average for all college work attempted.

This policy is adopted for use in the Los Angeles Community College District only. Other institutions may differ and students planning to transfer to another college should contact that institution regarding its policy.

## Campus Procedure

Petitions for academic renewal are available in the Counseling Office.

## Course Repetition to Remove a Substandard Grade

Students may repeat courses in which substandard grades ("D", "F" or "NP") were awarded in the District.

The Chancellor, in consultation with the District Academic Senate, may adopt regulations to limit course repetition within specific programs.

This policy only applies to courses taken at colleges within the Los Angeles Community College District.

Courses completed through the provisions of Board Rule 6704-CREDIT BY EXAMINATION-may not be used to remove a substandard grade.

### A. FIRST AND SECOND COURSE REPETITION TO REMOVE A SUBSTANDARD GRADE.

Upon completion of a repeated courses, the highest grade earned will be computed in the cumulative grade point average and the student's academic record so annotated.

### B. THIRD COURSE REPETITION TO REMOVE A SUBSTANDARD GRADE.

A student may repeat the same course for a third time provided the student has:

1. Received three substandard grades for the same District course.
2. Filed a petition specifying the course(s) to be repeated and stating the extenuating circumstance(s) upon which the petition is based. "Extenuating circumstances" may include, but are not limited to, verified cases of accidents, illness, military service, significant lapses of time, changes in program or major, or other circumstances beyond the control of the student.
3. Had the petition approved by the local academic senate or a committee acting on behalf of the academic senate, and by the college president or designee.

Attendance for a third repetition may not be claimed for state apportionment.

Upon completion of the third repetition, the grade used in computing the student's cumulative grade point average shall be the highest grade earned, and the student's record will be so annotated. The three lowest substandard grades will not be used in the computation of the grade point average.

## Repetition of Courses in which a Satisfactory Grade was Recorded

- a. Repetition of courses for which a satisfactory grade ("A," "B," "C," "P") has been recorded shall be permitted only upon advance petition of the student and with the written permission from the college president, or designee, based on a finding that extenuating circumstances exist which justify such repetition or that there has been a significant lapse of time since the student previously took the course.
- b. When course repetition under this section occurs, the student's permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.
- c. Grades awarded for courses repeated under the provisions of subsection "a" and "b" of this section shall not be counted in calculating a student's grade point average.
- d. The college's procedures for allowing repetitions under subsections "a" and "b" shall be developed in conjunction with the college senate in accordance with the provisions of Chapter XVIII of the Board Rules — ACADEMIC SENATE AND BOARD OF TRUSTEES SHARED GOVERNANCE POLICY.
- e. Repetition of courses where a satisfactory grade ("A," "B," "C," or "P") has been recorded shall be permitted, without petition, in instances when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.

Such courses may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade point average.

The college may establish policies and procedures requiring students to certify or document that course repetition is necessary to complete legally mandated training pursuant to this subsection. The college's process for certification or documentation of legal training requirements shall be developed in accordance with the provisions of Chapter XVIII of the Board Rules – ACADEMIC SENATE AND BOARD OF TRUSTEES SHARED GOVERNANCE POLICY.

- f. A student may repeat any course if the college has properly established a recency prerequisite for a course, of there has been "significant lapse of time.

If the district determines that a student needs to repeat an activity course due to significant lapse of time, that repetition shall be counted in applying the limit on repetitions set forth in Title 5, CCR, subdivision (c)(4), except that, if the student has already exhausted the number of repetitions permitted under subdivision (c)(4), an additional repetition due to significant lapse of time may be allowed.

- g. A student with a disability may repeat a special class for students with disabilities any number of times, based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in Title 5 CCR section 56029.

*Background: This revision conforms to the August 2007 revisions of Title 5, California Code of Regulations.*

## Transcript

Upon written request of the student, a copy of the students academic record shall be forwarded to the student or his or her designated addressee promptly by U.S. mail or other responsible forwarding agency.

A student or former student may obtain an official transcript or verification at a cost of \$3.00. Students may request special processing to expedite their request for an additional fee of \$7. This option is subject to the ability of the college to provide this service. Requests for transcripts or verifications may be obtained in the Admissions Office. Transcripts from another institution are not available for copying.

The students transcript will be withheld if: 1) any library books or other library materials are charged to the student and are not returned, or 2) there are any unpaid fees or charges due to the college. The transcript will be withheld until these obligations of the student to the college are discharged. For information, contact the Admissions Office

## Transcript Acceptance Policy

Official academic transcripts shall be received only by the Admissions and Records Office, unopened, via U.S. mail. No transcripts are accepted directly from students.

## Awards

### Honors with Associate Degree

*Summa Cum Laude* – Graduates completing the required number of units to qualify for the Associate Degree and maintaining a 3.9 or more scholastic average in all work taken.

*Magna Cum Laude* – Graduates completing the required number of units to qualify for the Associate Degree and maintaining a 3.7 or more scholastic average in all work taken.

*Cum Laude* – Graduates completing the required number of units to qualify for the Associate Degree and maintaining a 3.3 or more scholastic average in all work taken.

### President's Distinguished Honor Award

The President's Distinguished Honor Award is one of the most significant and praiseworthy honors available to students at Valley College. This certificate is awarded at the college commencement exercises. In order to be considered for the award, a candidate must:

1. petition for the Associate Degree, and
2. achieve a grade-point-average of 3.7 or better in all college work attempted at the time of petition, and be in good standing, and
3. complete at least 50% of all units utilized for the award at Valley College, and
4. if graduation requirements will not be completed until the end of the spring semester, the student must achieve a grade-point-average of 3.7 and be in good standing in all college work attempted at the end of the fall semester.

Please note: Spring candidates for this award will be listed as Candidates in the graduation program. After the final grade point evaluation, if the student achieved a 3.7 GPA, he or she will be awarded the Presidents Distinguished Honor Award.

*Students who possess associate, equivalent or advanced degrees are not eligible for this award.*

### President's Honors List

Students who have appeared on the college's full or part time Deans Honors List for three (3) consecutive semesters will be placed on the President's Honor List. The designation Deans Honors List and President's Honors List will be placed on qualifying students transcripts.

### Dean's List

Each semester, those students whose scholastic achievement is outstanding are given public recognition by means of the Dean's List. Also, a notation of this award is added to the students transcript.

Both full-time students and part-time students are eligible for the Dean's Honor List. Full-time students are enrolled in 12 or more graded units and must have completed at least 12 graded units with a grade point average (GPA) of 3.5 or above in the semester they are considered for inclusion on the Dean's List.

Part-time students are enrolled in 6 to 11 units in the qualifying semester. Part-time students must have completed 12 or more cumulative graded units at the college where they are being considered for inclusion on the Dean's List, and they must have at least a 3.5 GPA in the qualifying semester. In calculating the GPA of part-time students, the only grades used will be from courses completed at Valley College.

## Standards of Student Conduct and Disciplinary Action

The Standards of Student Conduct and Disciplinary Action for violation of rules was 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 law 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.

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

**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.

**DISCIPLINARY PROBATION**—Exclusion from participation in privileges or extra-curricular 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.

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

**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 purpose of the Summary Suspension is accomplished, and in any case, no more than a maximum of 10 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 deems it necessary for the safety and welfare of the college.

**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.

**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.

**Violations of the Standards of Student Conduct Rules and Regulations for which Students are subject to disciplinary action include, but are not limited to the following:**

9803.10 **Willful Disobedience.** Willful disobedience to directions of college officials acting in the performance of their duties.

9803.11 **Violation of College Rules and Regulations.** Violation of college rules and regulations, including those concerning student organizations, the use of college facilities, or the time, place, and manner of public expression or distribution of materials.

- 9803.12 **Dishonesty.** Dishonesty, such as cheating, or knowingly furnishing false information to college.
- 9803.13 **Unauthorized Entry.** Unauthorized entry to or use of the college facilities.
- 9803.14 **College Documents.** Forgery, alteration, or misuse of college documents, records, or identification.
- 9803.15 **Disruption of Classes.** Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.
- 9803.16 **Theft of or Damage to Property.** Theft of or damage to property belonging to the college, a member of the college community or a campus visitor.
- 9803.17 **Interference with Peace of College.** The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise, or any threat, challenge to fight, fight, or violation of any rules of conduct as set forth in this Article.
- 9803.18 **Assault or Battery.** Assault or battery, abuse, or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.
- 9803.19 **Alcohol and Drugs.** Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230; any use of controlled substances the possession of which are prohibited by same, or any possession or use of alcoholic beverages while on any property owned or used by the District or college of the District. "Controlled substance," as used in this section includes, but is not limited to, the following drugs and narcotics: a) opiates, opium, and opium derivatives, b) mescaline, c) hallucinogenic substances, d) peyote, e) marijuana, f) stimulants and depressants, g) cocaine.
- The Board's policy on the Drug-Free Workplace, adopted March 22, 1989, restates these prohibitions.
- 9803.20 **Lethal Weapons.** Possession, while on a college campus or at a college-sponsored function, of any object that might be used as a lethal weapon is forbidden by all persons except sworn peace officers, police officers, and other government employees charged with policing responsibilities.
- 9803.21 **Discriminatory Behavior.** Behavior while on a college campus or at a college-sponsored function, inconsistent with the District's non-discrimination policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, handicap or veteran status.
- 9803.22 **Unlawful Assembly.** Any assemblage of two or more persons to 1) do an unlawful act, or 2) do a lawful act in a violent, boisterous or tumultuous manner.
- 9803.23 **Conspiring to Perform Illegal Acts.** Any agreement between two or more persons to perform an illegal act.
- 9803.24 **Threatening Behavior.** A direct or implied expression of intent to inflict physical or mental/emotional harm and/or actions, (such as stalking) which a reasonable person would perceive as a threat to personal safety or property. Threats may include verbal statement, written statements, telephone threats or physical threats.
- 9803.25 **Disorderly Conduct.** Conduct that may be considered disorderly includes lewd or indecent attire, behavior that disrupts classes or college activities, breach of the peace of the college, aiding or inciting other persons to breach the peace of college premises or functions.
- 9803.26 **Theft or Abuse of Computer Resources** including but not limited to the following:
- Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
  - Unauthorized transfer of a file.
  - Unauthorized use of another individual's identification or password.
  - Use of computing facilities to interfere with the work of a student, faculty member or college official, or to alter college or district records.
  - Use of unlicensed software
  - Unauthorized copying of software
  - Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and /or substantially disrupt the orderly operation of a college campus.
- Use of computing facilities to interfere with the regular operation of the college or District computing system.
- 9804 **Interference with Classes.** Every person who, by physical force, willfully obstructs, or attempts to obstruct, any student or teacher seeking to attend or instruct classes at any of the campuses or facilities owned, controlled or administered by the Board of Trustees of the Los Angeles Community College District, is punishable by a fine not exceeding five hundred dollars (\$500) or imprisonment in a county jail not exceeding one year, or by both such fine and imprisonment.

**9805 Interference with Performance of Duties of Employees.**

Action to cause, or attempt to cause, any employee of the District to do, or refrain from doing, any act in the performance of his or her duties by means of a threat to inflict any injury upon any person or property.

**9805.10 Assault or Abuse of an Instructor.** Assault or abuse of any instructor employed by the District in the presence or hearing of a community college student, or in the presence of other community college personnel or students, and at a place which is on District premises or public sidewalks, streets, or other public ways adjacent to school premises, or at some other place where the instructor is required to be in connection with assigned college activities.

**9806 Unsafe Conduct.** Conduct which poses a threat of harm to the individual and/or to others. This includes, but is not limited to, the following types of conduct: Unsafe conduct in connection with a Health Services Program (e.g. Nursing, Dental Hygiene, etc.); failure to follow safety direction of district and/or college staff; willful disregard to safety rules as adopted by the District and/or college; negligent behavior which creates an unsafe environment.

## Recording Devices, Use of

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.

## Student Discipline Procedures

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

The District has adopted Board Rule 9804, Student Discipline Procedures, to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of Student Conduct. All proceedings held in accordance with these procedures shall relate specifically to an alleged violation of the established Standards of Student Conduct. These provisions do not apply to grievance procedures, student organization councils and courts, or residence determination and other academic and legal requirements for admission and retention. Disciplinary measures may be taken by the college independently of any charges filed through civil or criminal authorities, or both.

Copies of the Student Discipline Procedures are available online at [www.lavc.edu](http://www.lavc.edu) or in the Office of Student Services.

## Student Grade Grievance Procedures

### Informal Process

Student grade grievances are often resolved through an informal process where the student meets with the instructor to discuss the problem. If the issue is not resolved, or the student is unable to meet with the instructor, then the next step in the informal process is to discuss the problem with the Department Chairperson. If a resolution is not obtained in meeting with the Department Chairperson, then the next step is to meet with the area Dean in Academic Affairs.

### Formal Process

The Student Grade Grievance Procedure states that in the pursuit of academic goals, students should be free of unfair or improper action by any member of the academic community. At any point up to 120 calendar days after an incident (i.e. a grading error), a student can file a formal "Statement of Grievance" with the Grade Grievance Officer. If there is a complaint about discrimination, including sexual harassment, the College Compliance Officer should be informed immediately. (See contact information below.)

The Education Code specifies that the instructor's determination of student grades shall be final, except in the cases of:

- **Mistake** – some unintentional act, omission, or error;
- **Bad faith** – an attempt to deceive; neglect or refusal to fulfill some duty;
- **Fraud** – a deliberate misrepresentation of the truth to induce another to surrender something valuable or a legal right;
- **Incompetence** – lack of ability, legal qualification, or fitness to discharge a required duty.

A student who can provide evidence that an instructor has given an evaluative grade on any of the above four bases, and has proof to substantiate the claim, may take the following steps under the Student Grade Grievance Procedure.

**First Step**—File a "Statement of Grievance" within 120 calendar days after the incident giving rise to the grievance. The "Statement of Grievance" form is available in Student Services, online, or by phone. Call Annie G. Reed at (818) 947-2320.

**Second Step**—A student has until 120 calendar days after the incident to file a "Request for Hearing" form.

The Grade Grievance Officer, at all stages of the process, will attempt to resolve the dispute between the parties.

**Third Step**—A Hearing Committee meets to determine whether the student has met the burden of proof to go forward with a hearing.

**Final Steps**—A hearing may be granted and the decision of the Hearing Committee may be appealed. The College President makes the final decision.

Details about the Student Grade Grievance Procedure are available online, in Student Services Office, or call Annie G. Reed (818) 947-2320.

## Compliance Officer

The Compliance Officer should be informed if there is a complaint of sexual harassment or discrimination, whether it is formal or informal. If students feel there are grounds for sexual harassment or discrimination, information about methods for resolving a problem, including investigation of complaints and informal resolutions, is available through the Compliance Officer located in Campus Center, Room 108, (818) 947-2463, LAVCCOMPLIANCE@LAVC.EDU.

## Drug-Free Environment

The Los Angeles Community College District is committed to drug-free and alcohol-free campuses. Students and employees are prohibited from unlawfully possessing, using or distributing illicit drugs and alcohol on District premises, in District vehicles, or as part of any activity of the District or colleges of the District.

Violators are subject to disciplinary action and/or prosecution. Student discipline procedures may include warning, reprimand, disciplinary probation, suspension or termination of financial aid, suspension, withdrawal of consent to remain on campus, and expulsion. Counseling, treatment, and rehabilitation resources are available for the treatment of alcohol and drug dependence and abuse.

## 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 Valley College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2005, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were 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 Los Angeles Valley College, nor does it account for student outcomes occurring outside this three-year tracking period.

Based upon the cohort defined above, 18.99 percent attained a certificate or degree or became 'transfer prepared' during a three year period, from Fall 2005 to spring 2008. Students who are 'transfer-prepared' have completed 60 transferable units with a GPA of 2.0 or better.

Based on the cohort defined above, 15.77 percent transferred to another postsecondary institution, (e.g. UC, CSU, or another California Community College) prior to attaining a degree, certificate, or becoming transfer-prepared during a five semester period, from Spring 2006 to Spring 2008.

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

