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Introduction

ABOUT LACM

The school is located in Pasadena, California. The area is safe and friendly, and it is relatively close to the major musical landmarks of the Los Angeles area. The LACM building was originally built in the 1940’s for a school of NASA scientists learning-as-they-went to build satellites. The press release announcing the first man on the moon came out of an office in this building.

Our approach is different. From the very beginning, you play with pros. We find that this unique opportunity to create music with accomplished, highly-skilled players challenges you and inspires your best, accelerating the learning process. It’s also the finest training for the real world we can think of, and one of the important features that sets us apart.

Our Degree Program has been designed with the aspiring professional in mind. Classes are small so you can receive the full attention you deserve; our Ensemble Workshop student to teacher ratio of 6:1 ensures quality interaction. Each department’s curriculum is frequently updated to give you the most relevant real world skills for today's musical situations. Add regular clinics and appearances by acclaimed touring groups and Artists-in-Residence, and you truly have an experience that no other music school can provide.

We are a fully accredited and licensed facility, and are certified by SEVP to enroll both F and M international students. Our location in the heart of Old Pasadena, a historic arts and architecture district minutes from Hollywood and downtown Los Angeles, is ideal.

Welcome to the Ultimate Learning Experience. Welcome to LACM Los Angeles College of Music.

ACCREDITATION & LICENSURE

LACM Los Angeles College of Music is accredited by the National Association of Schools of Music (NASM, http://nasm.arts-accredit.org). You may verify this certification by visiting the website listed above and viewing lists of institutions. You may also visit the Office to view this certification or for more information. LACM is fully licensed with the Bureau for Private Postsecondary Education within the California Department of Consumer Affairs.

BACHELOR OF MUSIC DEGREE IN MUSIC PERFORMANCE OR MUSIC PRODUCTION

The Bachelor of Music program is a 12-quarter program offered in the Guitar, Bass, Drum, Vocal, or Music Producing & Recording majors. Students will take their general education courses online through Walden University, with the anticipation that students can also start taking their general education courses on-campus here at LACM, starting Fall 2014. Students will be able to elect which general education courses to take online or on-campus. PLEASE NOTE: Online general education courses will be worth 5 credit hours, while the on-campus equivalents will be worth 4 credit hours. Students who elect to take general education classes online will also be required to enroll in an additional online course (WLDN 1000).
Musically, this program builds on our existing Associate of Arts degree curriculum, further developing students’ existing skills and augmenting their “tool kit” with new ones, accelerating their progress along the path to professional musicianship.

ASSOCIATE OF ARTS DEGREE IN MUSIC PERFORMANCE OR MUSIC PRODUCTION

This Degree is a one-and-a-half year (six quarters), full-time Professional Degree that develops relevant skills in instrumental technique, performance, musicianship (and/or music production) as they relate to contemporary music styles. Upper level required and elective courses personalize your experience beyond instrumental training or music production. As a Professional AA Degree, the AA program does not include general education requirements and will not transfer to another institution. You can major in Guitar, Bass, Brass & Woodwinds, Drums, Vocals, Music Producing & Recording, Songwriting, or Composing for Visual Media.

DIPLOMA IN MUSIC PERFORMANCE OR MUSIC PRODUCTION

Our yearlong full-time Diploma Program is comprised of the first four quarters of the full-time Degree Program. As with the Degree Program, some elective courses will be available to personalize your experience beyond instrumental training. Diploma Program students approaching the end of their course of study may choose to seamlessly transfer into the Associate or Bachelor Degree Program if they wish.
Equal Opportunity Policy

In complying with the letter and spirit of applicable laws and in pursuing its own goals of diversity, Los Angeles College of Music-LACM shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin, citizenship status, age, disability, or veteran’s status in employment, education, and all other areas of the LACM. The college provides reasonable accommodations to qualified individuals with disabilities upon request.

LACM will regard freedom from discrimination and discriminatory harassment as an individual employee and student right which will be safeguarded as a matter of policy. Any employee or student will be subject to disciplinary action for violation of this policy. Retaliation against anyone who makes a complaint of discrimination or harassment or who is involved in a complaint process will not be tolerated.

Questions and complaints about discrimination in any area of the college should be directed to the college’s Dean, David Pozzi at Los Angeles College of Music, 370 S. Fair Oaks Ave. Pasadena, CA 91105.

EQUAL OPPORTUNITY COMPLAINT PROCEDURE

LACM is committed to maintaining a respectful, fair educational and work environment, free from discrimination or harassment that violates our policy prohibiting discrimination based on race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veteran’s status. LACM has an Equal Opportunity Complaint Procedure to deal promptly and fairly with concerns and complaints about discrimination or harassment. The procedure may be used by any student or employee who believes that he or she has been discriminated against or harassed based on race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veteran status. Sex discrimination complaints alleging discrimination based on marital status, pregnancy, or parental status may also be raised through this procedure.

Los Angeles College of Music has established three grievance procedures for students to follow depending on the nature of the grievance. Below is the procedure for a standard grievance.

Standard Grievance Procedure

1. THE DEAN - If a complaint cannot be resolved in an informal conference with the offending person, or if the nature of the complaint demands it, the student may then appeal with a written, signed and dated statement to the Dean, who may schedule a conference with the student and the other involved party or parties if deemed necessary or safe for the student.

2. THE APPEALS COMMITTEE – If the matter cannot be settled by an informal conference, the Dean or his/her designee shall appoint an Appeals/Review Committee to review the appeal or allegations. The committee shall be comprised of one general education faculty member appointed by the Dean or his/her designee, one faculty member appointed by the Department Chairperson of the major department of the student filing the request for appeal, and two
students appointed by the Dean or his/her designee. The Dean or his/her designee shall chair the Appeals/Review Committee.

a. The Committee shall consider all relevant testimony and supporting documentation presented by the student filing the request for appeal or review. Legal counsel cannot represent the student.

b. Based upon a thorough review of all relevant evidence and testimony, the Appeals/Review Committee shall make a recommendation to the Dean. This shall take place within 10 business days from the filing of the request for appeal or review. The Dean will render a written decision.
A Message from our President

Hello,

Welcome to Los Angeles College of Music! I am so happy you have decided to enroll with us as it shows that you are committed to grow, protect, and negotiate your musical gift.

I can’t tell you how many people I’ve met who dream of a music career, but find ways to talk themselves out of it. Who end up wondering “what if” they’d pursued their dream, instead of settling for an ordinary life. You have chosen this opportunity and that tells me you are willing to make your music career happen, that you want to work as a professional.

I’m very grateful that every day I get to come to work and be around people pursuing their dreams. At LACM our students are willing to do what it takes to make their careers as professional musicians, songwriters, performers, producers, and engineers. You are now one of the special ones willing to do the work to get a career in the music business and we will be here to help guide you through your educational journey.

Your acceptance signifies your talent and motivation. LACM will deliver the teachers, mentors, course work, facilities, peers and unique opportunities that can turn your musical dreams into a powerful, living reality.

Overall, be proud of yourself with your acceptance to LACM, because this only the first of many accomplishments you will make in your music career!

Carpe Diem!

C. Thomas Aylesbury
President
Academic Performance Measurements

Student academic performance is recorded, reported, and monitored by the Registrar’s office each quarter, according to the measurements stated below.

GRADE POINT AVERAGE

The grade points for a course are determined using the equivalent grade points listed previously. The total grade points for an individual course are determined by multiplying the letter grade equivalent points by the credit weight of the course.

*Quarterly Grade Point Average (QGPA)* The Quarterly Grade Point Average (QGPA) is determined by dividing the total grade points earned for all courses attempted in the quarter, by the total course weight for the quarter.

*Cumulative Grade Point Average (CGPA)* The Cumulative Grade Point Average (CGPA) is determined by dividing the total grade points earned for all courses attempted at LACM by the total course weight.

If a student retakes a required course for any reason, only the retake credit grade points will be calculated into both the QGPA and CGPA. The Grade Point Average is expressed as a whole number and a hundredth, i.e. 2.52, 3.23. The Grade Point Average is calculated by rounding up to the nearest hundredth if the last digit is five or greater. It is rounded down to the nearest hundredth if the last digit is less than five. Example: 3.645 = 3.65, 3.721 = 3.72.

INCREMENTAL COMPLETION RATE

In order to maintain Satisfactory Academic Progress (SAP), students must achieve a 67% or higher completion rate of their quarterly attempted credits. For example, a student enrolled in 15 academic credits must be awarded (through a passing grade) no less than 10 credits by the end of the academic term. The percentage of credits awarded will be rounded to the nearest percentile.

Students who fail to meet the minimum ICR at the conclusion of an academic term will be subject to Academic Dismissal (please refer to the Academic Dismissal and Procedure for Appealing an Academic Dismissal).

MINIMUM CREDITS REQUIREMENT

All students must be enrolled in, and earn, 12 credits of core courses (i.e., not including electives) or the maximum credits possible (as deemed by the Registrar) each quarter in order to maintain Satisfactory Academic Progress. Students who fail to meet these minimums in any given quarter will be warned of their status and required to meet with an academic advisor; they will also be placed on Academic Probation for the following quarter. Students who do not meet the minimum for 2 consecutive quarters will be subject to Academic Dismissal following that second quarter (please refer to the Academic
CRITERIA FOR HONOR DESIGNATION

To promote academic excellence and to recognize exemplary academic achievement, the following honor designations will be awarded:

*Dean’s Honor Roll*: Students may receive the award of the Dean’s List upon graduation. Students must achieve a Cumulative Grade Point Average (CGPA) between 3.20 and 3.59.

*President’s Honor Roll*: Students may receive the award of the President’s Honor Roll upon graduation. Students must achieve a Cumulative Grade Point Average (CGPA) of 3.60 or higher.
Minimum Standards for Academic Progress

Applicable to all students enrolled at the Academy, the Satisfactory Academic Progress policy ensures that students make satisfactory progress towards a successful completion of their program. The criteria and standards contained in this policy are set to detect problems for which actions of early intervention and/or remediation can be taken. The Satisfactory Academic Progress policy complies with requirements of accrediting commissions, along with federal regulatory guidelines.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

To maintain academic progress, students must meet the following required minimum standards:

- Maintain a minimum acceptable Cumulative Grade Point Average (please refer to the Academic Dismissal policy)
- Achieve the minimum Incremental Completion Rate (please refer to the Incremental Completion Rate policy)
- Meet the Minimum Credits Requirement (please refer to the Minimum Credits Requirement policy)
- Complete the program within the maximum allowable timeframe (please refer to Program Completion Maximum Allowable Timeframe)

Students must demonstrate academic progress by successfully completing courses attempted. Completing courses with a “C” or higher indicates stable academic progress. Receiving a “C-” or lower will put students at risk, and may lead to Academic Dismissal. It is very important that each student attends all registered courses and completes them successfully.

Administrative action will be taken if a student fails to meet the minimum standards set forth in the above criteria. If the resulting action results in dismissal, students will have the option of appealing the dismissal (refer to the Academic Dismissal and Procedure for Appealing Academic Dismissal policies). LACM reserves the right to modify the Satisfactory Academic Progress policy at any time.

SATISFACTORY ACADEMIC PROGRESS POLICY FOR SCHOLARSHIP RECEIPENTS

Along with meeting the general Satisfactory Academic Progress requirements for all students at the Academy, scholarship students must also maintain a minimum Quarterly Grade Point Average (QGPA) or Cumulative Grade Point Average (CGPA), whichever is highest, of 3.20.

SATISFACTORY ACADEMIC PROGRESS POLICY FOR GRANT RECEPIENTS

Along with meeting the general Satisfactory Academic Progress requirements for all students at the Academy, students receiving a grant must also maintain a minimum Quarterly Grade Point Average (QGPA) or Cumulative Grade Point Average (CGPA), whichever is highest, of 3.00.
Student Reporting and Academic Dismissal/Probation

Students’ academic progress will be monitored through Academic Progress Reports (APR) and end of term grades. Students who fail to meet (SAP) will have appropriate disciplinary action taken.

MIDTERM PROGRESS REPORT

During week 4 of the quarter, instructors will assess the mid-term progress of all current students. The Office of Academic Advising will be notified by LACM faculty of any student they feel is in need of academic counsel. Academic Advisors will then contact the recommended students to schedule an advising appointment.

Midterm Academic Advising Appointment

The Office of Academic Advising will contact students who have been recommended for an advising appointment as a result of the Midterm Progress Report. Academic Advisors will meet with the suggested students to discuss current academic progress, effective ways to help with study habits and an academic plan to help students be successful.

END OF TERM REPORTS

At the end of each quarter, the Office of the Registrar will process audits that will track a student’s academic standing, according to their GPA, to determine if a student will be dismissed or will be placed on academic probation. The Office of Academic Advising will monitor all students who may be at academic risk or in need of academic advising.

ACADEMIC DISMISSAL

A student who is Academically Dismissed for the first time may appeal the dismissal to continue into the subsequent quarter of their program, or may appeal the dismissal in order to repeat the failed term.

If appealing to continue into the subsequent quarter:
In this circumstance the student must submit their appeal by 5pm on the Wednesday prior to the first week of the quarter. By submitting an official appeal, the student will be allowed to continue into the next quarter of their program sequence as originally scheduled, and they will be placed on Academic Probation.

If appealing to repeat the failed quarter:
In this circumstance the student must submit their appeal within the Registration Period for the quarter in which they plan to restart their program of study. By submitting an official appeal, the student will be allowed to repeat the failed term of their program sequence, and they will be placed on Academic Probation.
ACADEMIC PROBATION

Students who have been Academically Dismissed will be placed on Academic Probation immediately upon being approved for continuation in their program. To uphold Satisfactory Academic Progress, students on Academic Probation must meet the following requirements during four consecutive terms following Academic Dismissal:

1. Maintain a minimum acceptable Quarterly Grade Point Average:
   a. 1.50 or higher at the end of first quarter.
   b. 1.75 or higher at the end of second quarter.
   c. 2.00 or higher at the end of the third and all subsequent quarters thereafter.

2. Maintain all other standard Satisfactory Academic Progress requirements (please refer to the Satisfactory Academic Progress policy).

At the start of the fifth academic term following Academic Dismissal, the student will be held to school-wide Satisfactory Academic Progress and Academic Dismissal policies, meaning they must maintain the minimum Cumulative GPA and ICR rates necessary (see Academic Dismissal).

WAITING PERIOD FOR RE-ENTRY STUDENTS

Students Academically Dismissed a second time must wait 6 months from dismissal before being eligible to enroll on a part time “Program Completion” status (if warranted). Students must wait a full year from the dismissal date before they are eligible to enroll in a full-time course of study.

PROCEDURE FOR RE-ENTRY STUDENTS

Prior to the desired reenrollment date the student must meet with the Dean. During this meeting the Dean will determine whether or not the student warrants re-entry to LACM. Upon approval by the Dean, the student must reapply for admission to LACM through the Admissions Department. If admitted:

- Credits from the student’s prior enrollments at LACM are transferrable.
- The student may enroll in Program Completion for their initial quarter(s), if applicable.
- Space permitting, the student may retake any previously passed classes if desired.
- The student will be immediately placed on Academic Probation.
- Should the student be Academically Dismissed again, the dismissal shall be permanent for that enrollment. Should the student wish to re-enroll, they must commence the re-entry process for consideration as a Re-Entry student from the beginning.
- Financial Aid recipients will not be eligible to receive Federal Financial Aid for any previously attempted courses.
SCHOLARSHIP PROBATION

Scholarship students who fail to achieve either a 3.20 QGPA or CGPA will be placed on Scholarship Probation, and must achieve either a QGPA or CGPA of 3.20 in the subsequent quarter. If the student fails to raise either their QGPA or CGPA by the conclusion of the subsequent quarter, the student will lose their scholarship award.

When necessary, students will be informed of their scholarship standing by an official letter sent to their current address on file, as well as by an email sent to their student email account.

REINSTATEMENT OF A SCHOLARSHIP AWARD

Upon the cancellation of a Scholarship Award, students may have their award reinstated by taking the following steps:

1. The student must achieve a QGPA of 3.50 or higher for two consecutive quarters.
2. Upon achieving two consecutive quarters of a 3.50 QGPA, the student may submit (in writing) a request for reinstatement of their award.
3. If approved, the scholarship award reinstatement will be effective in the quarter immediately following the second consecutive quarter of achieving a 3.50 QGPA.

GRANT PROBATION

Grant recipients who fail to achieve either a 3.00 QGPA or CGPA will be placed on Grant Probation, and must achieve either a QGPA or CGPA of 3.00 in the subsequent quarter. If the student fails to raise either their QGPA or CGPA by the conclusion of the subsequent quarter, the student will lose their grant award.

When necessary, students will be informed of their institutional grant standing by an official letter sent to their current address on file, as well as by an email sent to their email account.

REINSTATEMENT OF A GRANT AWARD

Upon the cancellation of a Grant Award, students may strive to have their award reinstated by taking the following steps:

1. The student must achieve a QGPA of 3.30 or higher for two consecutive quarters.
2. Upon achieving two consecutive quarters of a 3.30 QGPA, the student may submit (in writing) a request for reinstatement of their award.
3. If approved, the scholarship award reinstatement will be effective in the quarter immediately following the second consecutive quarter of achieving a 3.30 QGPA.
Academic Integrity

Integrity and honesty are fundamental to the pursuit of truth and knowledge at any academic institution. These core values are essential to the function of an academic community such as LACM. Only by maintaining the highest standards of integrity are the evaluation of students’ academic performance, and the ultimate awarding of degrees, meaningful and representative of reality.

If an instructor at LACM discovers evidence that a student has committed plagiarism or has cheated on a test or an assignment, the student will be expelled from the course, and will be assigned a failing grade for that course*. If the student feels that they have been wrongly disciplined, the student may follow the standard Academic Grievance procedures.

* If expelled from a course, or if a course is failed due to receiving zero credit for a test or assignment, the student may follow the standard guidelines for retaking the course.
Course Enrollment

Programs at LACM have a set curriculum, and students must complete a specific list of courses to qualify for graduation. Program outlines are included in the “Program” section of this catalog, and show both the courses required for graduation as well as the order in which the courses should be completed.

Expected completion time for the Bachelor of Music program is 3 years (12 quarters), the Associate of Arts Degree program is 1.5 years (6 quarters), and 1 year (4 quarters) for the Diploma program. Completion time will be longer for students who fail to complete courses as scheduled in their program outline, or take a Leave of Absence. In these instances, students may need to finish their remaining requirements through Program Completion (see Graduation & Program Completion).

REGISTRATION

Incoming students will register for the first-term courses of their program at Orientation. Continuing students must register during the designated Registration Period for each subsequent term. At the start of the Registration Period students will be emailed electronic copies of the Registration Form to their personal email account. Hard copy forms will also be available in the Student Services office. Students who fail to register within the Registration Period will be charged a $30 late registration fee.

Once a continuing student has submitted a registration form, the student will be registered in the next term of courses scheduled in their program. Exceptions are courses in which the student has not fulfilled prerequisites for a course due to incomplete or failed courses from the previous term. Students will also be able to register for elective courses using their Registration Form.

ADDING A COURSE

If a student wishes to add a course beyond the “Registration Period,” they may do so during the “Add/Drop Period” at the beginning of each quarter. The “Add/Drop Period” is defined as the first two weeks of a quarter, and concludes at 5:00 p.m. on Friday of Week 2. A student wishing to add a course during this period must obtain an “Add Form” from Student Services, and follow the steps outlined on the form.

WITHDRAWING FROM A COURSE

All students must follow the policies below when withdrawing from a course:

1. Students may withdraw from a course within the first two weeks of the quarter with no academic repercussions. The course will not appear on the student transcript.
2. Students may withdraw from a course within weeks 3 through 6 of the quarter; however, a Withdrawal (W) will be listed on the student transcript. Withdrawals will not be calculated in grade point averages.
3. Students may not withdraw from a course after week 6 of the quarter.
In all circumstances, the student must inform the instructor and officially drop the course through the Registrar. If the student does not drop the course through the Registrar, but instead simply stops attending class, the student will be held to the same course requirements and grading criteria set forth in the syllabus and will be assigned a corresponding grade.

**RECEIVING AN INCOMPLETE (I) FOR A COURSE**

An Incomplete (I) may be granted after week 6 only if:

- The course instructor issues an Incomplete after the student proves to have experienced an extenuating circumstance in regards to the course. It is at the discretion of the instructor to issue an Incomplete.

**COMPLETING AN INCOMPLETE (I) COURSE**

In the case that a student has received an Incomplete in a course, the students may receive course credit by scheduling a make-up test (fees may apply) with the instructor. A student who receives an Incomplete will not be allowed to enroll in the next level of that course until a passing grade is obtained.

If a student wishes to continue into the next level of that course in the subsequent quarter, the Incomplete grade must be resolved by Week 2 of that quarter. For example, a student who receives an “I” in Piano 1 must resolve the “I” by Week 2 of the next quarter in order to enroll in Piano 2. If unresolved, an Incomplete grade is automatically converted to a failing (F) grade if not resolved within 6 months (to coincide with quarters) of receiving the Incomplete.

**COMPLETING A FAILED (F) OR WITHDRAWN (W) COURSE**

In the case that a student has received an “F” or “W” in a course, the students may receive course credit through one of the following procedures:

1. The student may retake the course (fees may apply).
2. The student may enroll in a Private Lesson course with an appropriate instructor and complete the curriculum of the course through said Private Lesson (fees will be applied). This option is available only if one or more of these conditions are met: the course is not currently offered or conflicts with the student’s class schedule; the curriculum is able to translate into a private lesson format; legitimate learning conditions are present; an appropriate instructor is available.

A student who receives an “F” or “W” will not be allowed to enroll in the next level of that course until a passing grade is obtained. Once the student retakes a course, only the retake credit grade points will be calculated into both the QGPA and CGPA. In order to be eligible for graduation, students must receive a passing grade for all required courses.
REPEATED COURSES

Students may register to repeat a course if:

- The student previously received a failing grade in the course.
- The student previously withdrew from the course†.
- The student would like to receive a higher grade for the course (only in cases of a C- or lower grade).

**Students may attempt each course a total of three (3) times. Permission to enroll in a course beyond three times** will only be granted due to documented extenuating circumstances*, or a significant lapse of time (3 years). In this case students must submit documentation to their Academic Advisor in order to obtain approval.

All students will be charged an additional $150.00 fee for each repeated course per quarter, with the exception of Program Completion students. Program Completion students will be charged per credit for repeated and non-repeated courses.

† Military Withdrawals do not count in terms of repetition restrictions, nor do withdrawals that occur due to fire or flood.

* Extenuating Circumstances are defined as documented cases of accidents, illnesses or other circumstances beyond the control of the student that necessitate extended absences for a course(s).

AUDITING

*General Course Auditing:*

- Students may audit a course only within the course catalog of the program in which they are enrolled, and only with the approval of the course instructor and Dean.
- Students may not audit courses outside of their program’s course catalog (except as noted in the Credit by Examination section).
- Students may not audit elective courses.

*Auditing for Proficiency Credit Students:*

Students who have received credit for a course through examination (please refer to Credit by Examination policy) may choose to audit additional courses during a quarter. Courses may be within or without their program of enrollment, though the guidelines below must be followed:

- The student must obtain approval from the course instructor and Dean.
- Students are only approved to audit classes already scheduled within a quarter.
- Courses audited may only be lecture or drill classes. Ensemble Workshops may not be audited.

CREDIT BY EXAMINATION

On a course-by-course basis, and by consent of the instructor, students may request to prove proficiency in a course through a procedure set forth by the instructor. If the student successfully follows that procedure and proves proficiency for the course, the student will be assigned credit towards that course on their transcript. Credit for the course will apply toward the attempted program, but will not contribute to grade point averages. (Fees may apply)
CLASS CANCELLATIONS AND RESCHEDULING

All attempts will be made by LACM to avoid class cancellations; however, due to the professional realities of our faculty, all classes may be taught by a substitute teacher or rescheduled. Class may be rescheduled on nights or weekends if necessary. Classes canceled due to a national holiday will not be

ENROLLMENT VERIFICATION

Students needing proof of their enrollment at LACM for any purpose should contact the Registrar’s Office. Enrollment status will be based on the student’s actual enrollment at the time the verification is prepared. If verification of student status is required while LACM is in recess, the enrollment status will be based upon registration status for the following quarter.
Attendance Policies

All students should strive for perfect attendance. Attendance is an integral part of the learning experience at LACM, and makes up part of the final grade for every course. Each course’s primary instructor will provide students with a syllabus; students should read each syllabus carefully to ensure they understand the attendance policy for each individual course, particularly the policy on excused absences.

Tardiness is disruptive to the learning environment and should be avoided. Repeated instances of unexcused tardiness may be considered an unexcused absence at the instructor’s discretion; students should refer to their course syllabi for individual class policies regarding tardiness. Excessive unexcused absences are detrimental to a student’s grades and learning process, and may jeopardize their student status (see Attendance Based Cancellation)

LACM reserves the right to dismiss any student who fails to attend three consecutive weeks of a course.

ATTENDANCE-BASED CANCELLATION

In certain situations, a student’s enrollment may be terminated and their status changed to “Canceled” (or “Withdrawn”) by the school administration without a Notice of Cancellation form.

When the school administration becomes indirectly (i.e. the information is not received directly from the student in question) aware that a student has not been attending class for 1 week or more, or if a faculty member at any time approaches the administration with concerns about a student’s attendance, the administration will immediately contact the student and/or the student’s FERPA-authorized representative via phone and/or e-mail to assess the situation, and the student will be placed on Attendance Probation.

Except as noted in the following section, students may not miss more than two consecutive weeks of school at any point during the quarter. Students who miss more than two consecutive weeks of classes will have their enrollment cancelled effective the first day of the third week.*

* Students with legitimate extenuating circumstances who notify the school of these circumstances in a timely manner may be granted exceptions on a case-by-case basis. Eligibility for an exception is determined solely by the school administration. Regardless of their circumstances, students missing more than 3 consecutive weeks of classes will automatically be cancelled and are ineligible for consideration for an exception.

ATTENDANCE-BASED CANCELLATION: WEEK 2

Students who miss the first two weeks of a quarter will automatically be canceled effective the first day of Week 3.

The only exception to this is if extenuating circumstances exist and the student requests consideration from the Registrar, in writing and no later than the first day of the quarter, to miss up to the first three
weeks of the quarter. The request may or may not be granted, and the student will be notified of the results via student e-mail no later than the end of Week 1.

CONSEQUENCES

Refund calculations, if applicable, shall be performed and the Effective Date of the cancellation shall be the date that the administration automatically canceled the student.

Students who are automatically canceled based on attendance will not retain any scholarship and/or grant awards should they resume their enrollment at a later date.

International students will be given at least 2 weeks’ warning that they will not be able to maintain their international student status through LACM once they have been automatically canceled. Students should speak with the International Student Advisor in order to confirm the date by which they need to leave the U.S. Should the student fail to get in touch with the International Student Advisor, the International Student Advisor will e-mail the student with their exit date information on the day that the student is cancelled.

Attendance Probation: If the student does not resume attendance and the administration has not received a response from the student or their representative, the student will be automatically canceled 1 week after the administration’s attempted contact. If the student or their representative responds but the student does not resume enrollment within 1 week of the contact, the two-week cancellation policy will apply and thus the student may be subject to cancellation.

TEMPORARY FINANCIAL SUSPENSION

Students who have not made sufficient payment for an upcoming quarter will be advised that they will be temporarily financially suspended and unable to attend classes as scheduled until they have made at least a partial payment (as arranged with the Financial Office). Attendance-Based Cancellation policies will be applied to students on Temporary Financial Suspension, and absences from class will not be considered “excused.”
Examinations

During each quarter examinations will be administered to accurately measure a student’s performance in their courses of study. Some instructors may administer midterm exams or quizzes that will be factored on the final grade. At the end of each quarter final examinations are held in most courses. Final examinations are held according to a published schedule and cannot be taken before or after the scheduled time. Testing week schedules will be posted throughout the school. A student who misses the regular examination at the end of a quarter for an extenuating circumstance should make arrangements with the instructor to make up the examination.
Grades and Grading

It is the responsibility of the instructor to provide students with a syllabus that establishes goals and objectives for a course, as well as the criteria in which a final course grade will be determined. It is the responsibility of the student to understand each course syllabus in order to avoid any confusion or misunderstanding when final grades are issued at the end of each academic term. It is expected that students will fully review each course syllabus, and retain a copy of each syllabus for personal review until the conclusion of the academic term.

GRADING CHART

Course grades are based on a 100-point scale. The chart below converts the 100-point grading system to a letter grade, and finally to a GPA (Grade Point Average).

<table>
<thead>
<tr>
<th>Points</th>
<th>Letter Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>92-100</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>90-91</td>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>88-89</td>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>82-87</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>80-81</td>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>78-79</td>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>72-77</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>71-70</td>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>68-69</td>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>62-67</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>60-61</td>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>0-59</td>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Additional Codes

- **W**: Withdrew from course, EXCLUDED from GPA calculation.
- **P**: Pass, credit awarded. INCLUDED in GPA calculation for required courses, and EXCLUDED in GPA calculation for elective courses.
- **I**: Incomplete, EXCLUDED from GPA calculation
- **R**: Repeated course. EXCLUDED from GPA calculation if a higher grade is earned.

COURSE CREDITS

All coursework at LACM is measured in Quarter Academic Credits. Courses are assigned specific credit weightings due to a variety of reasons, including but not limited to overall coursework required, type of course, and approximated study requirements. Classes are segregated into lectures, ensemble workshops, labs and private lessons. Lecture-discussion classes are awarded one hour of credit for a 50 minutes recitation. One quarter credit requires at least three hours of work each week. This is broken
down into one hour of recitation and two hours of preparation. Lab and ensemble workshop classes are awarded 0.5 credits for each hour of participation. Ensemble Workshops and some labs will vary in length based on the number of students enrolled in the course section, but the minimum course length is one hour. Private lessons are awarded two credits for an hour lesson per week. It is assumed that the amount of preparation required is at least six hours a week. Measurement in credits or the listing of credits for courses does not imply transferability into college program at other postsecondary institutions.
Procedure for Resolving an Academic Grievance

An Academic Grievance must be filed within 10 days or by the Friday of the 2nd week of the subsequent quarter. If the grievance is regarding an academic matter, the following steps must be followed:

1. *The Instructor* – The student must go first to the instructor with whom he/she has the grievance. A conference with the instructor will be held to resolve the grievance informally.
2. *The Dean* – If the meeting with the Department Head does not resolve the grievance, the student may then go to the dean of the program to seek resolution.
3. *President* – If the grievance is not resolved in the meeting with the Dean, the student may appeal to the President of the college.

All written or verbal communication on the part of Los Angeles College of Music faculty or students will be confidential.
Bachelor of Music - General Education Requirements

LACM’s goal is to ensure that all of its Bachelor of Music graduates, regardless of the academic major they pursued, are broadly educated persons who can appreciate the achievements of civilization, understand the tensions within it, and contribute to resolving them. One third of the overall program will be general education requirements. Each student will be advised on how to meet these requirements, in the following five areas listed below.

AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING

Students taking courses in fulfillment of subareas, Oral Communication and Written Communication will develop knowledge and understanding of the form, content, context, and effectiveness of communication. Students will develop proficiency in oral and written communication in English, examining communication from the rhetorical perspective and practicing reasoning and advocacy, organization, and accuracy. Students will practice the discovery, critical evaluation, and reporting of information, as well as reading, writing, and listening effectively. Coursework must include active participation and practice in both written communication and oral communication in English.

In Critical Thinking courses, students will understand logic and its relation to language; elementary inductive and deductive processes, including an understanding of the formal and informal fallacies of language and thought; and the ability to distinguish matters of fact from issues of judgment or opinion. In A3 courses, students will develop the abilities to analyze, criticize, and advocate ideas; to reason inductively and deductively; and to reach well-supported factual or judgmental conclusions.

AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING

A minimum of eighteen quarter units to include inquiry into the physical universe and its life forms, with some immediate participation in a related laboratory activity, and into mathematical concepts and quantitative reasoning and their applications.

In subareas such as Physical Science, Life Science, and appropriate lab(s), students develop knowledge of scientific theories, concepts, and data about both living and non-living systems. Students will achieve an understanding and appreciation of scientific principles and the scientific method, as well as the potential limits of scientific endeavors and the value systems and ethics associated with human inquiry. The nature and extent of laboratory experience is to be determined by each campus through its established curricular procedures.

Courses in the subarea of Mathematics/Quantitative Reasoning shall have an explicit intermediate algebra prerequisite, and students shall develop skills and understanding beyond the level of intermediate algebra. Students will not just practice computational skills, but will be able to explain and apply basic mathematical concepts and will be able to solve problems through quantitative reasoning.
**AREA C: ARTS AND HUMANITIES**

Across the disciplines in their Arts and Humanities coursework, students will cultivate intellect, imagination, sensibility and sensitivity. Students will respond subjectively as well as objectively to aesthetic experiences and will develop an understanding of the integrity of both emotional and intellectual responses. Students will cultivate and refine their affective, cognitive, and physical faculties through studying great works of the human imagination. Activities may include participation in individual aesthetic, creative experiences; however Arts and Humanities exclude courses that exclusively emphasize skills development.

In their intellectual and subjective considerations, students will develop a better understanding of the interrelationship between the self and the creative arts and of the humanities in a variety of cultures. Students may take courses in languages other than English in partial fulfillment of this requirement if the courses do not focus solely on skills acquisition but also contain a substantial cultural component. This may include literature, among other content. Coursework taken in fulfillment of this requirement must include a reasonable distribution among the subareas specified, as opposed to restricting the entire number of units required to a single subarea.

**AREA D: SOCIAL SCIENCES**

Students learn from courses in multiple Social Sciences disciplines, such as human behavior, comparative systems, and social issues. Through fulfillment of the Social Sciences requirement, students will develop an understanding of problems and issues from the respective disciplinary perspectives and will examine issues in their contemporary as well as historical settings and in a variety of cultural contexts. Students will explore the principles, methodologies, value systems and ethics employed in social scientific inquiry. Courses that emphasize skills development and professional preparation are excluded from Social Sciences. Coursework taken in fulfillment of this requirement must include a reasonable distribution among the subareas specified, as opposed to restricting the entire number of units required to a single subarea.

**AREA E: LIFELONG LEARNING AND SELF DEVELOPMENT**

Student learning in this area shall include selective consideration of content such as human behavior, sexuality, nutrition, physical and mental health, stress management, financial literacy, social relationships and relationships with the environment, as well as implications of death and dying and avenues for lifelong learning. Physical activity may be included, provided that it is an integral part of the study elements described herein.
Transfer of Academic Credit

Los Angeles College of Music, in regards to our general education curriculum, encourages transfer of credit from other institutions. LACM will determine the transferability of coursework taken at other institutions and provide transfer credit evaluations for LACM students. Students may be eligible to transfer in 100% (52 or 56 credits hours) of their general education requirements into the Bachelor of Music program; however, transfer credits will not exceed 40% of the total credits in the Bachelor of Music curriculum.

Credits to be evaluated for transfer from other educational institutions must be earned and recorded on an official transcript at a school that was accredited by a regional, professional/specialized, or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education at the time the course was completed or from an appropriately accredited institution outside the United States. Official transcripts must be submitted during the admissions process.

For transfer of credit, students must have earned a C (2.0 on a 4.0 scale) or higher and their courses for transfer must be at a minimum, an equivalent of 4 quarter credits. Students will be officially notified when credits are accepted for transfer to a program at the same time that they are given an offer of admission at LACM through the Office of Admissions.

LACM General Education Transfer Credit Process

Official evaluation of credits for transfer to a program requires the following:

- A complete admissions application with official transcript(s) that reflects the course(s) being evaluated
- Syllabi for courses being evaluated for transfer, if requested by LACM
- For non-U.S. institutions:
  - All transcripts must be translated into English
  - A copy of the catalog with the course description(s)
  - Evaluation and certification of transcripts by a credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES)
    - We will provide an internal credential evaluation for international students. A transcript evaluation will be completed as long as the international applicant provides their transcripts in English and provides a copy of their diploma to LACM Admissions.
    - If an international applicant already has had a previous evaluation completed by a member of NACES (like WES or ECE), then this evaluation must be provided to LACM Admissions. We will accept the previous evaluation and use it to complete their transfer credit evaluation process.

Transfer credits will not be calculated into the LACM grade point average (GPA). Only major and general education course grades taken during the program will be included in a student’s GPA.
LACM INTERNAL TRANSFER POLICY FOR CURRENT STUDENTS

Matriculated students who wish to transfer into another program track should contact their Academic Advisor to see if they meet the eligibility requirements for an internal transfer. If eligible, the student will be given a Change of Major form. Change of Major forms must be completed and submitted by the Quarterly Registration Deadline for the quarter in which the student would like to transfer.

**Eligibility**
- Completion of the first and second quarter in good academic standing
- An overall GPA of 2.5 or higher

*Important notes for International Students:*
- Students who are on an M-1 Student Visa and meet the eligibility to transfer into a degree program will need to return to their country of citizenship and apply for an F-1 Student Visa. However, it is not guaranteed that your country will grant a F-1 Student Visa.
  - *The M-1 visa is for vocational studies, if you are planning to pursue the Bachelor’s Degree or Associate of Arts Degree, you need to apply for the F-1 visa. The M-1 visa cannot be changed to F-1 visa.*
- Students originally on an F-1 Student Visa for an Associate Degree program and who meet the eligibility requirements to transfer into the Bachelor of Music program must update their I-20 form.

LACM INTERNAL TRANSFER CREDIT POLICY FOR FORMER STUDENTS

Former LACM Students applying for admission into the Bachelor of Music degree or re-admission/re-admittance into the Diploma or Associate of Arts Degree program may initiate a request for an Internal Transfer Credit for quarters completed in good academic standing at LACM. To receive credit for previous coursework, the student must have passed the class with a C- (1.7 on a 4.0 scale). The student will be responsible for re-taking any courses they fell below a C-. Internal transfer credit will automatically be evaluated during the admissions process. All internal transfer coursework must have been completed at LACM for a student to receive internal transfer credit.

TRANSFERABILITY OF CREDIT TO ANOTHER INSTITUTION

The transferability of credit you earn at Los Angeles College of Music (LACM) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or diploma you earn at LACM is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending LACM to determine if your credits, degree or diploma will transfer.
Graduation and Awarding of Degrees

Graduation is not automatic upon completion of all program requirements. Candidates for degrees must submit a Graduation Registration form during their final registration period to the Office of the Registrar.

ELIGIBILITY FOR GRADUATION

To qualify for graduation, each student must:
- Receive a passing grade in all required courses of the program in which the student is enrolled.
- Earn the minimum required credits for the program in which the student is enrolled.
- Achieve a CGPA of 2.00 or greater.
- Satisfy all financial and other obligations to LACM.
- Complete Financial Aid Exit Counseling (if applicable).

REQUIREMENTS FOR CEREMONY PARTICIPATION

Participation in LACM’s Graduation Ceremony is offered to all students scheduled to complete their program of enrollment at the conclusion of a quarter, with the following exception:

- Students with remaining program requirements may not participate if registration in Program Completion has not been received by the Quarterly Registration Period deadline.

PROGRAM COMPLETION: MAXIMUM ALLOWABLE TIMEFRAME

All students are expected to complete their program of enrollment by the expected graduation date. If additional time is required, the student may continue their enrollment toward completion of their program up to 150% of the normal completion or graduation. For example, a student enrolled in a six quarter program is allowed to attempt completion for no more than nine quarters.

If, at the conclusion of the 150% time allowance, the student has failed to complete all requirements of their program they will be Academically Dismissed and may only continue attendance if admitted as a Re-Entry Student (please refer to Re-Entry Students policy).

AWARDING OF DEGREES

Upon completion of degree and/or diploma requirements, the student must apply for graduation in order for the credential(s) to be awarded.

Candidates for Diploma programs must meet all of the following requirements:
- They must receive acceptable grades in all courses required by their academic major.
• They must accumulate the number of diploma credits specified by the program in which they are registered (60 credits minimum).
• They must achieve an accumulative average of not less than 2.0.

Candidates for Undergraduate Degree programs must meet all of the following requirements:
• They must receive acceptable grades in all courses required by their academic major.
• They must accumulate the number of degree credits specified by the program in which they are registered; Associate of Arts degree candidates will need to complete 90 credits, while Bachelor of Music candidates will need to complete what is specified for their academic major (please see course catalog).
• They must achieve an accumulative average of not less than 2.0.
Program Completion

If a student, at the time of their expected graduation date, is missing requirements for the completion of their program they will be able to enroll in Standard Program Completion or Remote Program Completion.

STANDARD PROGRAM COMPLETION

*Students enrolling part-time (less than 12 credits):*
- Students enrolling in part-time (less than 12 credits) Program Completion may enroll in and attend courses on an a la carte basis. Students will be charged on a per-credit basis, with the addition of an Activity Fee for each quarter of enrollment.

*Students enrolling full-time (12 credits or more):*
- Students enrolling in full-time (12 credits or more) Program Completion may enroll in and attend courses on an a la carte basis. Students will be charged the standard quarterly tuition rate for their program, with the addition of an Activity Fee for each quarter of enrollment.

REMOTE PROGRAM COMPLETION

In certain extenuating circumstances, the student may be allowed to enroll in and attend a course in remotely held private sessions. This option is available only when the following criteria are met:

1. The Dean must approve the request based on the extenuating circumstances of the particular student.
2. The nature of the course must be such that it is appropriate to be held in the remote setting (as determined by the course instructor).
3. The instructor of the course must be willing and able to commit to remote sessions with the student.
4. The student may complete no more that 4 credits using Remote Program Completion.

If remote completion of the course is approved and meets the required criteria, the student will be charged the per credit price for the credits in which they register. The Student Activity Fee shall be waived.
Transcripts of Academic Record

Current students may view their academic history and transcript at any time by accessing their Populi account.

Upon graduation LACM will provide each student with one (1) official transcript from their Diploma or Degree program. Additional official transcripts may be obtained for a fee of $10 (includes up to 3 copies) from the Registrar’s Office. Requests should be sent to: registrar@lacm.edu.

Transcripts cannot be issued to any student indebted to the college. No partial transcripts or copies of transcripts from other institutions are issued.
Change of Student Status

LACM has policies and procedures for students who express interest in changing their status at the college. These policies and procedures include Withdrawal, Leave of Absence, Change of Major and Re-Admittance, Applied Learning Absence and Extended Applied Learning Absence. The Office of Academic Advising will assist students in making sure that they understand their change of status requests.

APPLIED LEARNING ABSENCE (ALA)

Students are expected to attend all required classes, ensemble workshops, labs, and private lessons when enrolled at LACM. However, the nature of the music industry makes it possible that some opportunities may arise that conflict with scheduled instruction. Auditions, gigs, recordings, tours, or other opportunities that will apply your musical knowledge may be petitioned as an Applied Learning Absence (ALA). If granted, absences incurred during the ALA time frame will be considered excused absences. The steps and conditions below must be followed when applying for or when granted an ALA:

1. Students must apply and be approved for an ALA prior to the absence period, and allow ample time for processing.
2. Students should request an Applied Learning Absence form from the Registrar’s Office.
3. Student must fully complete the form, and then submit the completed form to their program’s Department Chair.
4. If approved by the Department Chair, the student must then submit the form to the Registrar’s Office for final approval no later than 7 days prior to the planned absence.
5. The maximum length allowed for an ALA is a two week period (10 weekdays).
6. In the case that necessary tests are missed during the ALA period, Test Rescheduling Fees may apply.

EXTENDED APPLIED LEARNING ABSENCE (EALA)

An approved Extended Applied Learning Absence (EALA) is a temporary break in studies, for up to approximately 6 months. EALAs are granted to students who, during the course of a quarter, are presented with meaningful learning opportunities outside LACM and are not able to pursue these opportunities while maintaining their enrollment.

All EALAs must be requested in writing using the official EALA form, which must be submitted to the Department Chair for an initial written approval, then submitted to the Registrar’s Office and the Dean for final approval. Not all EALA requests may be granted. It is at the discretion of LACM to grant EALAs based on reasonable expectations that the student in question will return to complete his/her studies on schedule and will gain a meaningful learning experience while on leave. Students who fail to return as scheduled will have their EALA status changed to Withdrawn effective the date the EALA became active, and a refund calculation will be performed.
Students on an approved EALA will retain their enrolled (in-school) status, with the exception that international students will NOT be able to maintain their F-1/M-1 international student status during that time. International students must be prepared to resume their international student status upon their return from their EALA, and take responsibility for any procedures and/or expenses this may incur. All students resuming studies will not incur any additional fees from LACM. Financial aid recipients taking an EALA should consult with the Financial Aid Office regarding the specifics on their continued financial aid eligibility; failure to resume studies on schedule may affect the current terms of their Federal Student Aid. Students must obtain their Department Head’s signature before submitting their request form to the school office. The office must receive the form no less than 14 days before the first requested day of absence.

**LEAVE OF ABSENCE (LOA)**

A Leave of Absence (LOA) is a temporary break in studies and is only granted under extenuating circumstances (i.e. prolonged illness or injury). Not all leave requests may be granted. It is at the discretion of LACM to grant LOAs based on reasonable expectations that the student in question will return to complete his/her studies once the circumstances causing the leave have been resolved, and that the reason for the request has valid grounds for approval. Students on an approved LOA will retain their enrolled (in-school) status as a student of LACM. Students may apply for Option 1 or Option 2 depending on their individual circumstances.

**Leave of Absence: Option 1**

Students who are faced with a sudden and unexpected extenuating circumstance may apply for Option 1. In these cases, students may ask to take a 6-month break (to coincide with quarters) in their studies and resume their studies at the same point of the quarter in which they left. For example, a student approved for Option 1 on Monday of Week 5 of their 2nd Quarter, may resume their enrollment on Monday of Week 5 in the subsequent 2nd Quarter.

The steps and conditions listed below must be followed when applying for or when granted an Option 1:

1. Standard LOA time is approximately 6 months, and total leave time must not exceed 180 days. Students who fail to return within 180 days will have their LOA status changed to Withdrawn effective the date the LOA became active, and a refund calculation will be performed.
2. All LOAs must be requested in writing and submitted to the corresponding Department Chair or Dean for an initial written approval, then submitted to the Registrar’s Office for final approval.
3. International students are advised that they may not be able to maintain their international student status during an approved LOA and should consult with the International Student Advisor regarding their individual situation.
4. Financial aid recipients taking an LOA should consult with the Financial Aid Office regarding the specifics on their continued financial aid eligibility. Failure to resume studies on time may affect the current terms of their Federal Student Aid.
5. Students approved for this option are required to audit classes for a full two weeks prior to their return.
6. Students approved for Option 1 will not incur any additional fees from LACM.
In the case of a medical emergency, the student or their authorized representative may have a grace period of 14 calendar days from the student’s last date of attendance to submit the LOA form. If the school does not receive an LOA form within that timeframe, the student’s status will be changed to Canceled effective their last date of attendance. In all other cases, there is no grace period.

Students on an approved LOA may continue to use of school facilities. However, LOA students may not reserve rooms or use the facilities if needed or in use by an actively attending student. Instead, they may only use the facilities if available and not in use by an actively attending student.

Leave of Absence: Option 2
Students faced with extenuating circumstances which have negatively impacted their Academic Progress during a quarter may apply for Option 2. In these cases, students may ask to take a 6-month break (to coincide with quarters) and resume enrollment at the beginning of quarter in which they left. For example, a student approved for Option 2 on Monday of Week 5 of their 2nd Quarter, may resume their enrollment on Monday of Week 1 in the next occurrence of 2nd Quarter.

The steps and conditions listed below must be followed when applying for or when granted an Option 2:
1. Standard LOA time is approximately 6 months, and total leave time must not exceed 180 days. Students who fail to return within 180 days will have their LOA status changed to Withdrawn effective the date the LOA became active, and a refund calculation will be performed.
2. All LOAs must be requested in writing and submitted to the corresponding Department Chair or Dean for an initial written approval, then submitted to the Registrar’s Office for final approval.
3. International students are advised that they may not be able to maintain their international student status during an approved LOA and should consult with the International Student Advisor regarding their individual situation.
4. Financial aid recipients taking an LOA should consult with the Financial Aid Office regarding the specifics on their continued financial aid eligibility. Failure to resume studies on time may affect the current terms of their Federal Student Aid.
5. Students will be charged a $100.00 fee per repeated week to cover additional costs incurred by LACM. For example, students repeating 5 weeks will be charged a $500.00 fee.

In the case of a medical emergency, the student or their authorized representative may have a grace period of 14 calendar days from the student’s last date of attendance to submit the LOA form. If the school does not receive an LOA form within that timeframe, the student’s status will be changed to Canceled effective their last date of attendance. In all other cases, there is no grace period.

Students on an approved LOA may continue to use of school facilities. However, LOA students may not reserve rooms or use the facilities if needed or in use by an actively attending student. Instead, they may only use the facilities if available and not in use by an actively attending student.

RE-ADMITTANCE POLICIES
Students may enroll and leave during any quarter of an academic year. Students who are considering a withdrawal or break in enrollment should review the college’s policies regarding a withdrawal from
LACM. In order to submit a request for re-admittance, students must complete a Re-admittance Request form. The re-admittance request must be received before the registration deadline.

**LOA Students.** A student whose break in attendance exceeds the LOA Policy, but does not exceed one (1) year, must request re-admittance in order to register and resume enrollment. The student must complete a re-admittance request with their Academic Advisor before he or she can be registered for classes. Otherwise, if the break in attendance does not exceed the stated timeline, the student will contact the Office of the Registrar, the Business Office, the Office of Financial Aid as well as their assigned Academic Advisor by the registration deadline to resume their enrollment. Please keep in mind that space is limited all programs.

**Withdrawn Students.** A student who has left the college in Good Academic Standing (2.0 GPA or better), may seek re-admittance if their leave has not exceeded one (1) year. The student must meet with an Academic Advisor before they can complete a Re-admittance Request form. The request for re-admittance must be completed before the registration deadline to resume their enrollment. Students who are deemed eligible for re-admittance and are approved for re-admittance will be notified by the college. Please keep in mind that space is limited all programs.

**Completed Degree/Diploma Students.** A student, who has graduated from the college in Good Academic Standing and carried a 2.5 GPA, may seek re-admittance if their date of graduation has not exceeded one (1) year. The student must meet with an Academic Advisor before they can complete a Re-admittance Request form. The request for re-admittance must be completed before the registration deadline to resume their enrollment. Students who are deemed eligible for re-admittance and are approved for re-admittance will be notified by the college. Please keep in mind that space is limited all programs.

Readmission is not guaranteed. Students approved for re-admittance will be assessed the current tuition rate and are responsible for any changes to their program of study that may have occurred during their period of absence.

Students cannot be readmitted to programs that have been discontinued. Students requesting readmission to a major that has undergone substantial change since they matriculated may not get credit for all of the courses they have taken.

**WITHDRAWAL POLICY**

Students thinking about withdrawing from the university should consult their Academic Advisor about the correct procedure. Withdrawing officially is preferable to simply ceasing to attend because it may prevent the assignment of failing grades that then are forever part of one’s transcript.

**Withdrawal Policy for Students.** Matriculating students may choose to withdrawal from Los Angeles College of Music (LACM) for a variety of personal reasons, which include, but are not limited to: financial difficulties, family concerns, career exploration, and personal adjustment matters. The student has the right to withdraw from Los Angeles College of Music at any time by providing written notice by using LACM’s withdrawal form from the Office of Academic Advising. A withdrawal from college for personal reasons (not including medical or military activation) during a quarter may be granted to a matriculated student if the request is received by the
Office of Academic Advising and then processed by the Office of the Registrar.

Once the request is processed, a W (withdrawal) grade notation is recorded on the student’s academic transcript for each course not yet completed. The student will also receive an official letter from the college notifying them that their request for withdrawal has been approved and processed.

If the Office of the Registrar at Los Angeles College of Music receives a student’s withdrawal form before the first day of the quarter, the student has the right to a full refund of all refundable fees paid and is not subject to any penalties or obligations. Students who withdraw from the college within five (5) business days at the beginning of a quarter are entitled to a full refund of all refundable fees paid and is not subject to any penalties or obligations. Students who withdraw from the college after five (5) business days may be entitled to receive a partial refund for the remainder of the quarter that has not yet occurred, or the students may be required to pay for the remainder of the quarter that has already occurred. All refunds will be in the form of a check and will be processed within 45 days of the receipt of your withdrawal form.
Student Services

LACM provides specific services to help students reach their academic goals and to enhance their personal, intellectual and social development.

ACADEMIC ADVISING

LACM’s Office of Academic Advising includes dedicated advisors who are ready to answer questions, offer solutions, and address concerns. The following areas are of their special concern: schedules, registration, academic progress, and attendance. Students are encouraged to bring concerns and complaints about academic issues and general school issues to the Office of Academic Advising. The Office of Academic Advising closely monitors the academic progress of each student and enforces LACM’s Academic Policies.

TUTORING PROGRAMS

A student tutoring program is available to any student who needs help outside of class. If you are interested, please contact your Academic Advisor or see the student boards for a list of available tutors. You may contact the appropriate tutor using the contact information listed there, and organize a meeting. The tutor is responsible for filling out the Student Tutor Form indicating the date, time frame, and material covered.

One-on-One Tutoring Program. For any student who is having difficulty in any given subject, their Academic Advisor may recommend that they participate in the one-on-one tutoring program. If a student is recommended for one-on-one tutoring, their Academic Advisor will give their name to one of LACM’s student tutors. The student tutor will then contact the student to set up one-on-one tutoring session(s) based on both of their availabilities. It is then the responsibility of the student to respond to their student tutor and to make the proper arrangements.

Tutoring Lab. The Office of Academic Advising will work with faculty and Teaching Assistants (TA) to organize tutoring labs on a quarterly basis. The faculty will work closely with the TA to establish academic goals for the lab sessions and the student attendees. The Office of Academic Advising will be responsible for the administration of tutoring labs, by scheduling rooms and organizing the student attendee sign-in process for the TA’s.

Study Group. The Office of Academic Advising will work with faculty to help organize study group on a quarterly basis. The Office of Academic Advising will be responsible for the administration of study groups, by scheduling rooms and organizing the student attendee sign-in process.
ACADEMIC WORKSHOPS

The Office of Academic Advising will organize academic workshops to ensure success and to keep the student engaged in their studies. It is the responsibility of the Office of Academic Advising to offer additional resources on a quarterly basis. Topics may include Time Management, Study Skills and other subjects as needed.

LIBRARY & MULTIMEDIA RESOURCES

Our digital library contains a collection of music, books, and videos for your reference. Computers and wireless internet are available for student use throughout the school. You may also apply for a free library card at the Pasadena Public Library by showing your school ID and providing your mailing address.

HOUSING

The Housing Department offers many resources to assist you with finding local housing. The Housing Advisor maintains a list of resources helpful for finding an apartment/unit in the area, including availabilities in apartments with current students. International students may also choose to participate in IHPS Homestays, a program that places you in the home of a local host family. In this program, you will have your own room and may choose to include meals in your plan. You may find additional information at: www.ihpsla.com

If you are an incoming student in search of a roommate, you may join the school’s Roommate Connection List in order to see and communicate with your classmates who are also looking for roommates. Roommate Meet-ups are scheduled prior to each start date to enable you to meet your classmates and take care of your housing situation before school begins.

COUNSELING & TREATMENT

It is the responsibility of LACM to counsel employees and students whenever they see changes in performance or behavior that suggest and employee or student has an alcohol or other drug problem. Although it is not LACM’s responsibility to diagnose an employee or student’s problem, it is LACM’s commitment to encourage him/her to seek professional help by offering assistance in obtaining adequate counseling.

LACM recognizes that drug and alcohol abuse can be successfully treated and is committed to helping employees and students who suffer from these problems, while holding them responsible for their own recovery. It is the employee’s responsibility to ensure the treatment facility provides LACM with the necessary documentation to establish compliance with the employee’s rehabilitation obligations. If the EAP determines a referral to a treatment provider is necessary, the employee is responsible for the full cost of these services.
To obtain additional drug and alcohol awareness information, please visit the Administrative Office.

Students who need help, please contact:
Office of Academic Advising
626-568-8850
advising@lacm.edu

The Center for Substance Abuse Treatment and Referral Hotline:
800-662-HELP (4357)

National Alcohol & Drug Abuse Helplines
Intervention Hotline 800-252-6465
Rapid Detox 800-996-3784
Treatment & Referral 800-454-8966

CAREER SERVICES

The Office of Career Services is dedicated to equipping all LACM students with the knowledge, skills and resources to find meaningful opportunities while at LACM and beyond. We strive to do this through career counseling, programming, employer relations and relationship building and providing opportunities for experiential learning.
Campus Information

There are 65 faculty members on staff, and an average of 150 students attends LACM each year.

The building’s facilities include large, modern classrooms equipped with Mackie Sound Systems, Yamaha drumsets with Zildjian cymbals, and Tech 21 guitar and Gallien-Krueger bass amps. The Recording Lab is a 625 square-foot studio-quality “floating construction” room that includes three iso-booths and a neighboring drum room. The Computer Lab is outfitted with ten 20” iMacs® and a 52” LCD monitor for instructor demonstrations. Each computer has Digidesign ProTools LE® software and an MBox2® recording interface. Ten fully-equipped practice labs are for drummers. Five practice labs and several practice stations are for guitar and bass players, as well as vocalists. The performance hall has room for 25 players onstage and holds an audience of 160.

THE CAMPUS

North Campus:
300 S. Fair Oaks Ave.
Pasadena, CA 91105

South Campus:
370 S. Fair Oaks Ave.
Pasadena, CA 91105

Off-campus Studio Classroom:
The Hobby Shop Studios
5239 York Blvd
Los Angeles, CA 90042
www.thehobbyshopstudios.com

CAMPUS HOURS

The campus is open for student use from 6:00 a.m. — 1:00a.m. Monday through Friday, and 8:00/9:00 a.m. — 1:00a.m. on weekends. The Administrative Office is open Monday through Friday, 9:00 a.m. — 5:00 p.m. Hours will change during holidays, school breaks, and for special events.

CAMPUS CARE

Please do your part to keep our campus comfortable for others:

- No food or drinks (except water) are allowed in classrooms or practice labs.
- Bicycles may be carefully brought through the Student Entrance (no riding allowed in the building), into the courtyard where they may be locked up. All bicycles being kept in the courtyard must be registered with the Office.
• Please do not have your personal mail sent to the school address, as it will be returned to the sender.
• Smoking is permitted in the designated smoking area behind the school only. Please discard cigarette butts in the provided ashtrays.

RULES OF CONDUCT

LACM upholds a very serious policy concerning theft and the protection of both personal and school property. If a student steals, damages, or destroys personal or school property, the student will be automatically suspended from attending classes and being on campus. The student will have 24 hours to remove any personal belongings from the premise and will not be allowed to visit the school for any reason until a meeting between the student and the Discipline Committee has been held. The Committee will then make a decision regarding how the matter will be addressed within a 10 day period. Anyone who displays inappropriate or disruptive behavior will also be subject to disciplinary action, up to and including dismissal.

CAMPUS SECURITY

LACM will not be held accountable for the loss or theft of personal property. It is your responsibility to keep track of your own personal items.

Pursuant to 20 United States Code 1092 (a) and (f) also known as the Jeanne Clery Campus Security Act, LACM adheres to the following security and crime reporting procedures.

You must report any and all campus incidents to a designated Attending Rep (AR) on post at the Student Entrance so that it can be noted on the Daily Crime and Incidents Log for possible investigation. This includes crimes and incidents within and around the campus building.

In the event that an Attending Rep (AR) is unavailable or not on post at the time of the incident, it is the responsibility of the witness and/or victim of the incident to complete a Crime and Incident Report (available at the Student Entrance), and turn it into the Attending Rep upon their return. Reports may also be submitted to the Administrative Office during business hours. You may also seek assistance from school faculty who are on campus.

Annual Crime Statistics:
• The Campus Security Act also requires LACM to compile a report with data gathered from its own campus security and crime report, coupled with statistics from the Pasadena Police Department. This report is available for distribution annually in October. A notification will be sent out via school e-mail announcing when the crime report is available.

GUESTS & VISITING ALUMNI

Only currently enrolled LACM students are allowed to practice and use the school facilities. Guests, including visiting alumni, must be authorized by the administration and be issued an official Visitor Pass.
at our LACM North Campus Building, located at 300 S. Fair Oaks Ave. Guests of enrolled students must either be accompanied to the Office by the student to obtain their pass, or the student must request to have a pass issued prior to their arrival. All guests and visiting alumni must sign in and out at the front desk (located at LACM North) when on campus. Students are fully responsible for their guests while they are on campus.

PARKING

There is currently no student parking available in the lot adjacent to campus. Monthly and daily parking is available for a fee at the Metro Gold Line Del Mar Station, located near the school. Free street parking is available to everyone, but be sure to observe posted parking laws. Daily parking is also available for a fee in the small lot on the opposite side of Fair Oaks Ave.

STUDENT ID CARDS

You must carry your Student ID card with you at all times when on campus. You will be required to check in through the Student Entrance with your ID, and will need your ID when checking out instruments or equipment.

Photos for ID cards will be taken at Orientation. You will receive your ID card during the first week of school.

LOCKERS

You will be assigned a locker at Orientation, and must supply your own combination or key lock to secure your belongings. Lockers for Drum Department students can accommodate cymbals up to 21 inches in diameter. Lockers for Guitar and Bass Department students can accommodate your instruments ONLY in soft cases (hard cases will not fit).

EQUIPMENT

We recommend that all students bring a recording device, such as a hand-held digital recorder.

- Vocalists must bring their own microphone and XLR cables for practice outside of class.
- Drummers must bring cymbals, a hi-hat clutch, washers and felts, a practice pad and stand, single and/or double pedals, and sticks.
- Guitarists and bassists must bring a metronome, tuner, cables, and their instrument. Be sure to have extra strings on hand and other essentials so that you are fully prepared to perform in class.

Amps, drum sets, and PA systems are provided for you in the classrooms and labs.

Additional instruments and other equipment can be checked out for practice using your student ID card as a deposit at the Student Entrance. One item may be checked out at a time. LACM does not loan
instruments or equipment for use off-campus. If you are planning to gig off campus you should be
prepared with your own equipment. *No equipment may leave campus.*

**PRACTICE TIME**

In addition to scheduled lab time, you may sign up to use classrooms and labs when they are otherwise
not in use. You may sign up for the following week each Friday after 5:00 p.m. The sign up lists are
located at the Student Entrance desk. Sign-up time is available on a first-come, first-served basis. You
are permitted 2 hours of sign-up time each day. If you are more than ten minutes late for your schedule
time, the room will become available for other students’ use.

**STUDENT STORE**

Official LACM curriculum, clothing, music accessories, and other merchandise are available for purchase
Monday through Friday from 9:00 a.m. to 5:00 p.m. at the Student Entrance.

LACM course books that are included in the student’s tuition, may be picked up at the Student Store at
the beginning of each quarter. General Education course books are not available for purchase at the
Student Store and students are recommended to purchase these books from websites such as Amazon,
Half Price Books, etc.
Financial Aid Policies & Procedures

LACM strives to provide equal opportunity to all students. To this end, the college participates in the Title IV Program, a Federal Student Aid program consisting of various grant and loan options. To be eligible, you must enroll in one of LACM’s full-time programs and be in good standing regarding other student loans. You will not be considered if you have defaulted on previous federal student loans or exceeded annual or aggregate student aid loan limits for that particular academic year.

APPLYING FOR FINANCIAL AID

If you are seeking financial aid, you must complete the Free Application for Federal Student Aid (FAFSA). This can be done via the internet by logging onto www.fafsa.ed.gov. In order to submit your application online, you must first apply for a PIN to use as your electronic signature (parents of dependent students must also apply for a PIN). Once you have received your PIN, return to the website to complete your FAFSA and make sure to enter LACM’s School Code: 038684.

If you are seeking any type of financial aid, you should apply a minimum of four (4) months prior to fall and spring quarters. However, you are strongly encouraged to apply as early as possible to ensure timely processing.

ELIGIBILITY CRITERIA

Federal Student Aid is based on "financial need" with the exception of certain federal loan programs. “Financial Need” is calculated and determined by the following federally mandated formula:

\[
\text{Cost of Attendance} - \text{Expected Family Contribution} = \text{Financial Need}
\]

The Expected Family Contribution (EFC) is a projection of funds determined to be available from you to contribute toward educational expenses. The EFC is derived from the information submitted on the FAFSA (Free Application for Federal Student Aid). To qualify for need-based programs, you must meet certain minimum eligibility requirements.

You are eligible to apply for financial aid if:
- You complete the Free Application for Federal Student Aid (FAFSA).
- You are a US citizen or an eligible non-citizen.
- You have a valid Social Security Number.
- You have a high school diploma, or a General Educational Diploma (GED).
- You are in compliance with Selective Service registration.
- You are not in default of a previous federal education loan.
• You do not owe a balance or a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant at any post-secondary institution.
• You are enrolled in an eligible program.
• You must maintain SAP (Satisfactory Academic Progress) as an enrolled student

PROCESSING PROCEDURES

Financial aid applications are processed on a first-come, first-serve basis. You must submit your application by LACM’s stated deadlines to be processed within a timely manner. Only complete files containing the required documentation will be processed.

A financial aid file is complete only after the following documents or information has been received:

A. Confirmation of Admission status in an eligible fulltime program.
B. A valid FAFSA containing LACM’s school code 038684.
C. Any other documentation requested by the Financial Aid Office that is required to complete the verification process. Financial aid awards are for one academic year and it is your responsibility to re-apply each year if additional aid is needed.

DISBURSEMENTS

If you qualify as a financial aid student, you must be deemed eligible before you are entitled to receive your first disbursements. You must have completed Entrance Counseling and all required financial aid documents prior to receiving the first initial disbursement. For all subsequent disbursements, Satisfactory Academic Progress (SAP) must also be maintained.

Financial Aid disbursements are received into LACM’s federal school accounts via Electronic Funds Transfers (EFT) at the beginning of each quarter with exception of first time borrowers which is received thirty (30) days after the first quarter begins. Subsequent disbursements will be received by LACM at the beginning of each quarter. You will receive notification by mail and/or email once the funds have been received.

If you remain eligible for financial aid at the time of disbursement, you will receive notification by mail and/or electronic mail that your quarterly financial aid award has been applied directly to your student account and will be credited toward tuition and fees applicable to that quarter and that you have the right to cancel the disbursement within fourteen (14) days.

LIVING EXPENSE CHECKS

If you are receiving financial aid disbursement amounts beyond the cost of tuition, you will receive a “Living Expense” check for the balance from LACM once all tuition and fees have been deducted and applied to your account. “Living Expense” checks will be cut and ready for pick-up three (3) business days after each disbursement has been received.
LACM will not hold money on your account beyond the current quarter’s tuition and fees. If there are additional funds remaining after current tuition and fees have been paid, LACM will release the remaining funds to you in the form of a “Living Expense” check. If at that time you wish to make a tuition payment toward future quarters, you may do so. Remember, you are responsible for your own money and your own tuition payments so plan your finances accordingly.

UNDERGRADUATE SATISFACTORY ACADEMIC PROGRESS

Federal financial aid regulations limit how long students can continue to receive financial aid. In order to keep your eligibility for financial aid, you must be making progress toward earning your degree. You can lose eligibility for aid if you are not doing well in your classes and/or if it is taking you a very long time to earn your degree. If you are not meeting the minimum standards, even if you are allowed by your academic dean to continue your enrollment, you will have to do so without benefit of financial aid.

Your progress is measured once each academic year. If you are not making satisfactory progress, you will receive communication from the Office of Financial Aid regarding the loss of your eligibility for further financial aid effective the following year. You must meet the following expectations:

1. Successful Completion of Credit Hours Attempted
   As a matriculated student, you are required to successfully complete a specified percentage of the credits/hours that you attempt.

2. Cumulative Credit Hour Limit
   The maximum time frame allowed for you to complete your degree(s) is defined as 150% of the credits needed for your degree(s). Attempting more than 150% of the credits needed without completing your degree(s) will result in you failing to meet the academic progress standards. For example, if you enroll in a degree program that requires 120 credits, you can attempt up to 180 and remain in compliance with this policy. If more than 180 hours are attempted, the standards of the policy are no longer being met.

3. Cumulative Grade Point Average
   The academic standards against which your performance is measured are outlined within this Student Handbook. If you are placed on probation by LACM, you will continue to be eligible for aid. However, if you are placed under dismissal or suspension, you will not be eligible for financial aid until you are readmitted to a LACM.

Repeatedly failing, withdrawing from or leaving courses will lead to loss of aid eligibility.
Alcohol and Drug Policies

LACM is committed to providing a safe environment and to fostering the well-being and health of its employees and students, by maintaining a drug-free campus in accordance with federal law. LACM has established the following policy with regard to alcohol and drug abuse to ensure that we can meet our obligation to our students and employees alike.

LACM prohibits any employee or student from possessing, selling, trading, or offering to sell illegal drugs, intoxicants, or controlled substances, or otherwise engaging in the illegal use of drugs or alcohol at any time while on or using company property, conducting company business, or representing LACM. Serving and consumption of alcohol by persons of legal age will only be permitted at designated LACM-sponsored events that have been authorized by the school’s Director.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive, and drug-free environment.

- Illicit drug use, including consumption, possession, and distribution, is a violation of our college’s policy as well as state and federal law. It is, therefore, prohibited at the LACM. Students who violate the college’s drug policy and/or state and federal laws will be subject to disciplinary action from the college and/or state and federal criminal justice procedures.
- Students desiring information or help concerning a substance use or abuse issue are encouraged to contact the Administrative Office.
- Consumption of alcoholic beverages during specific campus events is a privilege accorded any person 21 years of age or older.
- Whenever alcohol is served, there will be a variety of non-alcoholic beverages (served in the same type containers in which alcoholic beverages are served) and food available in sufficient quantities to last for the entire event.
- Persons are expected to assume responsibility for their own behavior while drinking and must understand that being under the influence of alcohol in no way lessens their accountability to the college community.
- The consumption of alcohol or possession of an open container is prohibited in all public areas.
- The college prohibits delivery of alcoholic beverages to the campus except delivery by wholesale distributors to an event for which proper permits exist.
- Alcohol will not be the primary focus of any event.

COERCED/FORCED CONSUMPTION OF ALCOHOL AND/OR OTHER DRUGS

In instances, such as hazing, where a student or students force another to consume alcohol or other drugs, or conspire(s) to force another to consume alcohol or other drugs, or fail(s) to take direct action to stop the incident (personal intervention, calling authorities) immediate and strict sanctions (including suspension/dismissal) may be imposed on the responsible individual(s).
LACM’S RELATIONSHIP TO STUDENTS

LACM recognizes its contractual relationships with its students. In regard to alcohol and other drug use, LACM realizes that its students are adults who are ultimately responsible for their own behavior. The college does, however, recognize its responsibility to provide services and policies which are designed to diminish the incidence of alcohol misuse and other illicit drug use and consequent negative outcomes, and in this regard, will educate its students and consistently enforce its alcohol and other drug-related policies as well as comply with local, state, and federal laws pertaining to alcohol and drug use.

COLLEGE CATERED-PARTY POLICY

The service of alcoholic beverages at LACM functions must be in compliance with California State Law and college policies — i.e., an individual must be of legal age to possess or purchase alcoholic beverages; and individuals/organizations may not sell alcoholic beverages without proper license. The only approved LACM plan for dispensing alcoholic beverages at student functions is the College Catered-Party Policy. The sale of alcohol at any function is illegal without a liquor license.

COLLEGE POLICY ON ALCOHOL AND ILLEGAL DRUGS

College policy recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment. Students, faculty, and staff members with substance-abuse problems are encouraged to take advantage of available diagnostic, referral, counseling, and prevention services. However, employees and students availing themselves of these services will not be granted special privileges and exemptions from standard personnel practices applicable to job performance requirements and from standard academic and student conduct requirements. The college will not excuse acts of misconduct committed by employees and students whose judgment is impaired due to substance abuse.

Alcoholic Beverages: The possession and use of alcohol on campuses must comply with the laws of the state of California and with local campus regulations and procedures. The acquisition, possession, transportation, and consumption of alcohol by anyone under 21 years of age is prohibited.

Illegal Drugs: The possession, use, manufacture, or distribution of illegal drugs (heroin, cocaine, marijuana, LSD, steroids, etc.) is prohibited at any time on LACM’s property and as part of any college activities. “Illegal drugs” does not mean the use of drugs under a valid prescription. Employees and students known to use, possess, manufacture, or distribute illegal drugs are liable to public law-enforcement actions and LACM’s disciplinary actions.

Sanctions: Employees and students who violate the college’s policy will be subject to disciplinary action by LACM. The severity of the imposed sanctions will be appropriate to the violation; possible sanctions include suspension, probation, dismissal, restitution, official censure or reprimand, referral for prosecution, participation in a rehabilitation program, and other actions the college deems appropriate.
THE RISKS

Substance abuse can lead to major health risks including but not limited to malnutrition, organ damage, blackouts, impaired learning, dependency, disability, and even death. Other possible risks of substance abuse may include personal and economic problems leading to diminished self-esteem, depression, alienation from reality, suicide, loss of job, loss of academic standing, and loss of financial aid eligibility.

DISCIPLINARY ACTION

Violations of this policy are subject to strict disciplinary action. Discipline may include one or more of the following: a warning, a letter of reprimand, disciplinary probation, loss of financial aid award, termination of employment and/or expulsion from LACM’s academic program, and/or mandatory participation and successful completion of a drug abuse or rehabilitation program approved by an authorized health or law enforcement agency.
Confidentiality (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords you certain rights with respect to your education records. These rights include:

1. The right to inspect and review your education records within 45 days of the day Los Angeles College of Music receives a request for access. You should submit to the Dean written requests that identify the record(s) you wish to inspect. The Dean will make arrangements for access and notify you of the time and place where the records may be inspected. If the Dean does not maintain the records, he/she shall advise you of the correct official to whom the request should be addressed.

2. The right to request the amendment of your education records that you believe is inaccurate or misleading. You should write LACM official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If LACM decides not to amend the record as you request, LACM will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when you are notified of your right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by LACM in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom LACM has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

4. The right to file a complaint with the US Department of Education concerning alleged failures by LACM to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   US Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605
   Tel: (202) 260-3887
   Fax: (202) 260-9001

Upon request, LACM discloses education records without consent to officials of another school in which you seek or intend to enroll. [NOTE: FERPA requires an institution to make a reasonable attempt to notify you of the records requested unless the institution states in its annual notification that it intends to forward records on request.] The “USA Patriot Act”, which went into effect on October 26, 2001, established the following exceptions relative to the release of information from institutional files.
EX PARTE ORDERS

LACM can disclose, without the consent or knowledge of you or your parent(s), personally identifiable information from your records to representatives of the Attorney General of the United States in response to an ex parte order in connection with investigation or prosecution of terrorism crimes. An ex parte order is an order issued by a court without notice to an adverse party. When LACM makes a disclosure pursuant to an ex parte order, it is not required to record that disclosure of information in your file.

LAWFULLY ISSUED SUBPOENAS AND COURT ORDERS

In the following two contexts, an institution can disclose, without consent, information from your education records in order to comply with a lawfully issued subpoena or court order:

1. Grand Jury Subpoenas
2. Law Enforcement Subpoenas – For these subpoenas, the court may order LACM not to disclose to anyone the existence or contents of the subpoena or our response. If the court so orders, neither the prior notification requirements nor the recording requirements would apply.

HEALTH OR SAFETY EMERGENCY

LACM is permitted to disclose personally identifiable information from your education record without your written consent in the case of an immediate threat to the health or safety of students or other individuals. This is limited to a situation that presents imminent danger or to a situation that required the immediate need for disclosure to avert or diffuse serious threats to the safety or health of a student or other individuals.

DISCLOSURES TO THE US CITIZENSHIP AND IMMIGRATION SERVICE (USCIS)

LACM may release personally identifiable information of anyone who has signed a Form I-20 and anyone attending on an F-1, M-1, or J-1 visa to the USCIS.

DIRECTORY INFORMATION

The Family Education Rights and Privacy Act of 1974 allows LACM to designate certain information related to students as “Directory Information”. LACM defines Directory Information as your full name, address, telephone numbers, email addresses, date and place of birth, dates of attendance at LACM, program of study, date of graduation and/or date of withdrawal and credentials awarded. As part of our policy and operating procedures, LACM never volunteers Directory Information, only verifies it. LACM may disclose any of the above-listed items without your prior written consent unless a non-disclosure form is filed with the Administrative Office.
OPTIONAL DISCLOSURE

All other student academic information is considered confidential and will not be released, with certain exceptions, without your written permission. Your grades and financial records are a part of your education record and are thus considered confidential information. Therefore, if you wish to have grades and/or financial records sent to parents or other named individuals or entities, you must sign a disclosure form and return it to the Administrative Office to authorize LACM to release these records. An “Optional Disclosure” section is included in the Application for Admissions.
Parental Notification Policy

LACM’s Parental Notification Policy allows the institution to notify parents of certain behaviors committed by students that are prohibited by the Student Conduct Code. Federal law, the Higher Education Amendments of 1998, permits educational institutions to disclose, to parents or legal guardians, information regarding a student’s violation of any federal, state or local law or educational institution’s rule or policy which governs the use or possession of alcohol or a controlled substance. Accordingly, it is the policy of the college to notify parents or guardians of students under the age of 21 when the student has been found responsible for any second drug or alcohol related offense in violation of the Student Conduct Code, federal, state, or local law.

It is also the college’s policy to notify parents or guardians of students under the age of 21 when any of the following offenses occur, even on the first offense:

- The student has caused harm to any person while under the influence of alcohol or other drugs.
- The student was arrested or taken into custody by police while under the influence of alcohol or other drugs.
- The student was responsible for vandalism or other destruction of property while under the influence of alcohol or other drugs.
- The student was operating a vehicle while under the influence of alcohol or other drugs.
- The student was transported to a medical facility and treated because of alcohol or other drug use.
- The student has been found responsible for an alcohol or drug-related violation that may result in suspension or dismissal from the University, or removal from campus housing.
- Other circumstances determined by the college.

The LACM’s parental notification policy is further established to foster a safer campus community, promote the academic success of students and promote student health.

LACM attempts to strike an appropriate balance between the interests and developmental needs of students and the interests of and supportive opportunities provided by the involvement of parents or guardians.

Parents or guardians will be contacted by the college. Whenever possible, students will be notified in advance that their parents or guardians are to be contacted.
Americans with Disabilities Act

Disabilities should not be allowed to limit a student’s education. Reasonable accommodation will be made when such is dictated by disability-related needs and when students have fulfilled their responsibilities of notification and verification. Upon acceptance to LACM, applicants should advise the Admissions Department of the existence of a disability, accompanied by a specific request for accommodation, and documentation of the disability.

Appropriate accommodation will be determined based upon this request and accompanying documentation and direct communication with the student’s attending expert, if applicable. All requests, communications and documentation are confidential. It is the responsibility of the student to provide the necessary documentation, and the cost of such documentation must be met by the student. This includes the cost of necessary professional medical, psychological, or educational assessments. There is no additional charge for any accommodations provided as a result of this process.
Electronic Communication Policy

LACM encourages the creative and innovative use of information technology to enhance its teaching, research, and public service mission. Users will not have their right to access denied or abridged due to the individual’s race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veteran’s status. The college respects the intellectual labor and creativity of others and seeks to protect the free and peaceful expression of ideas. All members of the college share responsibility for maintaining an environment where actions are guided by mutual respect, integrity, and reason.

LACM expects all members of its community to use network systems with proper regard for the rights of others and the college. Abuse of these privileges will be subject to disciplinary action, as established by the operating policies and procedures of the college. The college reserves the right to limit access in response to evidence of violations of college policy or federal, state or local laws. All members of the college community are bound by federal, state and local laws relating to civil rights, harassment, copyright, security, pornography, privacy, and other statutes relating to electronic media. It should be understood that this policy does not preclude enforcement under the laws and regulations of the United States of America, the State of California or local communities.

INDIVIDUAL RESPONSIBILITIES

Users of LACM’s network systems accept responsibilities that include, but are not limited to, the following specific examples.

- **Respect for the Intended Use of Resources** – Users are responsible for all actions taken on their network account. Individual password security is the responsibility of the user and he/she should take precautions against others obtaining unauthorized access to his/her personal account. If the user allows another individual access to his/her account, the user assumes full responsibility for the actions of this individual while logged into his/her account. Accounts are not to be used for conducting personal business enterprises, including consulting for private gain. The college’s electronic communication systems are to be used only for the furtherance of the college’s mission and not for personal benefit.

- **Respect for Privacy of Others** – Users shall not access anyone else’s electronic resources, including files and mail, without specific permission from the owner. Permission does not include sharing account information as designated above, but allows for collectively reading e-mail and sharing files using network services. The user shall not take advantage of another’s inexperience or negligence to gain access to any computer account, data, software, or file for which he or she has not received explicit permission to access.

- **Respect for Shared Nature of Resources** – Users will not encroach on others’ use of the college’s computers and network facilities. No user should attempt to modify the college system or network facilities or to crash systems. Users should avoid activities that unreasonably tax systems resources, including but not limited to: sending an excessive number of messages either locally or over the Internet; participating in electronic chain letters, frivolously printing multiple copies of documents, files or data; excessive game playing; modifying system facilities, operating
systems, or disk partitions; or damaging or vandalizing University computing facilities, equipment, software, or computer files.

- **Respect for the Rights of Others** – College computing resources will not be used to harm or threaten to harm the safety or environmental health of another individual or individuals. The user must comply with college policies and federal, state and local laws regarding discriminatory harassment. Examples of violations include, but are not limited to: harassment; defamation, violation of privacy; intentionally placing a person or persons in reasonable fear of imminent physical harm; giving or causing to be given false reports of fire or other dangerous conditions; or harassment or discrimination based on race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veteran status.

- **Respect for Intellectual Property** – Respect for intellectual labor and creativity is vital to the academic discourse and enterprise. This principle encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution. Examples of violations include, but are not limited to: copying copyrighted software without express written permission of the copyright owner; failing to obtain necessary licensing for software or to adhere to all licensing provisions (installation, use, copying, number of simultaneous users, term of license, etc.); plagiarism or inadequate attribution of the intellectual property of others; posting of texts, images or audio works in disregard of copyright restrictions; or unauthorized publication or distribution of another’s work or writing.

- **Respect for Integrity of System or Network** – Accounts shall not be used for unauthorized access and/or attempts to access computers, computer software, computer data or information, or networks without proper authorization, regardless of whether the computer, software, data, information, or network in question is owned by the college. Abuse of networks or computers at other sites using LACM’s resources will be treated as an abuse of computing privileges at the college. Users are prohibited from attempting to circumvent or subvert any system’s security measures.

**REPORTING VIOLATIONS**

If a user believes that a violation of this policy or criminal act has occurred, the user should contact the LACM’s Administrative Offices. College officials will take appropriate action in accordance with established college procedures. Infractions that may be violations of federal, state, or local laws will be reported by LACM officials to the appropriate authorities.

If a situation occurs in which a user feels that their personal health or safety is in jeopardy or that of another person (i.e., death threat, physically threatening message, or suicide threat), the police should be contacted by dialing 911.

If a student has violated the Student Conduct Code, as published in the Student Handbook, users may report this directly to the LACM’s Administrative Offices. If a user believes that he/she or others have been subjected to discriminatory harassment, this may also be reported directly to the LACM’s Administrative Offices.
In some situations, it may be necessary to suspend account privileges to prevent ongoing misuse while the alleged violation is under investigation. The system administrator reserves the right to immediate temporary suspension of the account(s) of anyone suspected of a violation, pending the outcome of investigation by the appropriate office listed above. In the case of minor, first time offenses, the system administrator may choose to resolve the situation informally without reporting the violation to other college officials. Appeals of any disciplinary decision will be handled according to existing law, college policies, and disciplinary procedures.

ADMINISTRATION AND IMPLEMENTATION

Systems administrators will manage network systems in a manner that is consistent with the system’s importance for campus communication. In connection with their responsibilities, professional staff members may on occasion need access or monitor parts of the system and thereby be given access to the contents of certain programs. System administrators will respect the privacy of personal communications encountered on the systems. However, if, during the course of routine duties, a system administrator encounters information that indicates that a breach of this policy or criminal act has been or is about to be committed, they will report the existence and source of this information to the proper authorities.

Administrators are not responsible for monitoring user activity or content on any network system. However, when they become aware of violations, either through the normal course of duty or by a complaint, it is their responsibility to refer the matter to the appropriate authority for investigation and possible discipline. To forestall an immediate threat to the security of a system or its users, system administrators may immediately suspend access of the people involved in the violation while the incident is being investigated. They may also take other actions to preserve the state of files and other information relevant to an investigation. Specific personal electronic communications and computer files will not be searched deliberately to seek evidence of malfeasance except when the appropriate authorities feel it is necessary in order: to enforce policies regarding harassment and the safety of individuals; to prevent the posting of proprietary software or texts, images, or audio works in disregard of copyright restrictions or contractual obligations; to safeguard the integrity of computers, networks, and data either at the college or elsewhere; and to protect the college against seriously damaging consequences.

In general, communications are considered the private information between the sender and recipient account holder. There may be exceptional circumstances where the college may release electronic mail to other parties. These situations may include, but are not limited to; the death of the account holder, when an absent or terminated employee has received mail associated with his/her job responsibilities, or during the course of a criminal investigation by authorized legal authorities.

LACM recognizes that all network system users are bound by federal, state, and local laws relating to civil rights, harassment, copyright, pornography, privacy, security and other statutes relating to electronic media. Nothing in this policy should be interpreted as precluding enforcement of the laws and regulations of the United States of America, State of California or any locality in the state of California.
Free Speech and Assembly Policy

There shall be no restrictions placed on the fundamental rights to free speech and assembly except those necessary to protect the rights of others and to preserve the order necessary for the college to function as an institution of higher learning.

The entire campus of the college (except facilities not available on a scheduled basis for reasons of public safety) is open to any form of expression by students, faculty, staff, and their invited guests, the only limitations being that normal LACM functions may not be disturbed, the free flow of traffic may not be disturbed, and the rules of public safety may not be contravened.

Individuals and groups wishing to use the college’s facilities shall notify LACM’s Administrative Offices at least 1 week in advance of the nature, the time, and the place of the proposed activity.
Student Conduct Code

It is the purpose of the Student Conduct Code to promote the pursuit of activities that contribute to the intellectual, ethical, and physical development of the individuals under the support of the LACM and the individual campuses. It is also the purpose of this Code to ensure the safety of persons engaging in those pursuits; to protect the free and peaceful expression of ideas; and to assure the integrity of various academic processes.

It is expected that students will conduct their affairs with proper regard for the rights of others and of the college. All members of the LACM community share a responsibility for maintaining an environment where actions are guided by mutual respect, integrity, and reason.

All members of the college are governed by LACM policies, local ordinances, and state and federal laws. Individuals in violation of state and federal law are subject to prosecution by appropriate state and federal authorities regardless of whether the activity occurs on or off the campus. In addition, the student maybe subject to disciplinary action by the college pursuant to this Code. The severity of the imposed sanctions will be appropriate to the violation and circumstances of the situation.

In seeking to encourage responsible attitudes, LACM places much reliance upon personal example, counseling and admonition. In certain circumstances where these preferred means fail, it must rely upon the rules and procedures described in this Code.

JURISDICTION

The LACM’s Student Conduct Code (hereinafter referred to as “Code”) shall apply to the following:

1. Any person(s) registered or enrolled in any course or program offered by the college or any person accepted to the college. A person is deemed to be enrolled in any such course or program until such time as he or she has officially graduated from the college or has been suspended or dismissed or has not been enrolled in any course or program within the college for one calendar year. Students taking distance courses provided by or presented at a college shall be deemed enrolled for the purposes of this Code.

2. Any recognized student organization or any group of students not currently recognized but under probation or suspension.

The Code may be applied only in cases of conduct:

1. occurring on any campus of the University, on any other college real property, or

2. on college-related real property, or

3. involving college personal property or college-related personal property, or

4. at activities pursued under the auspices of the college, or in which the college can demonstrate a clear and distinct interest as an academic institution regardless of where the conduct occurs and which seriously threatens (a) any educational process or legitimate function of the college or (b) the health or safety of any member of the academic community.
DEFINITIONS

A. **LACM Real Property**: Land, buildings, fixtures, improvements, and any interests therein, owned or held by the college in any manner, including but not limited to, owned, rented, licensed, chartered, or otherwise engaged.

B. **LACM Personal Property**: All property, other than real property, and interests there in owned or held by the college in any manner, including, but not limited to, owned, rented, licensed, chartered, or otherwise engaged. The college’s computer network and all its component parts, which are not real property, shall be considered University personal property for the purpose of this Code.

C. **LACM-Related Real Property**: Land, buildings, fixtures, improvements, and any interests therein, held by LACM as a direct result of and in connection with their service to the college.

D. **LACM-Related Personal Property**: All property, other than real property, and any interests therein held by LACM as a direct result of and in connection with their service to the college. LACM-related personal property shall also include any document or record issued or purporting to be issued by the college.

E. **Activities pursued under the auspices of the college**: Any activities specifically sponsored or participated in by LACM. Such activities do not include informal off-campus gatherings of students.

F. **Employee of the college**: Employees, including faculty, staff, students, volunteers, and agents of the college, herein referred to as “Employee”.

G. **Dean of Students**: is responsible for adjudicating alleged violations of the Code.

H. **Student Conduct Code Committee**: Committee or designee(s) responsible for deciding original cases referred directly by the Dean of Students and/or reviewing the decisions made by the Dean of Students, herein referred to as “Committee”.

I. **Respondent**: The student who has been charged with allegedly violating provisions of the Code.

J. **Advisor**: The person who advises or supports any party involved in the process. Examples of advisors include, but are not limited to, family members, friends, LACM staff or faculty, or legal counsel.

K. **Complainant**: Any person who submits a charge alleging that a student violated the Code. When a person alleges s/he has been harmed by a student’s misconduct, the person who alleges s/he has been harmed will also be considered to be a Complainant, even if another person submitted the charge itself. In cases of gender discrimination, sexual harassment and/or sexual offenses, the word “Complainant” shall refer only to the person who alleges s/he has been harmed by the respondent’s misconduct.

L. **Student Conduct Code**: This entire document.

M. **Sexual Orientation**: A person’s actual or perceived heterosexuality, bisexuality, homosexuality or gender identity or expression.

N. **Sexual Offense**: Forcible rape, forcible sodomy, sexual assault with an object, forcible fondling, incest, and statutory rape.

O. **Sexual Misconduct**: Includes, but not limited to, prostituting another student, non-consensual video-taping of sexual activity, presentation or unauthorized viewing of a non-consensual videotaping of sexual activity, letting others watch you have sex without the knowledge or
consent of your sexual partner, voyeurism and/or knowingly transmitting an STD or HIV to another person.

P. **Relationship Abuse/Domestic Violence:** A pattern of behavior in which one person in a current or former relationship purposely uses abuse, coercion, or threats to gain power and maintain control over their intimate partner.

Q. **Crime of Violence:** Arson, Assault offenses, Burglary, Manslaughter, Murder, Destruction/Damage/Vandalism of Property, Kidnapping/Abduction and Robbery.

**VIOLATIONS**

Those activities which directly and significantly interfere with the College’s (1) primary educational responsibility of ensuring the opportunity of all members of the community to attain their educational objectives, or (2) subsidiary responsibilities of protecting the health and safety of persons in the campus community, maintaining and protecting property, keeping records, providing living accommodations and other services, and sponsoring non-classroom activities such as lectures, concerts, athletic events, and social functions.

Upon satisfactory proof that a student organization has violated a LACM policy, or procedure, the organization may be subject to disciplinary action.

The violations listed below are considered in the context of the student’s responsibility as a member of the academic community; other actions which may be considered as violations may be defined by other documents, as, for example, residence hall contracts. Disciplinary action taken under this Code is independent of the awarding of grades (an academic matter), and provisions of this Code cannot be used for changing awarded grades.

The residence hall contract between the student and the college may specify certain other conditions, which impose additional responsibilities and obligations on the residence hall student. The following violations indicate categories of conduct or activity which will violate the Code.

Those listed have been delineated in such a way as to give reasonable warning to students that such conduct or attempted conduct is forbidden. These definitions of violations should not be rigidly construed.

1. **Plagiarism**—the submission of another’s work as one’s own, without adequate attribution.
2. **Cheating**—the act or attempted act of deception by which a student seeks to misrepresent that he/she has mastered information on an academic exercise that he/she has not mastered.
3. **Fabrication**—the use of invented information or the falsification of research or other findings in an academic exercise.
4. Knowingly supplying false information to employees in pursuit of their official duties, to a Committee in the course of a disciplinary proceeding, or knowingly causing false Information to be thus supplied.
5. **Violation of a campus-specific or system-wide regulation**, policy, standard of conduct, or code of ethics applicable to the activity in which the student is engaged, and which has been adopted, published or otherwise made known to students participating in such activity.

6. Unauthorized representation of the college, or an employee of the college.

7. Tampering with, destroying or falsifying official records.

8. Failing to identify properly one’s self to an employee of the college in pursuit of his/her official duties.

9. Direct interference with or failure to comply with an employee of the in the performance of his/her official duties.


11. Harassment or intimidation of another person.

12. Stalking.

13. Giving or causing to be given false reports of fire or other dangerous conditions.

14. Unauthorized use or possession of explosive components, chemicals, etc., such as fireworks, explosives, gas or compressed air.

15. Tampering with, disabling, or causing malfunction of fire and safety equipment or alarm systems.

16. Violation of regulations concerning possession or misuse of firearms or other dangerous weapons, as defined by policies established for each campus.

17. Lewd or indecent behavior.

18. Disturbance resulting in substantial disruption of authorized activities.

19. Violations of LACM or State alcoholic beverage regulations or laws.

20. Possession, use, or sale of illegal drugs, drug paraphernalia or the misuse of legal prescription drug.

21. Violation of LACM health or safety regulations.

22. Creation of a fire hazard or other dangerous condition.

23. Restriction of normal traffic flow into or out of LACM facilities.

24. **Hazing**—any action taken or situation created by a person, an organization or with the knowledge or consent of an organization, which recklessly or intentionally endangers the mental or physical health of a student.

25. Intentionally or recklessly placing a person or persons in reasonable fear of imminent physical harm.

26. Harassment or discrimination based on race, color, religion, sex, sexual orientation, including transgender status or gender expression, national origin or citizenship status, age, disability, genetic information or veterans status.

27. Sexual harassment.

28. Sexual misconduct.
29. Sexual offense.
30. Relationship abuse/domestic violence.
31. Gender discrimination
32. Conviction of any crime that threatens: (a) any educational process or legitimate function of the college, or (b) the health or safety of any member of the academic community.
33. Conduct which threatens or endangers the health or safety of any individual.
34. Violation of motor vehicle policies established for each campus.
35. Invasion of privacy
36. Theft, attempted theft, unauthorized acquisition, removal, or use of property.
37. Intentional or reckless misuse, destruction, or defacement of college property as defined above or the property of other people while located on college property.
38. Misuse of the college computer network or computers including, but not limited to, theft of computer files or data, e-mail, or other electronically stored information, probing or hacking into other computers or computer systems, spamming, sending out computer viruses, or uploading or downloading copyrighted material for personal use or distribution without authorization.
39. Trespassing or unauthorized presence on any college held or related property, including residence halls.
40. Significant interference with the normal residential life of others.
41. Violation of residence hall contracts, except when the residence hall contract specifically provides for an alternate procedure or remedy for the violation concerned.
42. Failure to comply with or attempts to circumvent a sanction(s) imposed by the Officer, Committee, President or designee.
43. Interference with a complainant, witness, investigation or the carrying out of procedures defined in this Code.
44. Knowingly assisting in the violation of any of the provisions of this Code.
45. Continued infractions of the Code.
46. Violating local, state, or federal laws otherwise not covered under this Code.

SANCTIONS

If a Respondent admits to a violation of this Code to the Dean of Students or the Committee or upon determination by the Dean of Students or Committee that the Respondent has committed a violation of the Code, one or more of the following sanctions may be imposed by the campus where the Respondent is currently enrolled or attending, in accordance with the provisions of this Code:

A. **Disciplinary Dismissal** – permanent separation from the college.
B. **Disciplinary Suspension** - separation from the college for a stated period of time and/or until a stated condition(s) is met.
C. Disciplinary Probation – a period of time when a Respondent is under closer scrutiny of the college. It may include the loss of one or more privileges.

D. Official Warning – official acknowledgment of a violation and the expectation that it will not be repeated.

E. Deferred Sanction – a specific period of time during which a Respondent’s continued enrollment at the college is clearly in jeopardy. Any further violation of the Code during that time will minimally result in the imposition of the deferred sanction and any additional sanctions deemed necessary.

F. Restitution – up to the replacement value of the items damaged, stolen, removed or used without authority and damages incurred.

G. Loss of Visitation Privileges – this loss of visitation may be to any designated area(s) of campus.

H. Loss of Contact with a Specific Person(s) – with this sanction, the person may not initiate direct or indirect contact with a specified person(s).

I. Fine – payment of money. Respondents who are unable to pay may discuss alternate payment arrangements with the Dean of Students.

The institution may impose a harsher sanction on the Respondent when the Dean of Students determines that the Respondent intentionally selected the person or organization against whom the violation was committed, or selected the property damaged or stolen, because of the race, religion, color, sex, sexual orientation, including transgender status or gender expression, national origin or citizenship status, age, disability, genetic information or veteran status of that person, the persons in the organization or the owner of the property.

Respondents who are suspended will not be permitted to attend LACM during the sanction period. After the sanction period has been completed and all requirements of the suspension have been met, the Respondent is eligible for readmission to LACM. For a Respondent preparing to transfer to another institution, which has been suspended for a violent crime or a sex offense, a letter will be attached to his/her transcript explaining that he/she has been suspended. If the Respondent is transferring to another institution after the sanction has been completed; the letter will not be attached to the transcript.

Respondents who are dismissed will not be permitted to attend LACM. For a Respondent preparing to transfer to another institution, who has been dismissed for a violent crime or a sex offense, a letter will be attached to his/her transcript explaining that he/she has been dismissed.

PROCEDURES

LACM may adopt procedures for carrying out the provisions of this Code within the guidelines set forth by the Code as described below and consistent with the Code.

ADMINISTRATION AND INTERPRETATION OF THE STUDENT CONDUCT CODE SHALL BE SOLELY WITHIN THE JURISDICTION OF THE DEAN OF STUDENTS, COMMITTEE AND THE PRESIDENT OR HIS/HER DESIGNEE, SUCH INTERPRETATION BEING PURSUANT TO THE PROCEDURES OF THIS CODE.
RESPONSIBILITIES OF THE DEAN OF STUDENTS

1. The Dean of Students may initiate and supervise investigations of possible violations of this Code which are brought to his/her attention by employees, students, or members of the general public. The Dean of Students may conduct an investigation to determine if the charges have merit and/or if they can be disposed of informally by mutual consent of the parties involved on a basis acceptable to the Dean of Students. The Complainant shall have the right to end the informal process at any time and begin the formal complaint process. In cases of sexual assault, informal resolution will not be used even on a voluntary basis.

2. Upon concluding the investigation, the Dean of Students shall notify the Respondent and the Complainant, in the case of gender discrimination, sexual harassment or a sexual offense when the Dean of Students has formally made a decision.

RESPONSIBILITIES OF THE COMMITTEE

- The Committee shall consist of at least three, but no more than seven, members. The number of Committee members, the composition of the Committee, and the method of selection shall be determined by each campus in a manner approved by the President or his/her designee. The President or his/her designee shall also appoint the Chair from among the Committee members.
- The Respondent charged with the violation, the Dean of Students, and the Complainant shall have the right to challenge.
- In the case of gender discrimination, sexual harassment or a sexual offense, all members of the Committee shall have had training in handling complaints of sexual harassment and sexual violence.

Hearing Preliminaries

1. At any proceeding before the Committee, the Dean of Students, the Respondent, the Complainant or any other party to the hearing may have the assistance of an advisor which may include legal counsel.

2. The hearing shall be closed. The Committee Chair may permit, in addition to the party’s advisor, two support people for each the Respondent or Complainant to observe the proceedings. When the hearing is opened to any of the above mentioned people, the Committee Chair reserves the right to close the hearing or any portion thereof in order to protect any party participating.

3. If the Respondent or any other party is not present at the time appointed for the hearing, the Committee shall first attempt to determine the reason for that person’s absence. The Committee may proceed in a normal manner without Respondent’s attendance or any other party’s attendance, may hear only a portion of the testimony and adjourn to a later date, or may continue the entire hearing to a later date. The Committee may not consider the absence of a party as relevant to whether the Respondent committed the alleged violation of the Code.

Hearing Procedures
a. Responsibility for recognizing and permitting persons to speak lies exclusively with the Chair.

b. Persons disruptive to any stage of the hearing may be evicted at the reasonable discretion of the Chair.

c. The Dean of Students shall first present the results of the investigation and/or the charges against the Respondent.

d. The Dean of Students and/or the Complainant may present testimony and may include all relevant documents, records and exhibits.

e. The Respondent may then present documentation or testimony from the Respondent him/herself and/or other witnesses, and all relevant documents, records and exhibits. The names of such witnesses and/or copies of written statements must be submitted to the Dean of Students. At the discretion of the Chair, the Respondent or Complainant, in the case of gender discrimination, sexual harassment, or a sexual offense, may submit written documents, oral testimony of witnesses, and all relevant documents, records, and exhibits at the time of the hearing.

f. At any time during the proceedings, members of the Committee may question witnesses or parties to the proceeding; witnesses or parties may only ask questions of each other at the discretion of and through the Chair. Questioning by any advisor is not permitted. The advisors may not speak at the hearing.

g. After the presentation of all the information to the Committee, the Dean of Students, the Respondent and the Complainant if the alleged violation is gender discrimination, sexual harassment, or a sexual offense, may present arguments to the Committee on the applicability of this Code or the interpretation of any sections herein.

h. At this time, the Dean of Students, the Respondent and the Complainant, in the case of gender discrimination, sexual harassment, or a sexual offense may make recommendations to the Committee as to the appropriate sanctions should a violation(s) be found to have been committed.

i. During the hearing the Committee may consider any relevant information, shall not be bound by the strict rules of legal evidence, and may take into account any information which is of value in determining the issues involved. Efforts will be made to obtain the most reliable information available.

j. After all parties have presented their respective information, the Committee shall go into closed session to determine whether the Respondent has committed the alleged violation and/or, if so, the sanction(s) to be imposed. Deliberations are not recorded. A Committee member should vote that the Respondent is In Violation of the Code only if convinced by a preponderance of the information presented that the Respondent has committed the act(s) as alleged. A simple majority vote of In Violation or Not in Violation of the Code by the Committee members present shall prevail. If the majority of the Committee votes for Not In Violation or there is a tie, the Respondent shall be found Not In Violation and the process shall end.

k. If a Respondent is found to be In Violation of the Code, the Committee will deliberate on sanctions. Deliberations are not recorded. A majority vote of the Committee members voting shall prevail.
I. After making its decision, the Committee shall inform the Respondent in writing of the Committee’s decision. Any disciplinary sanctions imposed by the Committee shall be operative immediately upon notification, unless otherwise specified.

RIGHT OF REVIEW BEYOND COMMITTEE

In the event the Committee approves a sanction of suspension or dismissal, the Respondent may request review by the President or his/her designee. In the case of gender discrimination, sexual harassment, or a sexual offense, the Complainant or Respondent may direct a request for review of the Committee’s findings or actions to the President or his/her designee.
Hazing Policy

LACM reaffirms its policy that the injurious hazing of any student enrolled at the college is prohibited. In order to implement that policy and comply with State Law, LACM adopts these rules:

- No person or organization shall create, or permit to exist, any situation that recklessly or intentionally endangers the mental or physical health of a student enrolled at any institution of the college.
- Any person associated with LACM as a student, administrator, and faculty member or in any other capacity, whose conduct violates these rules, shall be subject to suspension, expulsion, or other appropriate disciplinary action.
- Any person, not associated with LACM, whose conduct violates these rules shall be ejected from, and shall thereafter be banned from re-entering the campus.
- Any disciplinary action, penalty, or sanction enforced under these rules for conduct violating these rules shall be in addition to, and not in limitation of, any other civil law or criminal law process, procedure or penalty arising from the conduct concerned.
- The administration and enforcement of these rules at LACM shall be the responsibility of those persons and administrative officers at the college who have responsibility for the administration and enforcement of the Student Conduct Code. Such administration and enforcement shall be pursuant to the Student Conduct Code and in accordance with the policies and procedures including, without limitation, the appeal procedures of that Code.
- A copy of these rules and of the Student Conduct Code shall be given to all students enrolled at LACM. Appropriate announcements of the existence of these rules, of the Student Conduct Code, and of the availability of copies shall be made at least annually through appropriate and usual campus notification procedures. The failure of any student, administrator, faculty member or any other person associated with the college to have received such copies or to have actual knowledge thereof shall not be justification for, or excuse, any failure to comply with the said policy or these rules.
Missing Student Policy

The purpose of this policy is to promote the safety and welfare of members of the LACM community through compliance with the requirements of the Higher Education Opportunity Act of 2008 (the HEOA). This protocol includes the official notification procedures of LACM for missing students who reside in on-campus housing, in accordance with the requirements of HEOA.

POLICY

It is the policy of LACM to provide all students, the option of identifying an individual (confidential contact person) to be contacted by LACM in the event that the student is determined to be missing for a period of more than 24 hours, in addition to notifying any contact person designated by the student to LACM.

DEFINITIONS

- **Missing Student**: For purposes of this policy, a student is determined to be missing when a law enforcement agency determines that the student has been missing for more than 24 hours, without any known reason, that the reported information is credible, and that circumstances warrant declaring the person missing.

- **Campus**: For purposes of this policy, “campus” is defined as:
  - Any building or property owned or controlled by LACM within the same reasonably contiguous geographic area and used by LACM in direct support of, or in a manner related to, the LACM educational purpose; and
  - Any building or property that is within or reasonably contiguous to the area identified in paragraph 1 of this definition, that is owned by the college but controlled by another person, is frequently used by students, and supports institutional purposes.

PROTOCOL FOR MISSING STUDENTS

- If a member of the LACM community has reason to believe that a student has gone missing, or receives a report of a missing student, he/she shall immediately contact their supervisor and/or Pasadena Police Department at (626) 744-4501.

- Nothing in this policy/protocol is intended to preclude LACM from determining that a student is missing before the student has been missing for a full 24 hours or initiating notification procedures as soon as it determines that the student is missing.

- A student who wishes to identify a confidential contact may do so through the Student Services Office. A student’s confidential contact information shall be accessible only by authorized campus officials, and will not be disclosed except to law enforcement in connection with a missing person investigation.

- A missing student report must be referred immediately to Pasadena police Department. If the student who is missing is under 18 years of age and not emancipated, LACM must notify a
custodial parent or guardian within 24 hours of determining that the student is missing, in addition to notifying the confidential contact person designated by the student. LACM will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

CONTACT INFORMATION

- Pasadena Police Department, (626) 744-4501, www.ci.pasadena.ca.us/police/
- LACM Administrative Offices, 626-568-8850, info@LACM.edu

RELATED INFORMATION

- Clery Act
Weapons Policy

Weapons and ammunition are potential safety hazards. Possession, use, or display of weapons or ammunition are inappropriate in an academic community for any reason other than protection of LACM employees, faculty, students, and members of the public invited on campus as allowed by law and policies of the college.

Definitions of Weapons and Ammunition: A weapon is defined as: an instrument of offensive or defensive combat, something to fight with, and is generally any device capable of projecting a ball, pellet, arrow, bullet, missile, shell, or other material. This shall include, but not be limited to, firearms, bows, rockets, and slingshots. Ammunition is any material capable of being projected by a weapon and makes the weapon operational.

This policy does not apply to the possession and/or use of disabling chemical sprays when used for self-defense. (Training in the use of defensive sprays is strongly encouraged. Vendors should be able to provide this training and Material Safety Data Sheets.)

WEAPONS AND AMMUNITION PROHIBITION

No weapon or ammunition shall be worn, displayed, used, or possessed on campus.

VIOLATION

Any employee, faculty, student, or other representative of the college who violates this policy shall be notified of the violation and subject to disciplinary sanctions under the applicable discipline process. Any member of the public who violates this policy shall be notified of the violation and asked to comply. If the public member will not comply, the individual shall be removed from campus and subject to all legal penalties, including the criminal trespass provisions under California law.
Sexual Harassment Policy

Sexual harassment of either employees or students is a violation of federal and state laws. It is the policy of LACM that no member of the college community may sexually harass another. In accordance with its policy of complying with non-discrimination laws, the college will regard freedom from sexual harassment as an individual employee and student right which will be safeguarded as a matter of policy. Any employee or student will be subject to disciplinary action for violation of this policy.

In conformance with this policy, LACM will ensure fair and impartial investigations that will protect the rights of the person(s) filing sexual harassment complaints, the person(s) complained against, and the institution or unit. Retaliation against anyone who makes a complaint of sexual harassment or who is involved in a complaint process will not be tolerated.

Consenting relationships may constitute sexual harassment under this policy. When a professional power differential exists between members of the college and a romantic or sexual relationship develops, there is a potential for abuse of that power, even in relationships of apparent mutual consent. Faculty and staff members are strongly advised not to engage in such relationships. Further, LACM prohibits the abuse of power in romantic or sexual relationships.

To assure that power is not abused and to maintain an environment free of sexual harassment, a faculty or staff member must eliminate any current or potential conflict of interest by removing himself or herself from decisions affecting the other person in the relationship. Decisions affecting the other person include grading, evaluating, supervising, or otherwise influencing that person’s education, employment, housing, or participation in athletics or any other college activity.

DEFINITIONS

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education;
- submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
- such conduct has the purpose or effect of interfering with an individual’s academic or work performance or creating an intimidating, hostile or offensive employment, educational, or living environment.

Questions, concerns and complaints about discrimination or harassment in any area of the college or about the application of laws and regulations related to equal opportunity and affirmative action should be directed to LACM Administrative Offices at 626-568-8850, info@LACM.edu.
Policy on Sexual Assault

LACM will not tolerate and prohibits rape and sexual assault in any form. These acts are against California State Law. Rape and other sexual assaults also violate the college’s policy prohibiting sexual harassment. If there is reason to believe that LACM campus regulations prohibiting sexual assaults of any kind have been violated, on or off-campus, the administration will pursue disciplinary action through the appropriate college procedures.

Sexual assault occurs with disturbing frequency among college age men and women but is very often unreported. In order to provide support for individuals reporting incidents of sexual assault and to enforce the behavioral standards critical to the college’s mission, students are encouraged to report all violations of this policy to appropriate LACM personnel.

To the fullest extent possible, the college will protect the privacy of all parties to a report of sexual assault. That said, under federal law, campus officials (with the exception of those listed under Confidential Resources in Section V below), who receive a report of sexual assault, whether from the student involved or a third party, must share that information with the appropriate college authorities for investigation and follow-up. The college is obligated to investigate the complaint to eliminate sexual harassment and assault, prevent its recurrence and address its effects.

LACM acknowledges that rape perpetrated by someone unknown (often referred to as “stranger rape”) does occur. However, the most prevalent form of sexual assault on a college campus is between two people who know each other (often referred to as “acquaintance rape”). The acquaintance may be a date, partner, or someone known casually from class or through mutual friends. Regardless of the relationship, the same institutional response and penalties apply. To clearly illustrate the seriousness of these offenses, this policy does not differentiate the types of offenses based on the relationship between the individuals. This policy is intended to provide more detailed information about how LACM handles sexual assault matters and is not intended to replace the LACM Student Code of Conduct, the LACM Sexual Harassment Policy, or the LACM Equal Opportunity Complaint Procedure.

DEFINITION OF TERMS

LACM, as a standard for the Student Code of Conduct, defines sexual assault as follows:

**A. Sexual Assault: Non-Consensual Sexual Intercourse**

Sexual Assault, also known as rape, may consist of non-consensual penetration of the genitals, anus or mouth of one by the genitals or fingers of another or an instrument or device manipulated by another person. This may include vaginal intercourse, anal intercourse (sodomy), oral sex, or non-consensual sexual penetration of genital or anal openings by a foreign object, including a finger. Force, the threat of physical harm, coercion, or manipulation may be present during non-consensual sexual intercourse. Non-consensual sexual intercourse may take many forms including, but not limited to, rape by a stranger, an acquaintance, while on a date; rape by multiple perpetrators (often referred to as “gang rape”), and may occur both on and off campus.
B. Sexual Harassment
Other forms of non-consensual sexual acts include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, e.g., unwanted touching, directly or through clothing, of an intimate part of another person such as a sexual organ, thighs, buttocks, or breast.

C. Sexual Exploitation
Sexual Exploitation occurs when a person takes non-consensual, unfair, or abusive sexual advantage of another for his/her own advantage or benefit; or to benefit or advantage anyone other than the one being exploited. This behavior must not otherwise constitute a violation of sexual assault or sexual harassment. Examples of sexual exploitation include, but are not limited to, prostituting another student, non-consensual video or audio-taping of sexual activity, presentation or unauthorized viewing of such recordings, going beyond the boundaries of consent (such as letting your friends watch you having consensual sex without the knowledge or consent of your sexual partner), engaging in voyeurism, and knowingly transmitting an STD or HIV to another student.

D. Consent
Consent must be informed, freely and actively given, and consist of a mutually agreeable and understandable exchange of words or actions. Any consent that is given is invalid or moot when the exchange involves unwanted physical force, coercion, intimidation, and/or threats. If an individual is mentally or physically incapacitated or impaired such that one cannot understand the fact, nature or extent of the sexual situation, and the incapacitation or impairment is known or should be known to a reasonable person, there is no consent. This includes conditions resulting from alcohol or drug consumption, or being asleep or unconscious.

STATEMENT AND INTENT OF POLICY

LACM, as a standard for the Student Code of Conduct, determines the following to be its intentions for this policy:

A. California State Law
In publishing this policy the college is not intending to substitute or supersede related civil and/or criminal law. It is the policy of LACM to strongly encourage individuals to report all incidents and violations to law enforcement officials or agencies with appropriate jurisdiction and avail themselves of all the services and rights to which they are entitled. It should be clearly understood that there is a fundamental difference between the nature and purpose of student discipline and criminal law. California State Law considers gross sexual assault and unlawful sexual contact to be serious crimes that are punishable by imprisonment in jail and/or probation. It also involves creation of a criminal record and may include a monetary fine.

B. Multiple Adjudication
A student charged with sexual assault may be prosecuted under the California Criminal Justice System and disciplined through the LACM student discipline process. Even if the criminal justice authorities choose not to prosecute, the accused may be subject to the college’s disciplinary action. LACM disciplinary procedures should be considered distinct and independent of any and
all criminal procedures. Discipline procedures may precede, occur simultaneously, or follow court action. In the event that LACM disciplinary procedures follow court action, the court proceedings and/or verdict may be considered in the disciplinary proceeding. When necessary, temporary action may be taken by the college in the form of summarily suspending or summarily restricting the accused, or officially requesting no contact between the complainant and the respondent. Relocation or removal from the residence halls may also occur. Any of these measures may result in the accused student’s restricted access to the college and/or participation in LACM events, such as attendance at classes and residing on campus.

C. Disciplinary Action
Any student found by LACM Standards, Rights, and Responsibilities to have committed sexual assault may be subject to severe disciplinary sanctions, including suspension or dismissal from the college. For information about sanctions, individuals should refer to The LACM System Student Conduct Code.

LACM recognizes that violations of sexual assault are not the fault of the individual filing the complaint. LACM intends to encourage the report of sexual assaults and therefore the college generally does not intend to hold complainants accountable for conduct code violations that may have occurred along with violations of sexual assault. LACM administration will use discretion to ensure the rights of the complainant are preserved.

RIGHTS OF THE COMPLAINTANT

Individuals who report their experience of sexual assault to LACM officials may be assured that:

• All sexual assault cases will be treated seriously.
• They will be treated with dignity, respect, and in a non-judgmental manner.
• LACM officials will inform students of their option to notify appropriate law enforcement authorities, including on-campus and local police, and offer assistance in notifying proper authorities when an individual discloses an incident of sexual assault.
• When an incident of sexual assault, harassment or exploitation is reported, the incident will be investigated and adjudicated by appropriate criminal and/or LACM authorities.
• A person may invite an advisor of choice to accompany her/him throughout the process.
• LACM personnel will not discourage anyone from reporting, nor encourage them to under-report or report the incident as a lesser crime.
• LACM personnel will cooperate in obtaining, securing and maintaining evidence (including a medical examination) necessary in legal proceedings.
• Individuals will be notified of available on- and off-campus counseling, mental health, and psychological services, or other student services for those reporting sex offenses.
• Individuals will be afforded the opportunity to request immediate on-campus housing relocation, transfer of classes, or other steps to prevent unnecessary or unwanted contact or proximity to an alleged perpetrator when reasonably available.
Campus disciplinary proceedings:

- In order to conduct a fair, orderly hearing, the complainant may request reasonable accommodations be made in hearing procedures, such as special seating arrangements in the hearing room.
- The complainant may invite an advisor of choice to accompany him or her through the college’s disciplinary proceedings.
- S/he has the right to remain present during the entire Student Conduct Code Committee hearing except during committee deliberations.
- S/he has the right not to have his or her sexual history discussed during the hearing.
- S/he has a right to make an “impact statement”.
- S/he has the right to be informed concurrent with notice to the accused (respondent) of the decision of the Dean of Students, Rights, and Responsibilities and the Student Conduct Code Committee regarding the alleged sexual assault violation and any sanction(s) imposed. The complainant and the respondent must respect the privacy of all involved.

Rights of the person accused of sexual assault

The student accused of sexual assault (the respondent) may be assured that:

- All sexual assault cases will be treated seriously.
- The respondent will be treated with dignity, respect, and in a non-judgmental manner.
- The respondent will be advised of on- and off-campus organizations and services that may be of assistance.
- LACM personnel will cooperate in investigating the case fully for legal and judicial proceedings.
- The respondent will be informed of available counseling and psychological services.
- The respondent may invite an advisor of choice to accompany him/her through the college’s disciplinary proceedings.
- The respondent has the right to remain present during the entire Student Conduct Code Committee hearing except during committee deliberations.
- In order to conduct a fair, orderly hearing, reasonable accommodations may be made in hearing procedures, such as special seating arrangements in the hearing room.
- Campus disciplinary proceedings
- S/he will be informed of the decision by the Dean of Students and the Student Conduct Code Committee regarding the alleged sexual assault violation and any sanction(s) imposed. The respondent and the complainant must respect the privacy of all involved.
- Individuals should refer to the LACM Student Conduct Code. Attention should be given to Section V. Procedures and Section IV., Sanctions, in particular. Any questions regarding the Student Conduct Code should be directed to the Dean of Students.
USE OF ALCOHOL AND DRUGS

The use of alcohol and other drugs by the accused in conjunction with an incident of sexual assault does not mitigate accountability for the commission of sexual assault or diminish the seriousness of the incident. The accused person’s intentional use of a substance to affect an individual in order to facilitate an assault will be considered when determining responsibility and, if found responsible, appropriate sanctions.

PROCEDURE FOR POLICY ASSESSMENT AND IMPROVEMENT

LACM supports and maintains the Sexual Assault and Relationship Abuse Prevention Policy as a standing committee. This Committee is comprised of LACM Administrative staff.

This Committee is responsible for:

- reviewing and commenting on non-identifiable campus crime information being collected in compliance with The Clery Act,
- reviewing and commenting on other general reports regarding sexual assault prepared by the Title IX Coordinator;
- assisting in the development of effective prevention strategies
- sharing general information, upcoming events, programming ideas, and concerns on the topic of sexual violence;
- making recommendations regarding ongoing awareness and educational programs on campus; and
- producing an annual report related to these responsibilities to the oversight panel.

SEXUAL HARRASSMENT GRIEVANCE POLICY

Sexual harassment of either employees or students is a violation of federal and state laws. It is the policy of LACM that no member of the college community may sexually harass another. In accordance with its policy of complying with non-discrimination laws, the college will regard freedom from sexual harassment as an individual employee and student right which will be safeguarded as a matter of policy. Any employee or student will be subject to disciplinary action for violation of this policy.

In conformance with this policy, LACM will ensure fair and impartial investigations that will protect the rights of the person(s) filing sexual harassment complaints, the person(s) complained against, and the institution or unit. Retaliation against anyone who makes a complaint of sexual harassment or who is involved in a complaint process will not be tolerated.

LACM encourages a person(s) who perceives harassment/sexual harassment by a member(s) of the campus community to notify the college promptly. LACM will maintain confidentiality throughout the process as appropriate and to the fullest extent allowed by law. All individuals involved are informed about the confidentiality and the consequences of retaliation, defamation or false accusation.
1. To file a written harassment/sexual harassment complaint, the Complainant has 90 calendar days following the alleged harassment act(s).

2. The harassment/sexual harassment complaint or claim shall be resolved through a) Informal Resolution Procedure, or b) Formal Complaint Procedure.

REPORTING PROCEDURES

All students, faculty, and staff, as well as members of the public participating in college activities have the right to an environment free from sexual or physical intimidation that would prevent a reasonable person from attaining educational goals or living and working in a safe environment.

A. Reporting Allegations of Sexual Assault
LACM needs the members of its community to report alleged sexual violence that occurs both on and off campus so that the college may respond appropriately and effectively. All LACM employees have a responsibility to forward information about allegations of sexual violence to appropriate campus officials. When allegations like these arise, the college expects all its employees and volunteers to report what they have witnessed or heard to designated LACM officials. Further, while everyone in the college community should report this information, some individuals on campus, because of their positions, have a heightened obligation to report. For instance, administrators, faculty, supervisors, police, student affairs staff, and athletic coaches and staff are required to report allegations of sexual violence. Of course, if a crime is in progress or the situation presents an ongoing danger to the college community, immediately dial 911.

B. Reporting Timeframe
Any individual may file a complaint of sexual assault at any time. Early reporting is encouraged to preserve evidence and provide the person filing the complaint with information regarding rights, options, and resources available to them by this policy and federal or state laws.

C. Safety and Security Information Report (The Clery Act)
Under the Clery Act, an institution must report certain crimes to the campus community in a timely manner that will aid in prevention of similar crimes that represent a threat to students and employees. To that end, a community alert will be issued whenever appropriate. Additionally, departments will comply with all mandatory reporting requirements.

CONFIDENTIAL RESOURCES

If a student wishes the details of an incident to be kept strictly confidential, she or he can speak with the Dean of Students, Office of Academic Advising or faculty member. Individuals in these offices will honor confidentiality unless there is an imminent danger to the student or to others.
Nonsexist Language Policy

LACM, as an equal opportunity educational institution, is committed to both academic freedom and the fair treatment of all individuals. It therefore discourages the use of sexist language. Language that reinforces sexism can arise from imprecise word choices that may be interpreted as biased, discriminatory, or demeaning even if they are not intended to be. Accordingly, all college communications, whether delivered orally or in writing, shall be free of sexist language.

This policy shall apply to all future college publications, whether produced through our Marketing Division or elsewhere, that are intended for distribution to students, parents, faculty, staff, or other people interested in LACM. College publications shall include, but not necessarily be limited to: LACM printing office publications; promotional materials distributed by all units of the college both academic and nonacademic; and policy booklets prepared for students and faculty. Inventory on hand of existing publications may be used until exhausted or a publication is revised.

Each member of the LACM community is urged to be sensitive to the impact of language and to make a personal commitment to eliminate sexist language. Supervisory personnel have a particular responsibility to discuss this policy with faculty and staff and to make available to them guidelines on nonsexist language.
Stalking and Relationship Abuse Policy

This policy serves to define certain behaviors and/or acts that the college does not tolerate, and to articulate how the institution will respond when incidents of relationship abuse and violence are reported. This policy does not substitute or supersede the LACM Student Conduct Code. LACM is an educational community bound by common standards of conduct and a commitment to its educational missions. Relationship abuse and stalking interfere with the college’s educational mission and with students’ aspirations and abilities by:

- Causing emotional and/or physical harm to community members;
- Contributing to an atmosphere of fear and distrust;
- Offending the dignity and violating the autonomy of community members;
- Disrupting the academic progress of partners and/or former partners.

DEFINITION OF TERMS

A. Relationship Abuse is a pattern of coercive behaviors that serves to exercise control and power in an intimate relationship. The coercive and abusive behaviors can be physical, sexual, psychological, verbal and/or emotional. Relationship abuse can occur between current or former intimate partners who have dated, lived together, or been married. It can occur in opposite-sex and same-sex relationships. Relationship abuse is sometimes also referred to as intimate partner violence, domestic violence, or dating violence.

For the purposes of this policy and related procedures, the term relationship abuse encompasses one or more of the following behaviors directed toward a current or former intimate partner:

- Attempting to cause or causing bodily injury or offensive physical contact, e.g., slapping, pulling hair, punching, sexual assault;
- Knowingly restricting the movements of another person, e.g., removing a person from residence or school, isolating or confining a person for a substantial period, monitoring phone calls or email, preventing a person from attending class or interfering with studying;
- Attempting to place or placing another person in fear through a course of conduct, e.g., threatening, manipulating, intimidating, verbally and/or emotionally abusive behaviors, or exhibiting extreme possessiveness or jealousy.

B. Stalking is defined as a pattern of conduct that has the purpose or effect of producing fear and/or creating an intimidating, hostile or offensive environment. “A pattern of conduct” means repeatedly (two or more times) maintaining unwanted visual or physical proximity to a person or repeatedly conveying oral or written threats, implicitly threatening conduct, or any combination of these directed at or toward a person. The following are examples of stalking behavior:
• Unwelcome communication, including, but not limited to: face-to-face, telephone, voice message, electronic mail, written letter, and/or contact; unwelcome gifts or flowers, etc.
• threatening or obscene gestures and/or pursuing or following
• surveillance
• trespassing
• vandalism
• unwelcome touching or physical contact; and/or gaining unauthorized access to personal, medical, financial and/or other identifying information, including, but not limited to: access by computer network, mail, telephone or written communication.

Cyber-stalking is an extension of the physical form of stalking (defined above) where electronic media such as the internet, pagers, cell phones, or other similar devices are used to pursue, harass or to make unwanted contact with another person in an unsolicited fashion.

STATEMENT AND INTENT OF POLICY

Relationship abuse, stalking, and sexual assault are related phenomena and can occur in the same relationship. However, some characteristics are unique to each type of behavior. Relationship abuse and stalking are covered by this policy; LACM has a separate policy addressing sexual assault; and LACM has protocol for responding to reported incidents of sexual assault, relationship abuse, and stalking. As a matter of policy, relationship abuse and stalking will not be tolerated in the college community. All students, faculty, and staff, as well as members of the public participating in college activities have the right to an environment free from interpersonal violence, including relationship abuse, harassment, assault, and stalking. Violence, abuse, and/or acts of aggression or intimidation directed toward another person violate the LACM’s Student Conduct Code and California state law. As members of the college community, students are expected to comply with and abide by the college policies and guidelines, in addition to federal, state, and local laws whether on or off campus.

LACM determines the following to be its intentions for this policy:

A. California State Law and University Policy

Portions of this policy may parallel published laws, but are in no way intended to substitute or supplant those laws. It should be clearly understood that there is a fundamental difference between the nature and purpose of student discipline and criminal law.

LACM disciplinary procedures should be considered distinct and independent of any and all criminal procedures. LACM disciplinary procedures may precede, co-occur, or follow court action. When necessary, temporary action may be taken against the person accused in the form of summarily suspending, summarily restricting, or officially requesting no contact between the person accused and the person who reported victimization. The college reserves the right to alter and/or restrict the respondent’s access to the college and/or participation in college events.

B. Campus Disciplinary Proceedings
Individuals should refer to the Student Conduct Code for information regarding violations, procedures and sanctions. Any questions regarding the Student Conduct Code should be directed to the Dean of Students.

The person who reports victimization and witnesses is not required to initiate the Student Conduct Code allegations. When an incident of relationship abuse or stalking is reported, the college is considered the complainant and is responsible for continuing the investigative process. Charges can be investigated on the basis of either a statement from the person who reports victimization or a witness’s statement or complaint (e.g., police, faculty, staff, and another student). The person who reported the incident(s) and all witnesses will be asked to contribute their statements and any information to assist in the resolution of the complaint. The person who reports victimization has the right to withdraw from the investigation at any time.

The college may proceed with disciplinary action even when the person who reports victimization voluntarily chooses not to participate in the process. Additional questions or concerns regarding disciplinary proceedings should be addressed directly to the Dean of Students.

LACM recognizes that violations of relationship abuse and stalking are not the fault of the individual filing the complaint. The college intends to encourage the report of relationship abuse and stalking and therefore the college generally does not intend to hold the person filing the complaint accountable for conduct code violations that may have occurred along with violations of relationship abuse and stalking. The college administration will use discretion to ensure the rights of the complainant are preserved.

C. Procedure for Policy Assessment and Improvement

LACM supports and maintains the Rape & Sexual Assault Policy as a standing committee. This Committee is comprised of LACM Administrative Staff Members.

This group is responsible for:

- reviewing non-identifiable campus crime information being collected in compliance with the Clery Act,
- reviewing various policies and protocols related to incidents of sexual assault, relationship abuse, and stalking,
- ensuring and reviewing ongoing awareness and education programs on campus, and advocating for support services for individuals who report incidents of sexual assault, relationship abuse, and stalking.

D. Policy Dissemination

As with all LACM policies, this policy is published and available for review in the college’s student handbook.

REPORTING PROCEDURES

Under the Clery Act, an institution must report certain crimes to the campus community in a timely manner that will aid in prevention of similar crimes that represent a threat to students and employees.
To that end, a community alert will be issued whenever appropriate. Additionally, departments will comply with all mandatory reporting requirements. Any individual may file a complaint of relationship abuse or stalking at any time. Early reporting is encouraged to preserve evidence and provide the person filing the complaint with information regarding rights, options, and resources available to them by this policy and federal or state laws. Reporting incidents of relationship abuse and stalking can sometimes compromise individual safety. In order to provide appropriate support and services, this policy delineates the following reporting options.

A. Confidential Disclosure
LACM offers confidential advocacy services to all college affiliates (students and employees). LACM offers assistance by providing a confidential advocate to support and assist individuals to:
  • weigh options and associated risks,
  • discuss possible next steps, and
  • obtain information about available resources and services.

B. Official Reporting
All LACM students, employees, or visitors are strongly encouraged to make an official report of any incident of relationship abuse and stalking to LACM Administrative offices or the Dean of Students, whether the incident occurred on or off campus.
Workplace Harassment and Violence Policy

The purpose of this policy is to communicate LACM’s approach to addressing workplace harassment and violence and to establish a “zero tolerance” policy for such behavior.

POLICY

It is the policy of LACM that acts of harassment and violence in the workplace will not be tolerated. The safety and well-being of our community is the college’s foremost concern. Neither threats of violence nor acts of violence will be tolerated at any time. Acts of violence committed by a LACM employee, including student employees, may serve as the basis for discipline up to and including termination of employment.

Note: Violence threatened or inflicted against employees on LACM property or on college business by persons not affiliated with LACM should be reported to our Administrative Offices by calling 626-568-8850, or 911 if an emergency. If such an incident occurs off LACM property, but while the employee is on college business, it should be reported to the local law enforcement agency having jurisdiction. The employee should also immediately report the behavior to his or her supervisor.

Who is Covered by This Policy?

All employees of LACM, including student employees, are covered by this policy. Supervisors and others in positions of authority, such as faculty members, have a responsibility to avoid behavior that might harass others in the workplace. Harassment and assault by students are violations of LACM’s Student Conduct Code. Such violations are investigated and adjudicated through the Dean of Students.

What is Harassment?

Harassment is unwelcome behavior that is severe, persistent and/or pervasive and has the intent or effect of interfering with a person’s educational or work performance or creates an intimidating, or offensive educational, work, or living environment. Such behavior must be severe, persistent, and/or pervasive to be defined as harassment. Questions about these terms should be directed to one of the offices listed below. Harassment also includes threatening communication.

Discriminatory Harassment is harassment that is based on an individual’s or group’s race, color, sex, age, religion, national origin, citizenship status, sexual orientation, disability, or veterans status. Discriminatory harassment, which also includes sexual harassment, violates the college’s Equal Opportunity Policy and is investigated under the Equal Opportunity Complaint Procedure.

What is Not Harassment?

• Everyday Administrative Action
In order to get work done, supervisors may have to make unpopular decisions, such as changing work assignments or moving people. Such decisions may or may not please others, but they do not constitute harassment. Such decisions may not, however, be used to retaliate against someone for making a complaint under this policy.

- **Performance Evaluation**
  - Feedback regarding unsatisfactory work conduct and/or negative performance evaluation is not harassment. Supervisors have a responsibility to give appropriate criticism and to take appropriate corrective action when the work of an employee is not satisfactory. Such criticism should, however, be made in a reasonable manner and should be constructive. Performance evaluation may not, however, be used in a retaliatory manner.

- **Offensive Behavior**
  - There are some behaviors, especially verbal or written communication, which may be viewed as offensive, inappropriate, or crude by some, but do not constitute harassment. Examples include occasional jokes or comments on appearance and discussions of controversial topics. Members of The LACM community are entitled to express a wide range of opinions as a matter of free speech. There are no restrictions placed on the fundamental rights to free speech except those necessary to protect the rights of others and to preserve the order necessary for the college to function as an institution of higher learning. However, these concepts do not extend to conduct that creates a hostile environment for working and learning. LACM reserves the right to take action in response to complaints where posted material (including material posted on the college’s electronic communication system) is threatening or and creates a hostile environment for individuals or classes of individuals. LACM has the responsibility to take action when a community member violates college policy or federal, state or local laws. There is a wide range of ambiguous behavior that might offend or alarm some people but not necessarily others. Examples might include, but are not limited to:
    - polite requests for a date from a peer;
    - comments on clothing or compliments about improved appearance;
    - nondestructive practical jokes that most people find reasonable.

Just as the above behaviors do not constitute harassment, it is also not harassment if an individual stops interacting socially with a person who continually asks him or her out for a date.

Note: Even if offensive behavior is not covered under this policy, an individual may be willing to cease if told about the impact of his or her behavior. Members of the community who are offended by speech or expression are encouraged to speak up. They should feel free to get others of similar mind to speak out as well.

- **Unfounded Harassment Complaints**
  - It is not harassment for a supervisor or administrator to investigate a complaint of harassment or violence in the workplace.
  - An unfounded harassment complaint deemed to have been made with malice is treated as a serious offense by LACM. Dishonesty in the context of an investigation of
harassment or retaliation against an individual who files a complaint will also be treated as a serious offense.

- Consenting Relationships
  - Consenting relationships do not in and of themselves constitute harassment. However, such relationships may become harassment where one person is in a position of power or authority over the other (teacher-student, supervisor-subordinate). LACM’s Policy on Sexual Harassment includes a policy on consenting relationships.

What Are Some Examples of Harassment and Violence?

For the purposes of this policy, acts of harassment and violence are grouped into levels:

- **Level I – Non-Physical Harassment**
  Unwelcome behavior which creates a hostile or intimidating work environment or which unreasonably interferes with an individual’s job performance and/or opportunities, but does not involve either physical intimidation or threat of physical harm. Examples may include, but are not limited to:
  - unwanted severe or persistent verbal hostility;
  - profanity that creates a hostile work environment or interferes with job performance;
  - anger expressed by throwing or kicking objects in the workplace.

- **Level II – Threats of Harm**
  - verbalizing a desire to harm someone, overt threats;
  - possessing a weapon on campus, as prohibited by LACM’s weapons policy, which does not reach the level of violating criminal weapons laws;
  - communicating (whether in oral, recorded, electronic or printed form or by gesture) unwanted violent messages with an intent to intimidate or harm;
  - committing any act against the college or a person which may be classified as a crime against property or public order (including but not limited to sabotage or theft of equipment, data or other LACM property);
  - degrading public tirades in the workplace;
  - continuing Level I intimidation and harassment, despite prior notice that the behavior is unwanted and offensive.

Behavior which threatens physical violence to others or which physically disrupts LACM’s operations. Such behavior may also violate state or federal law. Examples may include, but are not limited to:

- **Level III – Violence (Physical Harm)**
  Behavior which involves the use of physical violence or an imminent threat to inflict physical violence. Examples may include, but are not limited to:
  - committing any level of criminal assault;
  - illegally possessing a weapon on LACM property;
committing any offense which may be classified as a crime under California law, whether against another individual or the college, regardless of prosecution or conviction of the offense (includes stalking);

- locking up or physically restraining someone against his/her will;
- forcing oneself into someone’s place of work or residence (on LACM property);
- retaliation.

How Do You File a Complaint?

LACM is committed to resolving all complaints of harassment or violence, either through alternative dispute resolution or formal investigation. Due to the broad nature of this policy, different administrative offices are designated to resolve different types of complaints, as follows (also see the chart below).

- Complaints alleging discriminatory harassment by a LACM employee (including sexual harassment and harassment based on a status protected under LACM’s Equal Opportunity Policy) should be reported to the Dean of Students. LACM’s Equal Opportunity Complaint Procedure will be used to resolve such complaints.

- Complaints alleging any violation under this Policy by a LACM student should be reported to the Dean of Students or LACM’s Administrative Offices. These complaints will be resolved using procedures outlined in the Student Conduct Code.

- Complaints alleging violations of this policy by a LACM employee (other than those of discriminatory harassment and sexual harassment) should be reported to the President of the college.

What Are Some Possible Sanctions?

Those found responsible (through formal investigation) for substantiated incidents of violence or harassment will be sanctioned in accordance with usual LACM employee and student disciplinary procedures.

The following table provides examples of likely sanctions for violations of this policy:

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<tr>
<th>Level</th>
<th>Incident Number</th>
<th>Examples of Possible Sanctions</th>
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</thead>
<tbody>
<tr>
<td>One</td>
<td>First</td>
<td>Oral or written reprimand</td>
</tr>
<tr>
<td>One</td>
<td>Second within one year</td>
<td>Written reprimand or suspension</td>
</tr>
<tr>
<td>Two</td>
<td>Any</td>
<td>Suspension or termination</td>
</tr>
<tr>
<td>Three</td>
<td>Any</td>
<td>Suspension or termination</td>
</tr>
</tbody>
</table>

Who Maintains Records of Complaints?

LACM keeps a record of each formal complaint against an employee, including the relevant names, the nature of the case, the relevant department, the date of the complaint and its disposition.
2014-2015 Student Handbook Agreement Form

Los Angeles College of Music (LACM) provides the student handbook as a guide for students. It contains general information about our college, academic information, student services, and various student policies.

This handbook serves as part of the legal contract that exists between LACM Los Angeles College of Music and the student. It is critical that the students read and become familiar with the expectations and procedures stated within the handbook. A student’s failure to be knowledgeable of the material will not serve as a reason/excuse for violations of these policies.

The college reserves the right to amend this handbook. Students will be promptly notified in writing of any such changes.

I have read and agree to be governed by all of the rules and policies of this handbook.

Printed Student Name

Student Signature

Date