

Academic Policies



Faculty Office Hours

All instructional faculty who are teaching full-time hold five regularly scheduled office hours per week. Ask instructors for their hours and office locations.

Class Syllabus

All faculty members are required to publish and keep on file in their division offices a course information sheet, or syllabus, for each course each semester and to distribute them at the first class meeting or no later than the end of the second week of class. The syllabus must align to the content of the course as indicated in the official course outline and must contain grading standards for the class, a description of the means by which the course is to be taught such as lecture, laboratory, and outside assignments, attendance requirements, and office location and office hours. Other recommended items to include in syllabi are examination dates, text assignments, an outline of topics to be covered in the course, and student learning outcomes.

Student Attendance

Attendance is the responsibility of the student. Students who do not attend the first class session may be dropped from the class at the discretion of the instructor. In the event of excessive absences, the instructor may drop a student from a course or may lower a student's grade. The grade assigned by the instructor upon dropping a student for non-attendance shall be in accordance with Regulation 4020.3. Such students may be reinstated only at the discretion of the instructor for extenuating circumstances. Extenuating circumstances shall be defined as reasons for absence beyond the control of the student. Typical examples of such circumstances would be extended illness, hospitalization, court appearances, or death in the immediate family. Official documentation will be required for all requests to be considered.

Auditing of Classes

An "auditor" shall mean a person who attends a course but is not regularly enrolled and does not receive credit or a grade for the course. To be eligible to audit, a person must be currently enrolled in at least one other course. Students may enroll as an auditor by permission of the instructor only. Participation in an audited class is subject to the discretion of the instructor. Students may audit a specific course only once and shall be limited to auditing two courses per term. Audited units shall be included in determining student unit load

maximums. However, audited units shall be excluded in determining student status of credit unit load for financial aid, scholarships, and athletic eligibility. All official restrictions to enrollment shall apply to auditors, including placement and prerequisite requirements. Priority in class enrollment shall be given to students taking the course for credit. Auditors may enroll only after the conclusion of the open enrollment period and before the end of the fourth week of class for a 16-week course or an equal percentage of the course length for shorter term courses. The fee for auditing a class shall be in accordance with the California State Education Code and any materials fees that are ordinarily required for the course. Students enrolled in classes to receive credit for ten or more units shall not be charged a fee to audit three or fewer units per semester. Fees are to be paid before auditing the course, and fees are non-refundable.

Auditors shall not be permitted to change their enrollment status in order to receive credit for a course. Regularly enrolled students may not change to audit status. Auditors shall not be permitted to earn credit by examination for an audited course.

Grading Regulations

Grading System - Final grades are issued after the end of the term in which the student was enrolled. Grades are accessible through the online self-service system. The significance of grades is as follows: A, excellent; B, good; C, satisfactory; D, passing but less than satisfactory; F, failing; W, withdrawal; MW, military withdrawal; P, pass (at least satisfactory—units awarded not counted in G.P.A.); NP, no pass (less than satisfactory—units not counted in G.P.A.). RD, report delayed, means a grade has not been submitted by the instructor. Courses numbered in the 600-band do not award a grade.

Make-Up Grades for Incomplete Work

Permission for making up incomplete work may be granted when unforeseeable emergencies and justifiable reasons cause the student to be unable to complete the academic work by the end of the course. The student is responsible for initiating a request for an incomplete, but the I grade is assigned at the instructor's discretion. An instructor may give a grade of I and indicates the grade to be assigned in the event that the student does

not complete the required work within the timeline given on the incomplete grade contract. The grade must be A, B, C, D or F except that P and NP grades may be assigned where the course provides for grading on this basis and the student has elected to be graded on the P/ NP basis by the appropriate deadline. This grade shall be based on the total requirements for the course and a grade of W may not be assigned. Once an incomplete is assigned by an instructor, a student is not eligible to enroll in the same class until the incomplete is resolved. Petitions to change an I grade or to exceed the one-year make-up period must first be approved by the instructor and then submitted to the Grade Review Committee for final disposition. See LBCC's Administrative Policy and Regulation 4021 regarding all requirements for incompletes at www.lbcc.edu/Policies/regulations.cfm.

Withdrawal

A grade of W shall be assigned for withdrawal from a class or classes in accordance with the schedule below for both a student-initiated withdrawal and instructor-initiated drop. One exception is when a student is required to leave a class for reasons of academic dishonesty; in such an instance, a grade of F may be given. Another exception is for military withdrawal, in which an MW is assigned.

1. Students withdrawing or being dropped after the final deadline for a W must be assigned a grade of A, B, C, D, F, MW, P or NP. The grade assigned shall be based on the total semester requirements for the course.
2. Full semester-length classes: Drops before the census date will not record the drop. Withdrawals on or after the census date will be recorded as a withdrawal. After 75 percent of a class has taken place, students must be issued a grade.
3. Students may petition for a W grade after the final deadline for a withdrawal only for extenuating circumstances beyond the control of the student, such as a verified accident or illness. Petitions must be reviewed and approved by the Grade Review Committee.

Military Withdrawal

A grade of MW may be assigned to students who are members of an active or reserve military service and who receive orders compelling a withdrawal from classes. Upon verification of such orders, the grade of MW may be assigned at any time from the beginning of the period that a W may normally be assigned through the end of the course. The MW grade shall in no way adversely affect a student's academic record. The MW grade shall not be counted in completion ratio or GPA calculations. The grade of MW may be applied as appropriate retroactively to January 1990.

Grade Points

A system of grade points is used to determine a student's standing for graduation or transfer. Grade points are assigned to the respective grades as follows: for each unit of credit, the grade of A is assigned 4 points; B, 3 points; C, 2 points; D, 1 point; F, 0 points. P (pass) and NP (no pass) units are not counted in a student's GPA.

Change of Grades

All grades are final in the absence of mistake, fraud, bad faith, or incompetence.

A student who believes a final grade to be incorrect may file a "Request for Change of Grade" form, which can be obtained from the office of Enrollment Services. All requests for grade changes should be made by the student, in writing, within two years after the end of the semester in which the grade was earned. In the absence of the instructor, the request shall be referred to the Grade Review Committee.

Open Entry/Open Exit Credit Courses

For students completing 0-29 percent of the work or time required in an open entry/open exit course, a grade will not be recorded. Students completing 30-74 percent of the work or time required will be assigned a W grade. The W will be included in completion ratio calculations. Students completing 75 percent or more of the work or time required will be assigned the grade

earned, i.e., A, B, C, D, F, P or NP. The exception to this policy is the grade of MW.

Repetition of Courses

State regulations restrict the number of times a student may enroll in a course within a community college district. Most courses are designated as non-repeatable, which means that a student can only repeat the course under the following circumstances:

- To alleviate substandard work. When a mark of D, F, NP, or W has been previously recorded in a course, a student may enroll to repeat the course. The student is limited to a maximum of three attempts in any one course to earn a passing grade. The grade from the most recent time the course was repeated will be used for determining grade point average regardless of whether the last grade is higher or lower than the grade earned on previous attempts. The grades for all earlier attempts and the most recent attempt shall each be recorded on the student's permanent record, ensuring a true and complete academic history.
- Significant Lapse of Time: When a mark of A, B, C, or P has been previously recorded in a course, a student may only repeat the course if 36 months have passed since the grade was awarded and the student is required to have taken the course within a recent amount of time as required by another course or program at the college or at another college or university to which the student seeks to transfer. For courses in which a grade of A, B, C has been recorded, the grade of the repeated course shall be counted in calculating a student's grade point average. The grades of all earlier attempts and the most recent attempt shall each be recorded on the student's permanent record, ensuring a true and complete academic history. Courses repeated under this criterion will not be used for determining financial aid, scholarships, or athletic eligibility. Unit credit is allowed only once. Neither credit nor grades shall be allowed for unauthorized repeated courses.
- Mandated Training: A student will be allowed to repeat courses in which the student has previously earned a grade of A, B, C, or P when repetition of the course is necessary in order to meet legally mandated training requirements or conditions

of continued paid or volunteer employment. Enrollment under this provision is limited. Documentation supporting the mandated training is required and must be submitted to the Enrollment Services Office.

- Change of Industry Standard or Licensure: A student may be allowed to repeat courses in which the student has previously earned a grade of A, B, C, or P when repetition of the course is necessary in order to maintain licensure or if an industry standard has changed significantly since the course was taken and the student needs the skills in order to gain or keep employment. Documentation supporting the licensure or change in industry standard is required and must be submitted to the Enrollment Services Office.

The student is responsible for ensuring that the repetition of a course is authorized by these regulations. Any student who is determined to be repeating a course when not authorized to do so shall be administratively removed from the class. Credit by examination and courses in the 600-number noncredit band are not subject to the course repetition rules.

Academic Renewal

The purpose of academic renewal is to disregard a portion of a student's prior substandard academic work. Students wishing to disregard prior work must complete the Academic Renewal Petition and submit it to the Enrollment Services Office. Academic Renewal is subject to the following conditions:

- The student must have completed at least 24 units at Long Beach City College with at least a 2.0 cumulative GPA subsequent to the term to be disregarded.
- At least one calendar year must have elapsed from the time grades to be disregarded were earned.
- Courses will only be disregarded on a semester or term basis. All courses in the designated semester will be ignored in determining requirements for graduation, including grade point average, field of concentration, honors, general education, and units. Any requirements that would otherwise be met by courses thus ignored must be fulfilled by retaking a course or by other educational means.
- A maximum of two semesters or terms may be disregarded.

- All courses shall remain on the official record. The transcript shall be appropriately annotated to indicate that academic renewal has been applied, including the specific semesters or terms that were disregarded.
- Academic Renewal by Long Beach City College does not guarantee that other institutions will honor this action. The student is responsible for ensuring that his or her transfer institution will approve of academic renewal from Long Beach City College.
- Once a certificate or degree is posted at Long Beach City College, academic renewal will not be available.

Academic and Progress Probation

A student shall be placed on probation whenever the student's academic record indicates any of the following conditions:

- 1a. Academic probation: The student's grade point average falls below 2.0 in all units graded according to the 4.0 grading scale after the student has attempted more than 12 units at Long Beach City College.
- 1b. Progress probation: After enrolling in a minimum of 12 units at Long Beach City College, the student has completed less than one-half of all units in which the student has enrolled as reflected in the student's academic record.
2. For the purposes of section 1.b, the entries of W, NP, and I are counted as incomplete work while entries of A, B, C, D, F, and P are counted as complete.
3. Students on academic or progress probation shall be subject to counseling intervention which includes the following provisions:
 - Meeting with a counselor in the Counseling Department, DSPS, or EOPS;
 - Completing a student "Strategy for Success" contract or an educational plan;
 - Being limited to a maximum of 12 units each semester until the student is removed from probation; and
 - Completing the sequence of basic skills courses in the educational plan.
4. Any student on probation shall be reclassified

as "satisfactory" whenever the cumulative grade point average reaches or exceeds 2.0 and the ratio of units-completed to units-enrolled is one-half or better based on the number of units indicated in section 1 above.

Academic and Progress Dismissal

A student who remains on probation for at least two semesters and has not completed the counseling intervention and made up the deficiencies in his or her academic record shall be dismissed unless satisfactory progress is indicated during the semester in which the dismissal would normally occur. Satisfactory progress is defined as follows:

- In the case of academic dismissal, the student must complete at least three units during the semester with a semester grade point average of at least 2.0.
- In the case of progress dismissal, the student must enroll in at least three units during the semester. If enrolled in 3 to 5.5 units, the student must complete all units. If enrolled in six or more units, the student must complete 80% of the units.
- Academic and progress dismissals are recorded at the end of the spring semester.
- Readmission After Dismissal
- Dismissed students will not be allowed to enroll in the fall semester immediately following their dismissal. Students desiring to return to the college after dismissal must submit an application and a readmission petition to the Enrollment Services Office by the second Friday of September to be considered for readmission in the spring semester. The Readmission Committee reviews all petitions.
- A dismissed student who is readmitted will be placed on probation and may be subject to further enrollment restrictions and requirements.

Scholarship Office/Foundation Financial Scholarships

Long Beach City College administers more than 1,000 scholarships each year. These scholarships are funded by campus and community organizations, local businesses, and private donors. The Scholarship Office/Foundation Office is located in Building A-1001 at the Liberal Arts Campus.

Rotary Club Honors Scholarships

Each year the Long Beach Rotary Scholarship Foundation awards Rotary Honor Scholarships to Long Beach Unified High School students who will be attending Long Beach City College. Recipients must maintain a 3.0 GPA or higher and be enrolled in the Honors Program once they attend Long Beach City College. Scholarship applications are available in September at www.lbcc.edu/scholarships.

Outstanding Student Scholarship

Long Beach City College acknowledges outstanding student scholarship in three ways: on the Dean's Honors List, in graduation ceremonies, and through a scholarship honor society. Outstanding Scholarship is classified in the following ways:

1. Scholarship with Honors—3.500-3.749 GPA
2. Scholarship with Distinction-3.750—3.999 GPA
3. Scholarship with Great Distinction —4.000 GPA

Dean's Honors List

Students on the Dean's Honors List are recognized each semester on a posted announcement and with a personal letter. To be eligible for the Dean's Honors List, a student must meet the following requirements:

Attempt 12 or more units* in the specific semester with a 75 percent or better overall completion ratio and maintain the necessary semester GPA to qualify for outstanding scholarship described above.

*Note: Units attempted are classes with grades of A, B, C, D, or F. A class taken for a grade of P or NP does not count in computing the number of units attempted.

Alpha Gamma Sigma Scholarship Society

Long Beach City College has two chapters of Alpha Gamma Sigma, the California community college honor scholarship society. Students eligible for the Dean's Honors List are encouraged to apply for membership. Students with a 3.1 overall cumulative GPA in 12 or more units completed are also eligible for membership. The Kappa Chapter is located at the Liberal Arts Campus. Information and applications are available at LAC in room M-226. The Delta Chi Chapter is located at the Pacific Coast Campus. Information and applications are available in the Student Affairs Office, LAC E-206 (562) 938-4552.

Entrance to LBCC with Scholarship Honors

High school graduates are accorded "honors at entrance" as a form of recognition for outstanding scholarship. To be eligible, the graduate must have earned a 3.5 GPA or better in high school and must have matriculated to LBCC.

Graduation with Scholarship Honors

Students graduating with outstanding scholarship are recognized during the graduation ceremony and in the commencement program. To be eligible for honors at graduation, a student must have a cumulative overall GPA based on all college work applied to the degree, no matter where completed, that qualifies for "outstanding scholarship" as described above.

Honors Program and Courses

The Honors Program serves motivated, high-achieving students who plan to transfer to competitive colleges and universities. The LBCC Honors Program offers courses in more than a dozen disciplines to serve intellectually ambitious students. Students who complete the Honors Program have proven records of success in their applications to competitive baccalaureate programs as well as to professional and graduate schools. For detailed information about the LBCC Honors Program and the application process, call the Honors Program Office at (562) 938-4354 or visit us in the LAC Library (L-164) or on the web at www.lbcc.edu/honors.

Honors Courses

Honors courses generally have fewer students and offer more intensive study than is normally possible in regular sections of the same courses. All honors courses satisfy degree and transfer requirements. Courses are offered in Anthropology, Astronomy, Art, Biology, Communications, Economics, English, Geology, History, Humanities, Learn, Math, Music, Philosophy, Political Science, Psychology, Sociology, and Statistics. Please see the schedule of classes for current offerings.

Transfer Programs

Students who complete the Honors Program earn priority transfer consideration for admissions to such institutions and programs as UCLA, UCI Honors, and

CSULB Honors, and more than a dozen private colleges and universities. Some benefits of the Long Beach City College Honors Program are as follows:

- Honors scholarships for entering students from local high schools and for President's Scholars at graduation
- Priority registration
- Faculty mentors
- Honors academic counseling
- Informal degree checks
- Invitation to special honors forums, seminars, and social events
- Participation in honors research conferences
- Facilitation of placement in four-year college honors programs.

President's Scholar Honors

The President's Scholar designation is awarded in recognition of outstanding achievement in the college's Honors Program.

1. To qualify, a student must complete a minimum of five honors courses with a 3.5 or higher GPA and must be transferring to a baccalaureate institution. In addition, the student must maintain a Long Beach City College cumulative GPA of 3.5 or higher with at least 80 percent of all units attempted in courses numbered 1-99.
2. The President's Scholar designation is entered on the transcript, next to the associate degree notation. In addition, qualifying students receive a gold seal on their diplomas and are given special recognition at commencement. President's Scholars are the first to receive their diplomas and are awarded medallions, which they wear at graduation.
3. As part of the President's Scholar award, students customarily receive a cash scholarship at graduation.

Honors Student

The honors student designation is awarded to all transfer students who complete the Honors Program.

1. To qualify, a student must have completed a minimum of five honors classes with a 3.0 GPA or higher.

2. In addition, a student must maintain a Long Beach City College cumulative GPA of 3.0 or higher with at least 80 percent of all units attempted in courses numbered 1-99.

Admission to the Honors Program

To apply for admission to the Honors Program, a student must complete an online application and obtain two letters of recommendation.

To be eligible for the Honors Program, students must qualify for English 1 and meet the college's standard for reading proficiency or place into READ 82 or READ 83. Students must have a GPA of at least 3.0. For further eligibility information, please visit www.lbcc.edu/honors.

Continued superior academic achievement is required to remain in the Honors Program. Honors students must maintain a minimum 3.0 GPA in addition to completing program requirements.

Course Credit and Class Preparation

To earn one unit of lecture course credit, students must complete a minimum of 18 hours of class time during a semester or equivalent term and are expected to devote an average of two hours of preparation outside of class for each one hour of lecture class time. To earn one unit of credit in a laboratory, demonstration or practice situation class, students must complete a minimum of 54 hours of class time for one semester or equivalent term. Some additional outside-of-class preparation may be expected.

For work experience classes, one unit of credit represents 75 hours of paid employment or 60 hours of volunteer work per semester. In order to qualify for Work Experience, students must be currently enrolled in a qualifying occupational program and have an instructor's approval.

Pass/No Pass Courses and Grading

Some courses allow a student to change the grading option to pass/no pass instead of a letter grade. Students may change the grading option online via student self-service or by completing and submitting a pass/no pass

form in the Enrollment Services Office. This process must be completed prior to the thirty percent point of the course. The deadline can be found in the class schedule. Students are required to do all work assigned and take examinations as though they were receiving letter grades. To receive a grade of pass, a student must do work equivalent to a C grade or better. Students seeking an associate degree are limited to 20 units on a pass/no pass grading basis. All 800-band courses, which are not applicable to a degree, are graded pass/no-pass. Courses taken on a pass/no pass grading basis do not affect the grade point average at Long Beach City College. Students should consult the catalogs of the schools to which they intend to transfer to determine those schools' policies.

Maximum Student Unit Load

Full-time unit load definitions for a regular academic semester are as follows:

- Minimum full-time unit load: 12 units
- Normal full-time unit load: 15 units
- Maximum full-time unit load: 18 units
- Maximum full-time unit load with written permission: 21 units

For students with good academic standing and who are not on any form of probation, the maximum full-time unit load definitions for any one or combination of summer terms in a given year are as follows:

- Minimum unit load for full-time summer status: 6 units
- Maximum full-time unit load: 10 units
- Minimum unit load for half-time summer status: 3 units

The maximum unit limit for winter intersession is 6 units.

Enrollment limitations by residency category are as follows:

- Residents of California may enroll for up to the maximum full-time unit loads, as stated, during the academic year and summer session and winter intersession.
- Nonresidents, unless restricted by visa, may enroll for up to the maximum full-time unit loads, as

stated, during the academic year, summer sessions, and winter intersession and must pay nonresident tuition.

- High School Students - During the academic year, eligible high school students may enroll in a maximum of 8 units for fall and spring semesters and 5 units for summer terms and winter intersession. See the high school concurrent application form for specific requirements.

Waiver of Maximum Unit Load Limitation

1. A student may request a waiver of the maximum unit load limitation for fall or spring semesters but not for summer sessions or winter intersessions. Under no circumstances will a student be permitted to exceed the defined maximum unit load limitation with waiver. The determination to waive the maximum unit load limitation is the responsibility of the counseling department and will be made only for extraordinarily capable students of proven academic ability and excellent past academic performance.
2. To apply for a waiver, a student must meet the following requirements:
 - a. The student must be matriculated so that his or her college placement examination scores, transcripts of previous academic performance, and other pertinent data are available to the counseling department.
 - b. The student must apply to the counseling department for a waiver no later than two weeks prior to the first day of open registration for the semester concerned. A waiver request after the two-week deadline requires approval of the Dean of Counseling and Student Support Services.
3. The college reserves the right to grant special waivers in unusual circumstances.
4. Any student enrolled in more units than are permitted for his or her classification by these regulations will have his or her program of studies reduced to the applicable allowable maximum by the Dean of Enrollment Services or designated representative.

High School Concurrent Enrollment

Long Beach City College is proud to offer concurrent enrollment to local high school students. Concurrent enrollment allows high school students to enroll in

classes at Long Beach City College while they are still attending high school. Students first complete the Application for Admission and receive an ID number, then take the assessment tests for English, reading, and mathematics. If the application is approved, enrollment fees will be waived. Students are responsible to pay the costs of the health fee, books, materials fees, parking fees, and College Service Card fees. Please see www.lbcc.edu/Admissions/concurrent.cfm for the application and more information.

High School Pathways Project

Long Beach City College is involved in the High School Pathways Project, which is a joint program with K-12 districts throughout the region. The aim of the High School Pathways Project is to provide high school students with early college credit opportunities and assist them in seamlessly transitioning from high school to LBCC. The admissions process for students participating in the High School Pathways Project may differ from the regular high school concurrent enrollment process. Students interested in earning early college credit through pathway facilitated dual enrollment or articulated courses must adhere to the processes and criteria set forth by their K-12 district of origin and LBCC. For more information, please contact the Director of Career Pathways Support Services at careerpathways@lbcc.edu.

Credit by Advanced Placement

Long Beach City College recognizes the Advanced Placement (AP) Program of the College Entrance Examination Board. Students are required to order official copies of their College Board transcripts with the appropriate Advanced Placement scores and have the transcripts sent to Long Beach City College's office of Admissions and Records. Course credit is granted for Advanced Placement examinations with a score of three, four, or five in those instances in which the department concerned has determined that the material covered is comparable to a specific course offering within that department. Advanced Placement credit is granted for fulfillment of Long Beach City College degree requirements. However, when a student transfers to any other college or university, that institution routinely reevaluates Advanced Placement units in accordance

with its own internal policies. Thus, advanced placement units are indicated as such in official records and do not transfer as Long Beach City College courses. A complete listing of AP Courses and A.A. /A.S. Degree general education requirements can be found at this website: www.lbcc.edu/catalog.

Credit by Examination

Credit by Examination is a provision whereby a student who is enrolled in the college and is in good standing may, with departmental approval, take an examination to earn credit in a specific course. The student must have completed at least 12 semester units at Long Beach City College and have the prior approval of the department head and school dean before being allowed to take the examination for credit. Exceptions to the 12-unit limitation must be approved by the office of the Vice President of Student Services. For courses identified in the High School Pathways Project as eligible for Credit by Examination, the 12-unit limitation does not apply. In all cases, courses eligible for Credit by Examination will be determined by the department in which each course is offered. The department shall determine how many times credit by examination is offered to an individual student per semester and how many times students are allowed to attempt to pass the exam.

1. The department concerned also determines specific standards of student eligibility. The method of evaluation, including a copy of any written exam or a description of its contents, must be approved by the department and kept on file in the department and in the office of the school dean. For courses identified in the High School Articulation Project, a description of the contents of the examination, as developed and approved in the articulation process, must be kept on file in the department.
2. Students who take an exam for credit will be given the grade earned. For high school articulated courses, students will be given the grade earned or receive a "credit" grade depending on the method of grading for the course; if the student does not pass the examination, no notation will be made on the transcript and no credit awarded.
3. Units earned through Credit by Examination may not be counted toward the 12-unit residence requirement for the associate degree.
4. A fee will be charged for students to take Credit by Examination. The fee will be waived for participants

in the High School Pathways Project. A complete listing of credit by examination opportunities can be found at this website: www.lbcc.edu/catalog.

Credit by Directed Study Program

The Directed Study Program provides challenges for talented students. This program allows a student to conduct in-depth study on any approved topic within a subject area. The following are the basic elements of the program:

1. Students must have earned at least a cumulative 3.0 grade point average. Students must have completed 24 units, at least 12 of which must be earned at Long Beach City College. Credit applied from other colleges must be supported by official transcripts on file with the Enrollment Services Office.
2. Prior approval of the faculty mentor who directs the study, the department head, and the school dean must be obtained before commencing work on the project under the mentor's direction. Failure to do so may result in denial of credit for the project.
3. Directed study may not parallel or equate with work in an approved course within the department. Directed study is expected to be of an advanced nature and should go beyond the treatment in an approved course or series of courses. Work that merely involves the production of a book report or term paper is not an appropriate project.
4. While the student's work is of an autonomous nature, the student is expected to meet at regular intervals with his or her faculty mentor to discuss progress and seek guidance and direction.
5. The product of the directed study will be a written report or an equivalent project that demonstrates an amount of work equal to an approved course of the same number of units—54 hours of work for each unit of credit earned.
6. The project will be evaluated on a standard comparable to that used in the courses within the department granting the credit. The project will be evaluated by the faculty mentor and kept on file in the department office. The completed authorization form will be forwarded through the approval process.
7. One to three units of credit will be granted upon

satisfactory completion of a project.

8. Units will be indicated on the student's transcript as Directed Study 99 in the subject matter area.
9. Any student shall earn no more than six units in directed study courses.

The subject areas that currently are approved for directed studies are anthropology, art, Biology, computer and business information systems, economics, English, geology, business international, journalism, political science, psychology, social science, speech, and theater arts.

Credit by College-Level Examination Program (CLEP)

Long Beach City College recognizes the CLEP examinations of the College Board under the following conditions:

1. Students are required to order official copies of their College Board transcripts with the appropriate CLEP scores and have the transcripts sent to Long Beach City College's Enrollment Services Office.
2. Specific course credit will be granted for the CLEP examinations in those instances in which the department concerned has determined that the material covered is comparable to a specific course offering within that department.
3. In situations where comparable courses are not offered by a department, CLEP scores may be applied toward general education or elective unit requirements.
4. CLEP credit is granted for fulfillment of Long Beach City College degree requirements. However, when a student transfers to any other college or university, that institution routinely reevaluates CLEP units in accordance with its own internal policies for CLEP. Thus, CLEP units are indicated as such in official records and do not transfer as Long Beach City College courses.
5. CLEP credit for an Associate Degree for Transfer is approved through the general education certification for transfer to colleges or universities that accept Long Beach City College's certification.

Credit by International Baccalaureate (IB)

Assessment Long Beach City College recognizes the International Baccalaureate Assessment under the following conditions:

1. Students are required to order official copies of their IB transcripts with the appropriate IB scores and have the transcripts sent to Long Beach City College's Enrollment Services Office.
2. Specific course credit will be granted for the IB examinations in those instances in which the department concerned has determined that the material covered is comparable to a specific course offering within that department.
3. In situations where comparable courses are not offered by a department, the IB scores may be applied toward general education or elective unit requirements.
4. IB credit is granted for fulfillment of Long Beach City College degree requirements. However, when a student transfers to any other college or university, that institution routinely reevaluates IB transcripts in accordance with its own internal policies for IB. Thus, IB units are indicated as such in official records and do not transfer as Long Beach City College courses.

Transfer Credit from Other Colleges, Universities, and Institutions

The Long Beach Community College District accepts unit transfer credit from other appropriately accredited academic and professional institutions, provided that the student establishes residency at Long Beach City College and satisfies any other curricular or academic limitations imposed by the District.

- The Vice President of Academic Affairs is responsible for the establishment of appropriate standards for the acceptability of transfer credit.
- The Dean of Enrollment Services is responsible for enforcement of the standards of acceptability and for maintaining appropriate records of all transfer credit.
- Transfer credit, if otherwise appropriate, shall only be accepted from colleges and universities that have been properly accredited by a federally authorized regional accreditor. The acceptable accrediting

bodies are the Middle States Association of Colleges and Schools, North Central Association of Colleges and Schools, Southern Association of Colleges and Schools, New England Association of Schools and Colleges, Northwest Association of Schools and Colleges, the Western Association of Schools and Colleges, and the Accrediting Commission for Community and Junior Colleges.

Reciprocity of General Education Courses

Courses from other regionally accredited colleges and universities can be used towards the fulfillment of general education at Long Beach City College under Plan A. Courses approved for a specific general education area at another institution will be honored for the comparable general education area at Long Beach City College.

Courses from schools without GE subject areas or proficiencies such as information competency will be evaluated for equivalency in order to satisfy that area.

Physical education activity and dance performance courses can be used to fulfill the Physical Fitness/Wellness area. Courses in food and nutrition and theater arts must be evaluated and approved by the department as an activity course.

Foreign Institutions

Acceptance of transfer credit from foreign institutions shall be subject to the student obtaining, at his or her own expense, a transcript evaluation from a credentials evaluation service as designated by the Dean of Enrollment Services.

Acceptable Transfer Credit

- Only lower division credit will generally be accepted. An upper division course will only be accepted if the specific course is substantially the same as a corresponding course at Long Beach City College.
- Second party credits will not be accepted. For example, School A, whose credits LBCC would normally accept, has itself accepted credits from School B. LBCC will not accept these credits from

School B through School A, but only directly from School B, if otherwise acceptable .

- Where equivalency of transfer credits is questionable, the Records Office shall solicit the assistance of the School and College Articulation Office and the appropriate school dean or department head in determining whether or not a transfer credit is equivalent to our coursework.
- Credit for six units, four in physical education and two in health education, will be granted to any student who supplies proper proof of at least one year of service in the armed forces of the United States.
- No credit will be granted for seminars or other instruction conducted by private or public agencies even though the academic level can be shown to be equal LBCC courses. Students in these situations may apply for credit by examination, if such credit is offered.

Credit for Cooperative Work Experience Education

Long Beach City College recognizes job experience as a valuable learning resource. The Cooperative Work Experience Education Program affords students the opportunity to earn college credit for learning while working on their jobs.

To earn Cooperative Work Experience credit, students must successfully fulfill measurable learning objectives prior to the completion of the semester. The process of establishing these learning objectives for the student employee involves the employer directly. The work experience instructor visits each job site to validate the learning environment and working conditions and to ensure good communication between the employer and the college.

Students must be enrolled in a Career and Technical Education program offered at the college and have met one of the following two requirements:

1. Completed at least one third of the units required for the program.
2. Completed or be concurrently enrolled in a course in the same program.

Students must also participate in on-the-job learning experiences that contribute to occupational or educational goals and have the approval of the professor.

International students who wish to enroll in Cooperative Work Experience education must receive a release from the International Student Office prior to enrolling in work experience. The office is located at the Liberal Arts Campus, Building A, (562) 938-4745.

Cooperative Work Experience education units meet eligibility requirements for veterans benefits, social security, and financial aid. Cooperative Work Experience operates without regard to race, age, sex, religion, skin color, national origin, handicap, sexual orientation, marital status, ancestry, medical conditions such as cancer related illness, or status as a veteran.

Additional information on the program and enrollment is available at the Academic Services Office located on the Liberal Arts Campus.

Credit for Educational Experience in Military Service

Long Beach City College presently requires three units in a combination of physical education and health education classes for its associate degree. Veterans may be granted these three units of credit toward graduation if they served on active duty for at least 12 continuous months. A student who wishes to receive these credits must have a copy of his or her DD-214 and file number from the Veterans' Administration to request such credit. Please contact the Veterans Affairs Office at LAC in Building E for additional assistance.

If a veteran feels his or her military schooling provided sufficient knowledge in a particular subject area and this credit is needed for graduation or advanced placement, he or she should refer to the section of this catalog on credit by examination. Each department head handles the particular subjects under his or her department. Not all departments allow credit by examination, so students should check the eligibility requirements carefully and then contact the department head involved to make the necessary arrangements for an exam, if one is permissible.

Policy on Academic Honesty

The Long Beach Community College District establishes an academic environment in which inquiry is nurtured, individual responsibility is rewarded, and academic dishonesty, cheating, and plagiarism are not tolerated.

Academic Freedom

In the spirit of academic inquiry and in keeping with the code of ethics adopted by the Academic Senate of Long Beach City College, the policy of the Board of Trustees ensures that the professional staff shall be free to define and discuss relevant information and concepts in the classroom or any other appropriate forum and shall be free to select materials and methods of presentation.

Policy on Open Courses

Every Long Beach City College course, course section, or class for which the full time equivalent student units are to be reported for state aid, unless specifically exempted by statute, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets course requisites.

Creating a Collegiate Environment in the Classroom

Creating an environment that is conducive to learning is the cornerstone of offering a good education. Every person at Long Beach City College is responsible for helping to maintain this environment, including students. Simple rules of courtesy and civility apply.

1. **Respect for the Instructor:** This concept means arriving for class on time, not leaving early, bringing appropriate materials, not speaking with other students while the instructor is speaking, not bringing food or drink to the classroom, and not being loud, boisterous, or argumentative.
2. **Respect for Other Students:** This concept means not interfering with the rights of others to listen and participate, not being disrespectful, and not using inappropriate language or harassing others in any way.
3. **Academic Honesty:** Lack of honesty in the

classroom is a very serious offense. Any form of cheating on tests, turning in work which is not one's own, talking during tests, furnishing false information to instructors, or knowingly misrepresenting oneself to the college is grounds for disciplinary action. The consequences of cheating are severe and may include the possibility of expulsion.

4. **Instructor's Rights:** An instructor has the right to remove a student from class at any time the instructor considers the student's actions to be interfering with a proper collegiate environment. The instructor may also refer the incident to the Director of Student Discipline and Student Life for disciplinary action as warranted.
5. **Student's Rights:** All students have a right to due process. If a classroom conflict occurs, students should discuss the issues with the course instructor during the instructor's office hours. Additional resources for resolving conflicts include the department head, school dean, and Vice President of Student Support Services or designee.

Student Conduct

A proper campus environment is of great importance to assure academic and individual success. The Board of Trustees has established campus-wide standards of student conduct and simple campus rules which are enforced at all times. These rules are particularly important in large common areas such as the cafeteria, bookstore, vending, campus offices, College Center, Student Center, Activities Center, campus quads, athletic areas and other highly frequented areas. All students must conform to the Standards of Student Conduct, which have been established by students and college staff and have been approved by the Board of Trustees. The Standards of Student Conduct are listed below and are strictly enforced by the Office of Student Affairs.

Standards of Student Conduct

These standards of student conduct and disciplinary action for violation of rules were established by a student-college staff committee in compliance with section 22635 of the California Education Code and are printed and distributed for students' information

and guidance. Students shall respect and obey civil and criminal law and shall be subject to the legal penalties for violation of the laws of the city, county, state, and nation.

Student conduct at Long Beach City College must conform to district policy and regulations and college procedures. Violations, for which students are subject to disciplinary action, include but are not limited to the following:

1. Willful disobedience of directions of college officials, including faculty, acting in the performance of their duties.
2. 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.
3. Dishonesty, such as cheating or knowingly furnishing false information to the college.
4. Forgery, alteration, or misuse of college documents, records, or identification.
5. Unauthorized entry to or use of college facilities.
6. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.
7. Theft of or damage to property belonging to the college, a member of the college community on campus or at a campus activity, or a visitor to the campus.
8. Disorderly, lewd, indecent, or obscene conduct, including profanity.
9. Conduct which disrupts orderly operation of the college or which disrupts educational activities of individual members of the college community, including but not limited to harassment of another member of the college community based on race, religion, national origin, gender, sexual orientation, or any other legally protected status.
10. Use, possession, distribution, or being under the influence of alcoholic beverages, illicit drugs, or other controlled substances while on campus or in connection with college activities.
11. 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.
12. Possession while on the college campus or at a college-sponsored function of any weapons

except by individuals given permission by the superintendent-president or members of law enforcement agencies such as police officers acting in their capacity as officers.

13. Possession of any item not usually designated as a weapon when used to threaten bodily harm.
14. Misuse of any computer technology, including equipment, software, network, or Internet access, including non-compliance with any policy, regulation, rule, or guideline developed by any segment of the college which relates to computer technology.

Campus Rules

1. Smoking is prohibited in all buildings.
2. Eating and drinking are prohibited in all buildings except where food is sold or is part of an approved and scheduled activity.
3. Gambling on the campus is prohibited. Gaming is restricted to the PCC Student Lounge and the LAC Activities Room.
4. Animals not indigenous to the campus grounds are not allowed on campus. Exceptions shall be made for certified companion animals and those animals previously approved by college officials for specific educational purposes.
5. Literature to be distributed must be approved by the Office of Student Life.
6. Children are not allowed on campus unless under the supervision of a parent or guardian or officially enrolled in an approved college program. Children may not attend classes with a parent or guardian unless the course is specifically designed to include children. Children must be supervised so that educational activities are not interrupted and may not be left unattended in common areas such as the library, computer labs, cafeterias, quads, or lounges.
7. Vehicles without a parking permit must be parked in visitor parking, or their drivers may purchase a one-day parking permit.
8. Students are required to be fully attired, including shirts or blouses and footwear.
9. Skateboarding, skating, and bike riding are prohibited on campus grounds. Officers will cite any violators.
10. The use of electronic devices, without headphones is prohibited on campus except in connection with approved campus or classroom activities.

11. Electronic recording devices may not be used in any classroom without the permission of the instructor.

Summary Suspension

When serious violations of college regulations or procedures occur as a result of inappropriate student conduct, the college shall take immediate action to resolve the problems. Such action may proceed as follows:

1. **Removal from class by instructor:** Any instructor is authorized to remove a student from his or her class for the class meeting in which the infraction occurs as well as the next scheduled class meeting. The instructor shall immediately report the removal of the student to the Vice President of Student Support Services or designee, including the reason for the removal, for appropriate action.
2. **Summary Suspension by Administration:** Summary suspension is an administrative action for the purpose of removing any immediate tension or threat to the well-being of students and staff in order to assure that an appropriate academic environment exists. It may also be also for the purposes of further investigation of reported inappropriate conduct and to determine what disciplinary action, if any, is appropriate. The Director of Student Discipline and Student Life or designee may summarily suspend a student for good cause for a period of up to 10 instructional days to ensure that the intended purpose is served.

Disciplinary Action

Violations of the above regulations and rules subject students to the following types of disciplinary action, which are to be administered by the appropriate college authorities. These disciplinary actions are listed in degree of severity but not necessarily in sequential order. Disciplinary actions may be imposed singly or in combination. A student has the right to appeal any of the actions through established procedures of due process.

1. **Warning:** Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
2. **Reprimand:** Written notice to the student officially recognizing a violation of the standards of

student conduct or campus rules. The reprimand admonishes the student to avoid future infractions in order to avoid additional formal action.

3. **Probation:** An official disciplinary action that returns the offender to the college community on a promise of appropriate future behavior. Any violation of this promise mandates further formal action.
4. **Social Suspension:** Social suspension limits a student's attendance on campus to scheduled classroom hours. Revoking of other privileges can be set forth in the notice of social suspension for a specified period of time. The imposition of social suspension involves notification in writing of the reason for social suspension to the student or the president of the student organization involved.
5. **Disciplinary Suspension:** Disciplinary suspension follows a hearing based on due process of law. The superintendent-president, an appropriate administrator, or other staff members designated by the superintendent-president may invoke such suspension upon students for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action.
6. **Expulsion:** An expulsion is a long-term or permanent denial of all campus privileges, including class attendance. The Board of Trustees may expel a student after a hearing by a campus body or upon recommendation of the superintendent-president. Permanent expulsion and active prosecution shall automatically result for any student found to be in possession of a gun. Board action is not necessary in this instance.
7. **Restitution:** Reimbursement may be required of a student for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.