Transcript notations should be posted on student transcripts consistently across all LACCD campuses. Only approved transcript notations shall be posted in the memorandum field of the transcript. Where appropriate and applicable, campuses shall make transcript notations from the approved list, below.

1. External Exam Scores:

External Exam scores can be transcripted under LACCD regulations governing approved external exams such as Advanced Placement Exams and International Baccalaureate Exams. The following format shall be used for transcript notation:

   a) Exam name
   b) Exam score
   c) LACCD Associate Degree general education area met: note the number of units awarded, if applicable
   d) LACCD Associate Degree elective credit: note number of units awarded, if applicable
   e) LACCD graduation competency requirement met: if applicable

   Examples: AP English Language: Score 3; AA/AS GE Area D1, 3 units; AA/AS electives, 3 units; Competency requirement met; IB Biology HL: Score 5; AA GE Area A, 3 units; AA electives, 3 units.

2. Credits

   a) Credit by exam: notation to specify the name(s) of the course(s) that were taken on a credit by exam basis.
      Examples: English 101 taken credit-by-exam; Psych 1 taken credit by exam.
   b) Transfer credits from other colleges: notation to specify the name(s) of the college(s) and the number of units awarded.
   c) Military credit awarded under E-107: notation to specify AA Area E (Health & PE), 3 units; AA Electives, 3 units.
   d) Law enforcement academy training awarded under E-12: notation to specify LACCD campus, course name/number of units, e.g. Law
Enforcement Academy Training, 300 hours, course credit awarded ADM JUS 001, 3.0 units.
e) Up to 30 units for credit for work done at foreign institutions: notation to specify the foreign institution(s) and the number of units awarded.
f) Credit(s) granted by petition from non-accredited institutions: notation to specify the institution(s) and note that they are non-accredited.

3. IGETC and CSU GE Breadth Certification

a) IGETC Full or Partial Certification: if partial, indicate course(s)/area missing
b) Foreign language requirement met for IGETC: notation to specify the language(s)
c) CSU GE Breadth full or subject area certification
d) CSU Graduation Requirement in American Ideals, US-1, US-2, US-3: notation to indicate satisfied, partially satisfied [indicate area(s)], or not satisfied

4. Course Equivalency

Course equivalency may be awarded for External Exams and Military Credit. Credit shall be granted and noted one time. Students may not receive duplicative credit for the same course in differing areas.

Examples: AP English Language: Score 3; AA/AS GE Area D1, 3 units, AA/AS major course equivalency: English 28; AA/AS electives, 3 units; Competency requirement met; AP Calculus BC: Score 5; AA GE Area D2, 6 units; Competency requirement met; AA/AS major course equivalency Math 261 and Math 262.

5. Graduation Honors: specify Magna, Summa, Cum Laude or Valedictorian

6. Student Activities: specify honor societies; ASO officer positions and applicable date(s).

7. ITV: specify: “This transcript contains only ITV classes taken at Mission College.”

8. Waivers or substitutions of classes: for substitutions, list both the required class and the class being used as the substitution. For waived classes, specify “Class waived by petition”

9. Expulsions: notation to specify: “Student was permanently expelled from the Los Angeles Community College District (effective date) due to violation(s) of the following District Standards of Student Conduct (list specific violations).”
10. Records exist prior to 1974: specify location(s.)

11. Records exist under multiple IDs: specify the other IDs.

12. Other waivers and notations as granted by Board Rules and Administrative Regulations.