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## OFFICIAL REPRESENTATION

**S6110**

The governing board recognizes the Associated Students of Napa Valley College as the voice of the students at meetings of the board.

Approved 4/14/71 (See also policy D1140, Shared Governance.)  
Name change 5/09

## TUITION

**S6210**

1. Students who are not residents of California shall be charged a tuition as prescribed by *Education Code* Section 76141.
2. The nonresident tuition fee shall be set by the Board of Trustees no later than January 1 of each year for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.
3. As specified in *Education Code* Section 76140b, the district may authorize a waiver of not more than 20 percent of the nonresident foreign students attending the college. Such exemptions may be made on an individual basis.
4. Pursuant to *Education Code Section 76141*, the district may charge nonresident students who are both citizens and residents of a foreign country an amount not to exceed the amount that was expended by the district for capital outlay in the preceding year divided by the full-time equivalent students.
5. Pursuant to *Education Code Section 76142*, the district may charge nonresident student applicants who are both citizens and residents of a foreign country a processing fee not to exceed the lesser of (1) the actual cost of processing an application and other documentation required by the federal government or (2) \$100, which may be deducted from the tuition fee at the time of enrollment.

See accompanying administrative regulations.

Approved 1/25/79  
Revised 4/14/88, 5/12/88, 2/18/93  
Education Code Updates 4/00  
Education Code Updates 6/09

## STANDARDS OF STUDENT CONDUCT

S6310

Students shall be expected to obey all local, state, and federal laws and such campus regulations as prescribed for the effective operation of Napa Valley College.

The Standards of Student Conduct provide uniform procedures to assure due process when a student (a) is charged with a violation of these standards, or (b) wishes to resolve specific concerns in an expeditious and fair manner. All proceedings held in accordance with these procedures shall relate specifically to an alleged violation of the established Standards of Student Conduct.

*See accompanying administrative regulations.*

Reference: *Education Code* Sections 71079, 72292, 76030-76038

Approved 3/9/65 (old #5131)

Revised 4/14/71, 12/10/81, 1/30/97

## STUDENT COMPLAINTS AND GRIEVANCES

S6320

### Statement of Philosophy

The district believes that all students shall be afforded fair and equitable treatment in the application of all district procedures and regulations. Students who claim that there has been a violation or misapplication of the procedures or regulations set forth in the college catalog, board policies, or operating procedures of the college district or who claim misapplication or denial of student due process may file a grievance.

The Napa Valley College Student Grievance and Complaint Procedures are provided as a means for students to resolve grievances and complaints in an expeditious and fair manner, as well as to educate students in constructive approaches to problem and conflict resolution. It is the policy of the Board of Trustees that there shall be no harassment of or retaliation towards students who file a grievance or complaint, toward the subject of the grievance, or toward those who participate in the process. All proceedings held in accordance with these procedures shall relate to a specific grievance or complaint, with an identified remedy or solution. Nothing in the district procedures prevents the grievant or subject of the grievance from appealing to the Board of Trustees.

See accompanying **procedures** (not administrative regulations)

Reference: *Education Code* Section 67224(a)

Adopted through mutual agreement, 10/17/96, Revised 12/05

## ACADEMIC HONESTY

S6330

### DEFINITION OF ACADEMIC HONESTY

Napa Valley College values integrity, honor, and respect in all endeavors, both personally and professionally. Thus, the faculty at Napa Valley College wishes to help our students maintain the highest academic standards of honesty; therefore, it is expected that a student's academic work be of his/her own making. In spite of the increased use of collaborative learning and other forms of group work (e.g., labs, study groups, group projects), it is important that each student remain accountable for his/her own work, whether it be individual or group assignments or tests. We recognize that most students maintain highly ethical work standards; however, failure to abide by this standard of conduct is considered to be academic dishonesty.

### TYPES OF ACADEMIC DISHONESTY:

- ◆ Copying from others on a quiz, examination, or assignment (“cheating”);
- ◆ Allowing another student to copy one's work on a quiz, exam, or assignment;
- ◆ Having others take any exam instead of taking the exam oneself;
- ◆ Buying or using a term paper or research paper from an internet source or other company or taking any work of another, even with permission, and presenting the work as one's own;
- ◆ Excessive revising or editing by another that substantially alters the student's final work;
- ◆ Giving other students information that allows the student an undeserved advantage on an exam, such as telling a peer what to expect on a make-up exam or prepping a student for a test in another section of the same class;
- ◆ Taking and using the words, work, or ideas of others and presenting any of these as one's own work is plagiarism. This applies to all work generated by another, whether it be oral, written, or artistic work. Plagiarism may either be deliberate or unintentional, but it must be avoided at all costs.

#### To avoid plagiarizing, one must:

- ◆ Submit only one's own work;
- ◆ Appropriately cite sources used;
- ◆ Appropriately paraphrase or summarize another's ideas or language and acknowledge the source according to set academic standards;
- ◆ Document all verbatim borrowing from another according to set academic standards;
- ◆ Document any use of a format, method, or approach originated by others;

If a student is unclear as to what constitutes academic dishonesty, he or she should consult the instructor.

#### CONSEQUENCES OF ACADEMIC DISHONESTY

Upon the first infraction of academic dishonesty, the instructor may do one or more of the following:

- give a lower or failing grade on the assignment or exam;
- refer the student to the Vice-President, Student Services for student disciplinary action.

In the event of a second infraction, upon consultation with the division chair, the instructor may do one or more of the following:

- fail the student from the course;
- refer the student to the Vice President, Student Services for disciplinary action.

If the student believes he/she is unjustly accused, he/she may appeal the decision to the Vice President of Instruction, or follow the student grievance process through the Offices of Student Services.

Adopted 5/22/03

Revised 5/19/05

Revised 5/07/08 through Mutual Agreement

#### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974**

**S6410**

The board recognizes that both law and the educational interest of students require the collection of appropriate and accurate data, which is necessary for the effective performance of those working for the student's educational welfare. At the same time, the board respects the right of the student to privacy.

See accompanying administrative regulations.

Approved 2/23/78

**RESIDENCY****S6420**

Residence will be determined through analysis of the residency questionnaire attached to the admissions application and will be decided in the case of every applicant. A student must be a resident of California for one year and one day prior to the beginning date of the semester in which that residency date is to be determined. Exceptions to the conditions which normally establish residency will be determined in accordance with *Education Code* 68070 et. seq. and *Title 5*.

Reference: *Education Code* 68070 et. seq., Handbook of Definitions  
Approved 3/8/79

**RESIDENCY APPEALS****S6421**

All students must demonstrate, at the time of admission, that they are residents of California. Applicants who are determined to be non-residents must pay out-of-state tuition.

Students may appeal their residence classification by requesting a review of their application to the appropriate campus office. This review may require completion of the petition for Determination of Residency Status.

[See accompanying administrative regulations.](#)

Reference: *Education Code* Section 68044, 68090  
Approved 3/8/79

**PRICING POLICY FOR FEES CHARGED FOR CHILD CARE NUTRITION PROGRAM** **S6510**

The Board of Trustees authorizes the superintendent/president to establish a pricing program which sets a separate charge to parents of children served meals in the Child Development Center. This charge shall be the difference between Child Development Center Food Program reimbursement for meals and the actual cost of serving those meals to enrolled children. The reduced charges shall be based on whether a child is eligible for a free or reduced-price meal, depending on the parents' income level. A full charge shall be

levied if a parent does not apply or is not eligible for the free or reduced-price program. The center shall

1. Advertise the method used to accept applications for free or reduced-price meals.
2. Protect the anonymity of the children paying for free or reduced-price meals.
3. Advise parents of a hearing procedure to challenge the eligibility determination for free or reduced-price meals.
4. Comply with state and federal regulations and guidelines concerning the charge that may be made for the meals.

See accompanying administrative regulations.

Reference: 7CFR January 22, 1980 (45 F.R. 4960); Section 226.24; Memorandum No. 81-78, 9/30/81

Adopted 12/10/81

Updated Titles

## **STUDENT TRANSCRIPTS**

**S6521**

Students shall receive two copies of their transcripts free of charge. There will be a charge for each additional transcript ordered. Refer to the Admissions and Records website for the list of current fees.

Reference: *Education Code* Section 76223

Adopted 7/8/82

Update 8/09

## **INSTRUCTIONAL MATERIALS FEES**

**S6530**

The governing board of a community college district may charge a reasonable fee for instructional materials provided to any student enrolled in its college or colleges. Fees for instructional materials shall be established so as to not exceed the actual cost to the district in providing the materials, and the materials themselves shall be tangible personal property that is owned or controlled by the student.

“Instructional materials” means all material designed for use by students and their instructors as a learning resource and which help students to acquire facts, skills, or opinions or to develop cognitive processes. Instructional materials may be printed or non-printed and may include textbooks and educational materials, but not tests. Educational materials are defined to mean any audiovisual or manipulative device including, but not limited to, films, tapes, flashcards, kits, phonograph records, study prints, graphs, charts, and multimedia systems.

The governing board of a community college district may impose a fee on a participating student for the additional expenses incurred when physical education courses are required to use non-district facilities.

See accompanying Administrative Regulations.

*Education Code* Sections 78930, 72245

Adopted 6/10/82

Updated per Ed. Code 1/1/92

**PARKING FEES**

**S6540**

*Education Code* Section 72247 authorizes the governing board to establish student parking fees in an amount not to exceed \$40 per semester or \$20 per intersession. Funds collected must be used for parking lot purchase, construction, maintenance, operation, and security. It is the intention of the Board of Trustees of the Napa Valley Community College District to establish a parking fee for all students each academic term. The established operations and maintenance and the fee structure shall be reviewed annually during the budget process.

The following student parking fees shall apply:

Fall and Spring Semesters - All Students	\$28.00
Summer Session - All Students	14.00
Motorcycles	28.00 Fall/Spring; 14.00 Summer
Daily Stamp	2.00 per day (expires midnight)

According to *Education Code* Section 72247, students who receive financial assistance pursuant to any of the programs described in subdivision (g) of Section 72252 [the Aid to Families with Dependent Children Program, the Supplemental Security Income/State Supplementary Program, or a general assistance program] shall be exempt from parking fees in excess of \$20.00 per semester.

Reference: *Education Code* Section 72247

Adopted 6/10/82; Revised 12/9/82, 9/8/83, 6/14/84, 8/9/90, 4/28/05, 2/12/09 (effective August, 2009)

**ENROLLMENT FEE AND REFUND**

**S6550**

At the time of registration, students are required to pay an enrollment fee, which is set by the California Community Colleges' Board of Governors. Students dropping classes may request a refund of this fee by applying to the Admissions and Records Office no later than the second week of school. The amount of the refund is based on the number of units dropped. Students who withdraw from all classes during the first two weeks of each semester will receive a 100 percent refund. No refunds will be made after the second week, unless the program change is a result of action by the district to cancel or reschedule a class. Regarding refunds to students who have received Board of Governors' grants or Title IV federal student assistance grants to help pay the enrollment fee, all refunds will be returned to the appropriate district accounts. Students who are members of an active or reserve military service and who receive orders compelling a withdrawal from courses shall be eligible for a full enrollment fee refund, unless academic credit is awarded, upon petition to the Dean, Admissions and Records.

Reference: *Education Code* Section 72252, Title 5, Section 58508

Adopted 9/13/84; Updated to reflect code 1/88

Revised 3/14/91

**STUDENT HEALTH FEE****S6546**

At the time of registration, students taking more than three units are required to pay a student health fee of \$12. Students taking three or fewer units are required to pay a fee of \$6.00. Students taking only off-campus training classes which do not exceed a total of 40 hours of class time are exempt from paying the fee.

Adopted 3/28/02, Revised 12/8/05  
Title 5, Section 76355

**ACCIDENT INSURANCE FEE****S6547**

All credit students will be charged \$1 per semester for an accident insurance fee. This fee is non-refundable after the semester begins.

**STUDENT REPRESENTATION FEE****S6548**

All credit students will be charged a \$1 fee per semester to be used to provide support for student governmental affairs representation. This fee is non-refundable after the semester begins.

Reference: *Education Code 76060.5*  
Approved by student election of 11/07

**MATRICULATION****S6610**

Napa Valley Community College District reaffirms its commitment to serve all Napa Valley College students, to ensure equal educational opportunity for them, and to facilitate progress toward their educational goals through matriculation services and information.

Matriculation is defined as a process that brings the college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational goals through the college's established programs, policies and requirements.

In the belief that participation in the matriculation process can improve each student's chances of educational success, Napa Valley College offers its matriculation services to all credit students who wish to take advantage of them. In all cases, the college will continue to adhere to a policy of non-discrimination and will not subject a student to any form of legally prohibited discrimination in the implementation of this process.

See accompanying administrative regulations.

Reference: Education Code, 78210-78218; Title V, 51024, 55500-55534  
Approved 7/14/94  
Administrative regulations revised 12/16/99

## **REGISTRATION PRIORITIES**

**S6630**

All courses of the Napa Valley Community College District shall be open to enrollment, subject to a priority system that may be established by the Board of Trustees. The registration priorities reflect the college's commitment to access and student success. Enrollment may also be limited to students meeting properly validated pre-requisites and co-requisites, or due to other practical considerations.

The superintendent/president shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

See accompanying administrative regulations.

Approved 1/19/95

Language Update per League Policy and Procedure Service, 2009