

This is a two-year community college accredited by the Western Association of Schools and Colleges. The College operates on a semester calendar of 18 weeks. A unit of credit represents one hour per week of lecture or three hours per week of laboratory work.

ACADEMIC RECORD SYMBOL AND GRADE POINT AVERAGE (CALIFORNIA ADMINISTRATIVE CODE, TITLE 5, et seq.): Grades from the grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average using only the following evaluative symbols:

SYMBOL	DEFINITIONS	GRADE POINTS
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F/FW	Failing	0

NOT COUNTED IN GRADE POINT AVERAGE

UG	College designated as ungraded
AU	Audit
P/CR	Passing, prior to June 30, 2007
NP/NC	Not Passing
IX/IF	Incomplete academic work for unforeseeable, emergency and justifiable reasons. It is a temporary notation to be replaced by instructor's final grade.
IP	In Progress. Denotes class extends beyond end of normal term and final grades await course completion.
RD	Report Delayed. Assigned by Registrar to denote delay of grade report beyond control of student. It is a temporary notation to be replaced by instructor's final grade.
W	Withdrawal

All grades are final and are not subject to change except as outlined within the California Education Code.

ACADEMIC NOTATIONS

Scholastic standing is indicated by one of the following:

- Good Standing – Student is maintaining satisfactory academic and progress standards
- Academic or Progress Probation – Student is below acceptable academic or progress standards of the college but is eligible to continue in attendance
- Dismissed – Student is dismissed for unsatisfactory academic or progress achievement

CODES

MOS	Units granted for verified military experience/training
OEU	Other equivalent units
A	Repeated course included in GPA, excluded from credits earned
E	Repeated course excluded from GPA and credits earned
I	Repeated course included in GPA and credits earned

DEGREE AND CERTIFICATE PROGRAMS

Associate of Arts

Presented upon satisfactory completion of required course work; minimum of 18 units in area of emphasis

Associate of Science

Presented upon satisfactory completion of required course work; minimum of 20 units in area of emphasis and/or major

Certificate of Achievement

Presented upon satisfactory completion of designated coursework in a certificate program; minimum of 18 units; English and math proficiency; computer literacy.

Certificate of Achievement (Low Unit)

Presented upon satisfactory completion of designated coursework in a certificate program; at least 12, but less than 18 units

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

This information has been released in accordance with the Family Educational Rights and Privacy Act of 1974 as amended in subsequent years and cannot be released to another party without the written consent of the student.

The Security Signature on the front certifies this is a true copy of official records. Student is in good standing unless otherwise indicated.

TO TEST FOR AUTHENTICITY: The face of this document has a blue background and the name of the Institution is printed with heat sensitive ThermoChromic Ink. Also note this security paper is produced with the highest level of security available today. Verification of some of these security features can be accomplished by:

- You can see the words "SAFE" and "VERIFY FIRST" in the SafeImage™ True Watermark Security™ Paper.
- Identifying visible blue and red fibers embedded into the paper.
- Inspecting with a UV black light to view invisible fluorescent blue fibers.
- Applying fresh liquid bleach to activate a colored stain chemical protection reaction.
- Inspect background with a magnifier to verify the encrypted NaNOcopy™ algorithm.
- Photocopying this document produces the word "copy" across the face.
- Touch, rub or breathe on TouchSafe® fingerprint seal to verify authenticity.

ADDITIONAL TEST: When photocopied in color or black and white, the word COPY appears prominently across the face of the entire document. ALTERATION OR FORGERY OF THIS DOCUMENT MAY BE A CRIMINAL OFFENSE! A black and white document is not an original and should not be accepted as an official institutional document. This transcript cannot be released to a third party without the written consent of the student. This is in accordance with the Family Educational Rights and Privacy Act of 1974.

Verify First Technologies U.S. Security Patents - TouchSafe® 5,636,874, NaNOcopy™ 6,692,030, ThermoSafe™ 6,386,927, SafeImage™

TO REORDER: www.lap-vit.com

