



CERTIFICATIONS

E. Certification of Continued Institutional Compliance with Eligibility Requirements

1. Authority

The institution is authorized or licensed to operate as a post-secondary educational institution and to award degrees by an appropriate governmental organization or agency as required by each of the jurisdictions or regions in which it operates.

Los Angeles Southwest College (LASC) is a two-year community college operating under the authority of the State of California Education Code, which establishes the California community college system under the leadership and direction of the Board of Governors (ER.1-1: Education Code 70900-70901).

The Los Angeles Community College District (LACCD) Board of Trustees recognizes LASC as one of the nine colleges operating in the District. Los Angeles Southwest College is currently accredited by the Accrediting Commission for Community and Junior Colleges (ER.1-2: Los Angeles Community College screenshot; ER.1-3: Accrediting Commission Action Letter dated July 3, 2014).

2. Operational Status

The institution is operational, with students actively pursuing its degree programs.

Los Angeles Southwest College (LASC) has operated continuously since it was established in 1967, offering day, evening, Saturday and online/hybrid classes in a variety of term lengths so that students may complete academic and vocational programs that lead to certificates and associate degrees, transfer to four-year institutions, and employment opportunities (ER.2-1: Class schedule; ER.2-2: Fall 2014 college profile).

3. Degrees

A substantial portion of the institution's educational offerings are programs that lead to degrees, and a significant proportion of its students are enrolled in them. At least one degree program must be of two academic years in length.

Los Angeles Southwest College offers 44 degree programs that are two years in length and 42 certificate programs, along with the 13 approved Associate Degrees for Transfer (ADT's) that may be found in the college catalog. More than half the students enrolled in the College are enrolled in degree applicable courses.

All associate degrees consist of courses required for the major or area of emphasis, general education, and degree-applicable elective units to achieve the 60-unit minimum as required in LACCD Board Rules 6201.13 and 6201.14 (ER.3-1: List of degrees and certificates; ER.3-2: College catalog; ER.3-3: LACCD Board Rules 6201.13 and 6201.14).

4. Chief Executive Officer

The institution has a chief executive officer appointed by the governing board, whose full-time responsibility is to the institution, and who possesses the requisite authority to administer board policies. Neither the district/system chief administrator nor the college chief administrator may serve as the chair of the governing board. The institution informs the Commission immediately when there is a change in the institutional chief executive officer.

The Chief Executive Officer of the LACCD is the Chancellor, Dr. Francisco C. Rodriguez, who has served in this capacity since June 1, 2014. His full-time responsibility is to oversee the LACCD with its nine colleges in accordance with Board policies and rules. The Chief Executive Officer of Los Angeles Southwest College is Dr. Linda Rose, who commenced her duties and responsibilities on August 4, 2014. As President, Dr. Rose's primary responsibilities are to oversee the operation of the College. Neither Dr. Rodriguez nor Dr. Rose serves as the chair of the governing board (ER.4-1: Chancellor's Biography; ER.4-2: President's Biography; ER.4-3: [Board Rule 2200](#) ; ER.4-4: [Current Board of Trustees Members](#)).

5. Financial Accountability

The institution annually undergoes and makes available an external financial audit by a certified public accountant or an audit by an appropriate public agency. Institutions that are already Title IV eligible must demonstrate compliance with federal requirements.

Annual external financial audits are conducted of each college in the Los Angeles Community College District by a certified public accountant. The Board of Trustees reviews these audit reports annually, and the results of the audits are made public. Information regarding LASC's compliance with Title IV federal regulations can be found in the College's response to the *Policy on Institutional Compliance with Title IV* (ER.5-1: Certified Annual Financial Audits for 2012, 2013, and 2014).

Eligibility Requirements #6 through #21 are addressed in the Self-Evaluation Report

Certification of Continued Institutional Compliance with Eligibility Requirements Evidence List

- ER.1-1: Education Code 70900-70901
- ER.1-2: Los Angeles Community College (LACCD) screenshot
- ER.1-3: Accrediting Commission Action Letter dated July 3, 2014
- ER.2-1: Class schedule
- ER.2-2: Fall 2014 college profile
- ER.3-1: List of degrees and certificates
- ER.3-2: College Catalog

ER.3-3: LACCD Board Rules 6201.13 and 6201.14
ER.4-1: Chancellors Biography
ER.4-2: Presidents Biography
ER.4-3: Board Rule 2200
ER.4-4: Current Board of Trustees Members
ER.5-1: Certified Annual Financial Audits for 2012, 2013, and 2014

F. Certification of Continued Institutional Compliance with Commission Policies

Policy on the Rights and Responsibilities of the Commission and Member Institutions

Los Angeles Southwest College was accredited in 1967 and has continually served as an accredited community college in south Los Angeles since its opening (CP.1: ACCJC Action Letters for Los Angeles Southwest College). As a voluntary member of the Accrediting Commission for Community and Junior Colleges (ACCJC), the College is committed to nongovernmental accreditation that is focused on self-regulation, quality assurance to the public, and continuous institutional improvement.

All Los Angeles Southwest College accreditation activities are coordinated through the Office of Institutional Effectiveness and the Accreditation Steering Committee (CP.2: LASC Accreditation Steering Committee Meeting Minutes). The development of the Institutional Self Evaluation Report takes place over a two-year period. Participants in the preparation of the Self Evaluation Report represent the College's students, staff, faculty and administration (CP.3: LASC Accreditation Steering Committee Membership Roster). The Accreditation Steering Committee distributed drafts of the 2016 Self Evaluation Report to the Academic Senate and College Council in October 2015 for review and comment by the College community (CP.4: LASC Academic Senate Meeting Agenda; CP.5: LASC Academic Senate Meeting Agenda and LASC College Council Meeting Minutes). There was an accreditation retreat in August 2015, providing all members of the campus community an opportunity to contribute and provide feedback prior to the completion of the Self Evaluation Report (CP.6: LASC Accreditation Retreat Agenda).

The College maintains all correspondence and records on the accreditation history of the institution, including ACCJC recommendations. Historic accreditation records are archived on the Los Angeles Southwest College website on the accreditation page (CP.7: LASC Accreditation Webpage). An accreditation link is included on the College website's homepage (CP.8: Screenshot of LASC Home Page). External evaluation reports and Commission action letters are posted on the College's accreditation web page within the appropriate accreditation cycle (CP.9: LASC Accreditation Webpage). All communication between the Commission and the institution is sent directly to the College president (CP.10: ACCJC Letters to LASC College President).

Policy on Institutional Degrees and Credits

Los Angeles Southwest College adheres to the 60 semester unit requirement set forth in Title 5, Section 55063 of the California Code Regulations (CP.11: Section 55063 of the California Code Regulations) and in the Los Angeles Community College District (LACCD) Board Rule 6201.10 (CP.12: LACCD Board Rule 6201.10). This requirement is also included in the *Southwest College 2015-2016 General Catalog* (CP.13: LASC Catalog p. 57). All degrees consist of units required for the major or area of emphasis, general education, and degree-applicable elective units to reach the 60 unit minimum requirement.

The College awards credits based on commonly accepted practices in higher education and consistent with Title 5, Section 55002.5 (CP.14: Section 55002.5 of California Code of Regulations) and LACCD Administrative Regulation E-113 (CP.15: LACCD Administrative Regulation E-113). One credit hour of instruction requires a minimum of 48 hours of study, including: lecture, out-of-class work, or laboratory work. At Southwest College, one credit hour is 54 hours of study. For example, one credit hour equates to one hour of direct faculty instruction and a minimum of two hours of out-of-class student work per week based on an 18-week semester. This time is then adjusted to extend scheduled class time for the 16-week semester.

Policy on Transfer Credit

All colleges within the LACCD, including Los Angeles Southwest College, will accept degree-applicable coursework completed at other colleges for the purpose of Associate Degree general education using the following guidelines (CP.16: LACCD Administrative Regulation E-93):

- Coursework must be completed at an institution accredited by a recognized regional accrediting body.
- Coursework must be Associate Degree applicable.
- A student must submit official transcripts from the originating institution consistent with current Board policy.
- The college will honor each course in the same general education area in which the originating institution placed each course. Equivalency to an LACCD course is not required and does not prohibit application of the course to an alternative general education area, if deemed beneficial to the student.
- Courses taken at the originating institution that do not appear on that college's general education pattern will be applied to an LACCD general education area based on course content equivalency to a general education course offered at an LACCD campus.
- A minimum grade of "C" (2.0) is required in each course used to fulfill the English and mathematics competency requirement.

Credit for Courses Completed at Non-Accredited Institutions

Los Angeles Community College District (LACCD) suspended its administrative regulation allowing students transferring from non-accredited institutions to, after successful completion of 30 units with a "C" or better grade point average at LACCD colleges, petition to have previously completed non-accredited courses evaluated for acceptance by the College (CP.17: LACCD Administrative Regulation E-8).

The following exceptions may be made to this regulation:

1. Credit for Graduates of Diploma Schools of Nursing: The following amount of credit is authorized for graduates of Diploma Schools of Nursing who enter the Los Angeles Community Colleges (CP.18: LACCD Administrative Regulation E-10):

- a. Thirty (30) semester units of credit will be given to graduates of Diploma Schools of Nursing under the following conditions:
 - i. The student presents a valid, current California certificate as a licensed registered nurse to the designated administrative officer; and
 - ii. The student had completed at least 12 units of credit at the college to which application is made.
- b. The work of graduates of Diploma Schools of Nursing outside California will be recognized if the student has a valid, current California license. Credit will be given

even though the license was obtained on the basis of reciprocity with another state rather than by examination.

c. Candidates for the Associate of Arts or Associate of Science Degree are exempt from Health Education as a general education requirement. No other general education requirements will be waived.

d. Additional courses in Nursing may be taken for credit only upon approval of the Nursing Department.

e. The transcript is not to reflect the major field nor should the diploma, where given, indicate Nursing as a major.

2. Credit for Military Service Training: Students who are currently serving in or have served in the military service shall have an evaluation of credit earned through military service training schools and/or military occupational specialties, if appropriate (CP.19: LACCD Administrative Regulation E-118).

3. Credit for Law Enforcement Academy Training: Credit for basic recruit academy training instructional programs in Administration of Justice or other criminal justice occupations shall be granted as follows (CP.20: LACCD Administrative Regulation E-12):

a. Credit will be given for training from institutions that meet the standards of training of the California Peace Officers Standards and Training Commission.

b. A single block of credit will be given and identified as academy credit.

c. One unit of credit may be granted for each 50 hours of training, not to exceed ten semester units or their equivalent.

Credits granted by an institution of higher education for basic recruit academy training, under the above provisions, shall not be identified as equivalent to any required course in the major.

Credit by Examination

A college president may designate courses listed in the college catalog wherein any student who satisfies the following requirements may be granted credit by examination (CP.21: LASC Catalog p.34):

1. Is currently registered and in good standing, and has a minimum cumulative grade point average of 2.0

2. Has completed 12 units within the Los Angeles Community College District

3. Is not currently enrolled in, or has not completed a more advanced course in this discipline

4. Has never taken the same course for Credit by Examination and passed or not passed the examination

Limitation on Petitioning for Examination: The maximum of units for which a student may petition for credit by examination at the college shall be 15 units (CP.22: LASC Catalog p.34).

Maximum Units Allowable: The maximum number of credit by examination units with a grade of "P" (or "CRX" for courses taken before and up to Fall 2009) that may be applied

toward graduation requirements shall be limited to 15 units (CP.23: LASC Catalog p. 34).

Acceptance Towards Residence: Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence (CP.24: LASC Catalog p. 34).

Recording of Grades: Credit by examination shall be entered on the student's record as "P" or "NP" (or "CRX" or "NCRX" for courses taken before and up to fall 2009) as provided in Board Rule 6702. The student's record shall also be annotated "Credit by Examination" as provided in Board Rule 6704 (CP.25: LASC Catalog p. 34).

Limitations on Examinations: A student who does not pass the examination for a course may not repeat the examination (CP.26: LASC Catalog p. 34).

Policy on Distance Education and on Correspondence Education

The mission statement for Los Angeles Southwest College asserts that the College "empowers a diverse student population to achieve its academic and career goals." Offering courses through distance education is one approach the College uses to achieve that part of its mission. The College does not offer any correspondence education programs.

All class offerings, regardless of delivery mode, follow the same Course Outline of Record (COR) and Student Learning Outcomes (SLOs). SLO data is collected for all classes offered on an ongoing basis regardless of location and delivery mode (CP.27: LACCD Administrative Regulation E-89). The SLOs are attached to the COR as an addendum (CP.28: LASC SLO Committee Meeting Minutes). All CORs for new courses as well as course updates and revisions are reviewed and approved by the College's Curriculum Committee (CP.29: LASC Curriculum Committee Meeting Minutes). Requests for courses to be offered entirely online or in a hybrid format go through separate review and approval through the Curriculum Committee (CP.30: LASC Curriculum Committee Meeting Minutes). SLO assessment is only one measure used to ensure the quality of instruction. All faculty are evaluated at least once every three years as indicated in Article 19 and Article 42 of the *Agreement 2014-2017* between the Los Angeles Community College District and the Los Angeles College Faculty Guild (CP.31: Article 19 and Article 42 of the *Agreement 2014-2017* between the Los Angeles Community College District and the Los Angeles College Faculty Guild). An example of criteria included in the evaluation for all faculty, full time and hourly rate, regardless of mode of delivery, are (CP.32: LACCD Faculty Evaluation Form) that the faculty member:

- Is regularly available to students (A7 on the evaluation form).
- Participates in the Student Learning Outcomes Assessment Cycle (for classroom faculty, includes approved SLOs on class syllabi) (A9 on the evaluation form).
- Promotes active involvement of students in learning activities (B4 on the evaluation form).
- Teaches course content that is appropriate to the official course outline of record congruent with standards set by the discipline (B10 on the evaluation form).
- Initiates regular, systematic and substantive student contact (B16 on the evaluation form).

Southwest College offers resources for online students that are comparable to services provided on campus. Students apply, register for classes, pay fees, and view grades online (CP.33: LACCD Student Information System Screenshot). Various student services areas offer support for online students including:

- Library Resources (CP.34: LASC Library Webpage, http://libguides.lasc.edu/lasc_library)
- Ask a Counselor (Online Academic Advising, CP.35: LASC Homepage Screenshot)
- Financial Aid information (CP.36: LASC Financial Aid Webpage, http://www.lasc.edu/students/financial_aid/applying_for_financial_aid.html) and

the Free Application for Federal Student Aid (FAFSA) application (CP.37: LASC Financial Aid Webpage,
http://www.lasc.edu/students/financial_aid/applying_for_financial_aid.html)

- Online Orientation (CP.38: LASC On-line Orientation Webpage)
- Career Center (CP.39: LASC Career Center Webpage, <http://www.lasc.edu/cte/>)

The College will provide the Accrediting Commission advanced notice of intent to offer degrees and certificates 50 percent or more online via a Substantive Change proposal.

The College-adopted learning management system (LMS), Etudes, allows for secure login by the students. Students are authenticated via an access portal connection through the District's Student Information System (SIS). This connection allows Etudes to use the same District-issued student credentials used in the District systems, and, as a result, there are no authentication fees charged to the student. The College publishes information on student rights and privacy in the college catalog (CP.40: LASC Catalog, p. 210).

The College also provides online academic support for students taking courses online. Smart Thinking connects LASC students with online tutors. Students are able to make appointments, submit questions, and receive feedback on written assignments (CP.41: Smart Thinking Webpage, http://www.lasc.edu/student_success_center/smartthinking.html). Southwest College students have access to Student Lingo, which provides on-line workshops related to personal management, academic exploration, learning strategies, reading/writing strategies, test-taking skills, and much more. Some workshops are available in Spanish (CP.42: Student Lingo Webpage, http://www.lasc.edu/student_success_center/studentlingo.html).

Policy on Representation of Accredited Status

Los Angeles Southwest College has an accreditation link on its homepage. The link directs the viewer to the College's accreditation webpage (CP.43: LASC Homepage Screenshot), which is one click from the homepage and displays the following statement:

Los Angeles Southwest College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, an institutional accrediting body recognized by the Council for Higher Education and the U.S. Department of Education.

Students and members of the public, who wish to file a formal complaint to the Commission about one of its member institutions, may contact the Commission as shown below:

*Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges
10 Commercial Boulevard, Suite 204
Novato, CA 94949*

(415) 506-0234

Additional information about accreditation, including the filing of complaints against member institutions, can be found at www.accjc.org.

In addition to the statement regarding the College's accredited status and the contact information for the Commission, there are links on the accreditation webpage to the comprehensive evaluations, mid-term reports, related site visit materials, follow-up reports, site visiting team reports, and Accrediting Commission action letters in 2014, 2013, 2012, 2009, 2008, and 2006. There is also a general correspondence section for letters not directly related to or following up on a comprehensive self evaluation of educational quality and institutional effectiveness or substantive change reports and approvals.

Policy on Student and Public Complaints against Institutions

The Los Angeles Community College District (LACCD) has clear policies and procedures for handling student grievances and complaints. Board Rules are accessible online at the District website under the *Board of Trustees* link (CP.44: LACCD Board of Trustees Website, <http://www.laccd.edu/Board/Pages/default.aspx>). Board Rule 15003, Section I defines prohibited discrimination (CP. 45: LACCD Board Rule 15003). In addition to prohibited discrimination, other student complaints and grievances are described in Administrative Regulations, which are available online at the District's website under the *About LACCD* link (CP. 46: LACCD Website, About LACCD Screenshot, <http://www.laccd.edu/About/Pages/default.aspx>). Administrative Regulations related to student grievances and complaints include the following:

- Business Services 8 (B-8): Describes the District appeals review process for college decisions regarding financial aid appeals (CP.47: LACCD Administrative Regulations, B-8);
- Educational Services 10 (E-10): Explains the program admissions, academic, and health requirements for the District's nursing programs. Dismissal and appeals procedures are detailed in this regulation under section III. Dismissal (CP.48: LACCD Administrative Regulations, E-10);
- Educational Services 55 (E-55): Details the procedures for resolving student grievances, including grade challenges. Included in this regulation is a list of nine types of complaints that are excluded from the E-55 procedures. Students are referred to other Administrative Regulations or college offices to address the excluded complaint categories (CP.49: LACCD Administrative Regulations, E-55);
- Educational Services 71 (E-71): Explains the appeal procedure at the District level following a final residency determination made at a college (CP.50: LACCD Administrative Regulations, E-71);
- Educational Services 100 (E-100): Describes the criteria for serving students with disabilities, including appeals of eligibility determination and accommodations (CP.51: LACCD Administrative Regulations, E-100).

The policies and procedures discussed above are found under the *Current Students* link on the Los Angeles Southwest College (LASC) website homepage. Under the *Current Student* tab, Resources heading, is a link to the *Student Grievances* webpage (CP. 50: LASC Webpage, Current Students Tab). An opening paragraph describes the purpose of student grievances and directs a student to contact the Office of Student Services to initiate a grievance. Included on this page is a link to the state Chancellor's Office complaint notice and procedures webpage (CP.52: LASC Student Grievance Webpage Screenshot).

Included on the *Student Grievances* webpage are four additional links, including the following: *Equal Opportunity Policy*, *Sexual Harassment Policy*, *Complaints Regarding Grades*, and *Academic Disability Accommodations*. The *Discrimination and Harassment* link

describes the District policy on prohibited discrimination and directs inquiries or complaints to the LACCD Office for Diversity, Equity and Inclusion (ODEI [CP.53: LASC Student Grievance Webpage Screenshot]). Complaints regarding ADA accommodations are directed to the College's ADA coordinator (CP.54: LASC Student Grievance Webpage Screenshot).

Prohibited discrimination complaints are directed to the ODEI for review and, if appropriate, investigation. If the complaint warrants an investigation, the compliance officer completes the investigation within 60 days and makes a written report to the college president for college-based matters. The college president independently assesses whether the "preponderance of the evidence" supports a violation of the prohibited discrimination policy. Prior to making a final decision, the complainant(s) and the alleged offender(s) are provided with a summary of the compliance officer's findings from the investigation, and they are provided an opportunity to make an oral statement to the college president. Within 90 days from the start of the investigation, a written decision is mailed to both the complainant(s) and the alleged offender(s) from the college president's office. Following the final written decision, the college president initiates discipline, if appropriate. If the complainant is not satisfied with the written decision, he or she may appeal to the District's governing board within 15 days by writing an appeal to the District chancellor's office. Records of these types of investigations, including the compliance officer's investigation report and the college president's written decisions are securely maintained in the college president's office.

The *Student Grievance* link explains the purpose of the student grievance and the process to resolve and initiate the grievance process. Students needing assistance with the grievance process can contact the ombudsperson for support. Students also have the option to request a student advocate who assists the complainant with the grievance process. In compliance with the recent Title IX regulations changes effective July 1, 2015, the procedures for notifying students, faculty, and staff of the reporting process, to be in compliance with Title IX regulation, are pending approval from the LACCD Board of Trustees.

In addition to the public posting of these policies and procedures on the Southwest College and LACCD websites, students are informed about these policies and procedures in the *Southwest College 2014-2016 General Catalog* (CP.55: LASC Catalog, p. 213).

Students may also submit a complaint directly to the vice president of Student Services. These complaints are reviewed and responded to by the appropriate administrator. Documentation of complaints submitted directly to the vice president of Student Services is maintained in the vice president's office.

The College publishes in the college catalog and on the College website information for the public to submit complaints to the Department of Education, the state Chancellor's Office (CP.56: LASC Catalog, p. 221), and the Accrediting Commission for Community and Junior Colleges (CP.57: LASC Catalog p. 223).

Policy on Institution Advertising, Student Recruitment, and Representation of Accredited Status

Los Angeles Southwest College accurately represents the educational programs and services it provides. The college catalog accurately reports the official college name, telephone numbers, and the street and website addresses (CP.58: LASC Catalog, p. 2). The College articulates its mission, goals, and values on the website and in the general catalog (CP.59: About LASC Webpage, http://www.lasc.edu/news/Why_LASC.html and CP. 59: LASC Catalog, p.11). Information regarding courses and course sequencing; degree, certificate, and program completion requirements; policies regarding transfer of academic credits from other educational institutions; tuition, fees, and policies and procedures for refunds; information regarding availability of and requirements for financial aid; and, the rules and regulations regarding student conduct are presented in the college catalog (CP.60: LASC Catalog, pp. 55-118). In addition to the preceding information, students and the public may find the following in the general catalog: a list of faculty and the degrees they hold, the District wide academic freedom and nondiscrimination statements, members of the governing board, and references to the location or publication of other institutional policies (CP.61: LASC Catalog, pp.189-223). The College statement on its accredited status is presented in the college catalog and on the website one click from the homepage (CP.62: LASC Catalog, p.2 and CP.63: LASC Homepage Screenshot). Copies of all college catalogs are archived in the College library and are available upon request (CP.64: LASC Library Catalog).

Well-qualified and trained staff members produce the information posted on the College website, printed in the college catalog, and shared with prospective, new, and returning students. To ensure the staff act with integrity and responsibility, the College supports the professional development of classified staff, faculty, and administrators (CP.65: LASC Professional Development Committee Meeting Minutes). Staff, faculty, and administrators are encouraged to continue professional growth through conference attendance, seminars, and degree completion. In addition, staff members receive training within their specific departments. The College's comprehensive program review and annual program planning processes allow for staff to evaluate their practices and plan for improvement.

Policy on Contractual Relationship with Non-Regionally Accredited Organizations

Currently, Los Angeles Southwest College does not have any non-regionally accredited organization contracts. If the College needed to pursue such a contract in the future, the procurement process would be guided by the contracts procedural checklist process, which does provide specific guidelines for engaging these types of organizations. Should the College consider a contract with a non-regionally accredited organization, it would review the impact of such a contract on its accredited status as it moved through the procurement checklist prior to proposing the contract for consideration by the governing board.

At Los Angeles Southwest College, the president has delegated the authority to approve and sign contracts to the vice president of Administrative Services in her absence; therefore, the vice president of Administrative Services may approve such documents (CP.66: LASC VP of Administrative Services Job Description). The Request for Contract (RFC) must follow an established checklist process that guides the development of RFC and the contractual relationship with the outside entity (CP.67: LASC RFC Policy and Procedures). Once approved, the completed RFC is forwarded to the college procurement office (CPO), which manages the process and ensures that submittals are received consistent with established policies and district regulations.

Most contracts go through some form of competitive procurement process. Those delegated contract transactions handled at the college level require a solicitation of at least three quotes for any RFC over \$1,500. The regional college procurement specialist processes quotes over \$5,000, and the Educational Services Center (ESC) contracts office handles agreements over \$86,000.

As indicated in administrative regulation E-109, all requests for Instructional Service Agreements (ISA) at the college must follow the requirements contained in the State Chancellor's Office Contract Guide for Instructional Service Agreements between College Districts and Public Agencies (Appendix A [CP.68: LACCD Administrative Regulation E-109 and CP.69: State Chancellor's Office Contract Guide for Instructional Service Agreements between College Districts and Public Agencies]). ISAs must meet all of the provisions of the California Code of Regulations Title 5 and California Education Code and be reviewed by the Los Angeles Community College District's Office of the General Counsel prior to the governing board approval. The ISA must detail enrollment period, enrollment fees, class hours, supervision process for evaluation, and procedures for students to withdraw. The agreement must also include references to supervision and control to protect the health and safety of the student. Instructors must maintain consistency with the course Outline of Record and the college must control and direct the instructional activity in its purview. In addition, the facilities must be open to the general public and enrollment in the class must be open to any person who has been admitted to the college and has met applicable prerequisites. Instructors who are hired under an ISA must submit documentation

to District Human Resources (HR) for review to determine that the minimum qualifications to teach the course are met.

Policy on Institutional Compliance with Title IV

Los Angeles Southwest College (LASC) complies with Title IV federal financial aid regulations and ensures compliance through various quality improvement strategies and professional development of staff. LASC was recertified to continue with the Department of Education federal financial aid program in 2013 (CP.70: LASC Department of Education Financial Aid Certification). Recertification occurs every five years. The Financial Aid Office conducts compliance requirement checks on an annual basis by following the U.S. Department of Education's Federal Student Aid (FSA) assessment guide (CP.71: LASC 2014 Financial Aid Compliance Requirements Check). In addition, the Financial Aid Office attends regular conferences and training offered by the U.S. Department of Education and financial aid associations to ensure the College complies with current Title IV Financial Aid regulations (CP.72: LASC Financial Aid Office Training Agendas).

An independent firm conducts audits of the Los Angeles Community College District (LACCD) financial aid programs on an annual basis. The most recent audit of the LASC program was during the 2014-2015 academic year. As of yet, there are no findings as a result of the audit from 2014-15. The LACCD produces a report called the *Basic Financial Statements and Supplemental Information Audit Reports* at the end of each audit period (CP. 73: LASC District Audit Report and CP. 74: LACCD Basic Financial Statements and Supplemental Information Audit Reports). Southwest College last had an on-site visit during the 2013-2014 audit cycle.

On April 30, 2015, the LACCD revised Administrative Regulation E-13 concerning attendance accounting and grade collection by adding a secondary mandatory roster called "Active Enrollment Roster" to comply with the Return to Title IV (R2T4) regulation relating to the issuance of "F" grades (CP. 75: LACCD Administrative Regulation E-13). On July 10, 2015, the Vice Chancellor of Educational Programs and Institutional Effectiveness notified all colleges via a memo of the change in procedures (CP. 76: Vice Chancellor of Educational Programs and Institutional Effectiveness Memo).

Los Angeles Southwest College's default rates fall within the acceptable range. According to the Department of Education, institutions with a three-year cohort loan default rate of 30 percent or greater for three consecutive years may be subject to a loss of the Direct Loan Program and/or Federal Pell Grant Program. Los Angeles Southwest College's three-year cohort default rates during the last cohort years were under 30 percent. In 2012, cohort defaults were 24 percent (CP.77: LASC Cohort Default Rate). Cohort default rates of colleges may be queried from the U.S. Department of Education's website (CP.78: Federal Student Aid Website, <https://studentaid.ed.gov/sa/about/data-center/student/default>). Southwest College strives to keep loan default rate low by providing financial literacy information (CP.79: LASC Financial Literacy Pamphlet) that can be accessed on the College's Financial Aid website (CP.80: LASC Financial Aid Homepage). The California Community College Chancellor's Office launched a statewide default prevention project in 2013 and has identified several tools and vendors to assist California community colleges in

managing their default rates. The LACCD has been utilizing the Borrower Connect product from USA Funds as a tool to better target outreach with student loan borrowers. The Central Financial Aid Loan Unit (CLAU) of the LACCD conducts all the activities associated with Borrower Connect on behalf of the nine colleges.

Certification of Continued Institutional Compliance with Commission Policies Evidence List

- CP.1: ACCJC Action Letters for Los Angeles Southwest College
- CP.2: LASC Accreditation Steering Committee Meeting Minutes
- CP.3: LASC Accreditation Steering Committee Membership Roster
- CP.4: LASC Academic Senate Meeting Agenda
- CP.5: LASC College Council Meeting Minutes
- CP.6: LASC Accreditation Retreat Agenda
- CP.7: LASC Accreditation Webpage
- CP.8: Screenshot of LASC Home Page
- CP.9: LASC Accreditation Webpage
- CP.10: ACCJC Letters to LASC College President
- CP.11: Section 55063 of the California Code Regulations
- CP.12: LACCD Board Rule 6201.10
- CP.13: LASC Catalog p. 57
- CP.14: Section 55002.5 of California Code of Regulations
- CP.15: LACCD Administrative Regulation E-113
- CP.16: LACCD Administrative Regulation E-93
- CP.17: LACCD Administrative Regulation E-8
- CP.18: LACCD Administrative Regulation E-10
- CP.19: LACCD Administrative Regulation E-118
- CP.20: LACCD Administrative Regulation E-12
- CP.21: LASC Catalog p.34
- CP.22: LASC Catalog p.34
- CP.23: LASC Catalog p.34
- CP.24: LASC Catalog p.34
- CP.25: LASC Catalog p.34
- CP.26: LASC Catalog p.34
- CP.27: LACCD Administrative Regulation E-89
- CP.28: LASC SLO Committee Meeting Minutes
- CP.29: LASC Curriculum Committee Meeting Minutes
- CP.30: LASC Curriculum Committee Meeting Minutes
- CP.31: Article 19 and Article 42 of the Agreement 2014-2017 between the Los Angeles Community College District and the Los Angeles College Faculty Guild
- CP.32: LACCD Faculty Evaluation Form
- CP.33: LACCD Student Information System Screenshot
- CP.34: LASC Library Webpage, http://libguides.lasc.edu/lasc_library

CP.35: LASC Homepage Screenshot
CP.36: LASC Financial Aid Webpage,
http://www.lasc.edu/students/financial_aid/applying_for_financial_aid.html
CP.37: LASC Financial Aid Webpage,
http://www.lasc.edu/students/financial_aid/applying_for_financial_aid.html
CP.38: LASC On-line Orientation Webpage
CP.39: LASC Career Center Webpage, <http://www.lasc.edu/cte/>
CP.40: LASC Catalog, p.210
CP.41: Smart Thinking Webpage,
http://www.lasc.edu/student_success_center/smartthinking.html.html
CP.42: Student Lingo Webpage,
http://www.lasc.edu/student_success_center/studentlingo.html
CP.43: LASC Homepage Screenshot
CP.44: LACCD Board of Trustees Website, <http://www.laccd.edu/Board/Pages/default.aspx>
CP.45: LACCD Board Rule 15003
CP.46: LACCD Website, About LACCD Screenshot,
<http://www.laccd.edu/About/Pages/default.aspx>
CP.47: LACCD Administrative Regulations, B-8
CP.48: LACCD Administrative Regulations, E-10
CP.49: LACCD Administrative Regulations, E-55
CP.50: LACCD Administrative Regulations, E-71
CP.51: LACCD Administrative Regulations, E-100
CP.52: LASC Student Grievance Webpage Screenshot
CP.53: LASC Student Grievance Webpage Screenshot
CP.54: LASC Student Grievance Webpage Screenshot
CP.55: LASC Catalog, p. 213
CP.56: LASC Catalog, p.221
CP.57: LASC Catalog p.223
CP.58: LASC Catalog, p.2
CP.59: About LASC Webpage, http://www.lasc.edu/news/Why_LASC.html and CP. 59:
LASC Catalog, p.11
CP.60: LASC Catalog, pp. 55-118
CP.61: LASC Catalog, pp.189-223
CP.62: LASC Catalog, p.2
CP.63: LASC Homepage Screenshot
CP.64: LASC Library Catalog
CP.65: LASC Professional Development Committee Meeting Minutes
CP.66: LASC VP of Administrative Services Job Description
CP.67: LASC RFC Policy and Procedures
CP.68: LACCD Administrative Regulation E-109
CP.69: State Chancellor's Office Contract Guide for Instructional Service Agreements
between College Districts and Public Agencies
CP.70: LASC Department of Education Financial Aid Certification
CP.71: LASC 2014 Financial Aid Compliance Requirements Check

- CP.72: LASC Financial Aid Office Training Agendas
- CP.73: LASC District Audit Report
- CP.74: LACCD Basic Financial Statements and Supplemental Information Audit Reports
- CP.75: LACCD Administrative Regulation E-13
- CP.76: Vice Chancellor of Educational Programs and Institutional Effectiveness Memo
- CP.77: LASC Cohort Default Rate
- CP.78: Federal Student Aid Website, <https://studentaid.ed.gov/sa/about/data-center/student/default>
- CP.79: LASC Financial Literacy Pamphlet
- CP.80: LASC Financial Aid Homepage