

ARTICLE IV

SPECIAL CLASSES AND SERVICES

6400. "ACADEMIC YEAR" DEFINED. The term "academic year" as used in this section means that portion of the school year during which the regular day community college is maintained, which period must include not less than the number of days of teaching required to entitle the District to apportionment of State funds.

Title 5, C.C.R., 55700, 55701

6400.10 Hours. Community College day classes shall begin before 4:30 p.m. and evening division classes shall begin at 4:30 p.m. or later.

Adopted 12-09-69  
Amended 03-30-71  
Amended 10-22-97

6401. MAINTENANCE OF SATURDAY AND SUNDAY CLASSES. Colleges are authorized to offer classes on Saturday and Sunday.

EC 70902

Adopted 12-09-69  
Amended 03-30-71  
Amended 01-28-87  
Amended 10-22-97

6402. MAINTENANCE OF SUMMER CLASSES. The Board of Trustees may maintain summer school at any community college of the District between the close of one academic year and the onset of the next succeeding year in accordance with the regulations of the Board of Governors of the California Community Colleges and with the prior written approval of the State Chancellor.

Adopted 12-09-69  
Amended 03-30-71  
Amended 10-22-97

The application for approval shall be submitted on forms prescribed and furnished by the Chancellor of Community Colleges and shall designate persons who will exercise administrative or supervisory responsibilities for the summer session.

The completed application shall be submitted on or before May 1 preceding the period during which the summer session is to be maintained.

EC 84890  
Title 5, C.C.R., 55722

Adopted 12-09-69  
Amended 03-30-71  
Amended 10-22-97

6403. OFF-CAMPUS CLASSES. The Los Angeles Community Colleges may establish off-campus classes (a) whenever eligible college students can attend classes at off-campus sites more easily than they can come to the campus, and/or (b) when off-campus classroom sites make available resources not available at the campus. Off-campus classes included are evening division classes at such locations as the Civic Center in Los Angeles, at veteran facilities, in penal institutions, in homes for senior citizens, and other suitable locations.

6403.10 Conditions in Establishing Off-Campus Classes.

- a. Classes will be open to the public and to all who can profit from the instruction, subject to the college's right to require prerequisites.
- b. The colleges exercise primary responsibility for the recruitment, selection, and employment of instructors and other supportive personnel.
- c. Program administration, supervision of classes, instructors, and supportive personnel are under college jurisdiction and authority.

Adopted 12-09-69  
Amended 03-30-71  
Amended 06-21-72

- d. The college retains responsibility for the selection and use of instructional materials, which may involve the cooperation of advisory committees and apprenticeship committees.
- e. Special sponsoring groups shall show evidence of recruitment and enrollment of an adequate number of students to maintain minimum-size classes according to Board policy, and to meet a community need.
- f. Available housing, equipment, and other resources must adequately meet the purposes of the class.
- g. The geographic location of classes off-campus will serve the greatest number of people most conveniently.

Adopted 12-09-69  
 Amended 06-21-72

6403.11 Establishment of Courses Outside of District. Colleges may establish courses outside the LACCD for students who are not residents of the District, providing one of the following conditions is fulfilled:

- a. The governing board of a high school district in territory that is not included in any community college district requests that community college courses be offered in the high school district.
- b. The governing board of a high school district requests that community college courses be offered in the high school district in accordance with other applicable provisions of law and either:
  - 1. the community college district where the high school district is located chooses not to offer such courses; or

Adopted 08-19-09

2. the courses will be offered only to pupils of the high school and will not be claimed for apportionment by the community college district.
3. Another community college district requests that community college courses be offered in its territory.

Nothing in this section or any other provision of this Board Rule shall be construed to prohibit college from establishing study abroad programs as described in Education Code section 66015.7 for students who are district residents or students who are not residents of the district.

Title 5, C.C.R., 55301

Adopted 08-19-09

6403.12 Establishment of Nursing and Allied Health Classes at Hospitals. The Board of Trustees may, whenever it offers an instructional program in nursing or in a related allied health field, maintain classes for such a program in hospitals located within or without the District for the purpose of providing hospital training for students of such classes.

The Chancellor or his designee(s) may approve hospital agreements, at no cost to the District, for maintenance of such classes. Such approvals shall be reported to the Board of Trustees at the end of each semester for ratification.

Title 5, C.C.R., 55234

Adopted 12-09-69  
 Amended 03-30-71  
 Amended 06-21-72  
 Amended 08-22-73  
 Amended 10-22-97

6405. COOPERATIVE EDUCATION. The Board of Trustees may provide for the instruction of students in a Work Experience Education program involving employer, student-employee, and college whereby the student-employee receives on-the-job training and unit credit for work experience directly related to his career major. Through his college coordinating class, the student develops the proper skills, attitudes, and understandings necessary to successful employment.

Title 5, C.C.R., 55250-55257

Adopted 12-09-69  
Amended 03-30-71  
Amended 10-22-97

6405.10 UNIT LIMITS

A) For the satisfactory completion of all types of Cooperative Work Experience Education, students may earn up to a total of 16 units, subject to the following limitations:

1) General Work Experience Education.

A maximum of six units may be earned in general work experience education.

2) Occupational Work Experience Education.

A maximum of eight credit hours may be earned in occupational work experience education during one enrollment period up to a total of 16 units. A maximum of eight units may be earned in occupational work experience education during one enrollment period up to a total of 16 units.

Adopted 07-28-10

- B) If a college offers only one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course, a student may repeat that course any number of times so long as the student does not exceed the limits on the number of units of cooperative work experience education set forth in section A of the Board Rule.

Title 5, C.C.R., 55250-55257

Adopted 07-28-10

6406. FEE FOR PHYSICAL EDUCATION. A fee may be imposed on a participating student for the additional expenses incurred when physical education courses are required to use off-campus facilities.

Rules and regulations concerning such fees shall be established by the Chancellor.

EC 76395

Adopted 08-22-73

Amended 10-22-97

6407. COUNSELING SERVICES. The community college shall have a counseling staff, both in training and experience, and shall have established procedures to provide and shall provide counseling services.

EC 72620

Adopted 12-09-69

Amended 03-30-71

Amended 10-22-97

6408. FUNDING OF COLLEGE NEWSPAPERS. The Los Angeles Community College District shall fund one or more college newspapers on each campus when the production of those newspapers is an integral part of instruction in journalism/media arts. Funds received from advertising in the newspaper(s) at each college shall be maintained in a separate account in the financial office of the College Fiscal Administrator of that college and shall be disbursed, with the approval of the college president or his/her designee, to enrich the instructional program in journalism/media arts.

Adopted 05-19-70  
Amended 03-30-71  
Amended 06-03-81

6411. ADEQUATE WORKING COLLECTIONS OF LIBRARY BOOKS. Each college library shall be provided working collections of books and periodicals for each major field of the curriculum.

Adopted 02-16-72

6412. OPEN CLASSES. Unless specifically exempted by statute, every course, course section or class, where FTES is to be reported for state apportionment, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites established pursuant to regulations contained in Article 2.5 (commencing with section 552000) of Subchapter 1 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations). The specific facilities in which such classes are offered must be identified as being open to the public.

Such classes shall be located in facilities that are open to the general public,

Title 5, C.C.R., 51006, 58051.5(a)(3), 58106

Adopted 04-13-77  
Amended 10-22-97  
Amended 03-24-04

6412.10 Dissemination Of Information.

All courses offered by a college, where FTES is to be reported for state apportionment shall be described in the official general catalog and/or addenda and shall be listed in the schedules of classes.

Apportionment generating courses, which are established or conducted after publication of the general catalog or regular schedule of classes, shall be reasonably well publicized - - i.e., publicized through a printed or web-based addenda to the schedule of classes. For addenda published on the college's web site, a copy (hard copy or computer file) must be retained for two years after the posting.

Announcements of course offerings shall not be limited to a specialized clientele, nor shall any group or individual receive notice prior to the general public for the purposes of preferential enrollment, limiting accessibility, or exclusion of qualified students.

Title 5, CCR, 58104

Adopted 03-24-04

6412.11 Registration And Enrollment Procedures.

Procedures for registration and standards for enrollment in any course shall be consistent with LACCD Board Rule 8603 - Limitations on Enrollment -- and shall be uniformly administered by appropriately authorized employees of the District.

Except as otherwise provided by state law, no student shall be required to confer or consult with or be required to receive permission to enroll in any class from any person other than those employed by the college in the District.

Adopted 03-24-04



Students will not be required to participate in any pre-registration activity not uniformly required; nor shall the college or district allow anyone to place or enforce nonacademic requisites as barriers to enrollment in or the successful completion of a class.

No registration procedures shall be used that result in restricting enrollment to a specialized clientele, unless otherwise authorized by law.

The following registration procedures are permissible:

1. special registration assistance to disabled or disadvantaged students as defined by statute (i.e., DSPS students);
2. special registration assistance to students for the purpose of providing equalization of educational opportunity (i.e., EOP&S students);
3. enrollment of students in accordance with a priority system established pursuant to legal authority by the LACCD Board of Trustees - i.e., Board Rule 8603(b)(1).

Adopted 03-24-04

6412.12 Classes Offered On High School Campuses.  
Classes offered at a high school campus may not be held during the time the campus is closed to the general public, as defined by the governing board of the K-12 school district during one of their regularly scheduled board meetings.

Adopted 03-24-04

If a decision to offer a class on a high school campus is made after the publication of the regular schedule of classes, and the class is solely advertised to the general public through electronic media, the class shall be so advertised for a minimum of 30 continuous days prior to the first meeting of the class.

Title 5, C.C.R., 58108; EC 76002

Adopted 03-24-04

6413. INSTRUCTIONAL MATERIAL FEES. A fee may be charged for instructional materials used by the student in the course of receiving instruction.

Rules and regulations concerning such fees shall be established by the Chancellor.

EC 76365  
Title 5, C.C.R., 59400, 59402, 59404

Adopted 10-24-79  
Amended 11-26-85  
Amended 07-20-88  
Amended 10-22-97

6414. INSTRUCTIONAL TELEVISION. Instructional Television classes may be established and maintained.

Title 5, C.C.R., 55370 et seq.

Adopted 06-09-70  
Amended 06-25-80  
Amended 10-22-97

6415. REQUIRED INSTRUCTIONAL AND OTHER MATERIALS. Students may be required to provide instructional and other materials required for a credit or non credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

EC 76365  
Title 5, C.C.R., 59400, 59404

Adopted 11-26-85  
Amended 10-22-97

Rules and regulations concerning required materials shall be established by the Chancellor.

EC 76365  
Title 5, C.C.R., 59400, 59404

Adopted 11-26-85  
Amended 10-22-97

6416. BILINGUAL INSTRUCTION.

Adopted 03-12-08

6416.10 Teaching Simultaneously in English and a Language Other Than English within the Same Section of a Course. A college may offer a section of a course taught simultaneously both in English and a language other than English.

Prior to offering a section of a course taught simultaneously in English and a language other than English, the college must determine that the section can be taught in accordance with the course outline of record (e.g. required reading assignments are available in the other language) or make modifications to the course outline of record so that its requirements can be applied consistently to all sections.

This section only applies to non-degree applicable courses, noncredit courses, and degree applicable credit courses with a California Community Colleges Management Information System Student Accountability Model ("SAM") Code of "C" (Clearly Occupational) or "D" (Possibly Occupational).

The Chancellor, in consultation with the District Academic Senate, shall develop rules and regulations to implement this section.

Adopted 03-12-08

6416.20 Teaching Sections of a Course Exclusively in English and Other Sections of That Course Exclusively in a Language Other Than English. A college may offer certain sections of a course taught exclusively in English and other sections of the course taught exclusively in a language other than English only if:

- (1) students in all non-English sections of the course are required to enroll in a basic skills English corequisite course; or
- (2) those students taking non-English sections of the course are designated as a cohort of students and are required to concurrently enroll in another course or courses designed to help them achieve proficiency in English.

Students enrolled in a non-English section of a course must be simultaneously enrolled in classes designed to teach them English. This requirement can be satisfied either by establishing a basic skills English course as a corequisite for students enrolled in all sections of the course or by requiring, per Title 5, California Code of Regulations, Section 58106(b)(4), that students enrolled in the non-English sections of the course also be enrolled in such a basic skills course while the other sections of the course remain unrestricted.

Prior to offering a section of a course taught exclusively in a language other than English, the college must determine that the section can be taught in accordance with the course outline of record (e.g., required reading assignments are available in the other language) or make modifications to the course outline of record so that its requirements can be applied consistently to all sections.

Adopted 03-12-08

This section only applies to non-degree applicable courses, noncredit courses, and degree applicable credit courses with a California Community Colleges Management Information System Student Accountability Model ("SAM") Code of "C" (Clearly Occupational) or "D" (Possibly Occupational)

The Chancellor, in consultation with the District Academic Senate, shall develop rules and regulations to implement this section.

Adopted 03-12-08