Full-time
Faculty Handbook
2016
MESSAGE TO FACULTY

Napa Valley College (NVC) is a very special place to teach. Since it opened its doors more than seventy years ago, NVC has succeeded in providing an excellent educational experience. We are committed to achieving academic excellence in associate degree education, transfer education, workforce development, general education, and community education.

Designed for full-time faculty, this handbook is intended to serve as a guide to campus information and procedures. We expect the handbook will complement the information already provided in the current NVCCD/NVC Faculty Association/CTA/NEA Agreement and the Napa Valley College Catalog.

The handbook includes pertinent resource information. If any topic is unclear or missing, please let us know by filling out the form at the end of the handbook.

I would like to thank all those who contributed to the development of this handbook, especially the Office of Instruction staff.

Sincerely,

Erik Shearer
Interim Vice President, Instruction
Napa Valley College is dedicated to educational excellence and student success. Having served the community since 1942, the college has a rich tradition of educating generations of Napa Valley residents.

Napa Valley College's tree-lined campus is located two miles south of downtown Napa on a 180-acre site near the Napa River.

The main Napa campus has outstanding facilities, from an Olympic-size swimming pool to a Child Development Center. The Napa Valley Vintners teaching winery has been bonded; Napa Valley College is the first community college in the state with a bonded winery allowing the sale of college wine.

Credit and non-credit classes are held at the Upper Valley Campus in St. Helena, which is also home to the Napa Valley Cooking School.

In 2002 the community supported the college with the passage of Bond Measure N which allowed for the construction of a new Science Building, North Gymnasium, Ceramics Building, transit stop, McCarthy Library and Performing Arts Center on the main campus. The library and kitchen at the Upper Valley Campus were expanded.

When constructed, the college’s solar field was the fifth largest in the United States. In addition to the solar field and state-of-the-art chiller plant, many “green” features were incorporated into design of the new buildings.

Those who choose Napa Valley College as a place to work often remain for a long time, comfortable in its rural atmosphere and dedicated to enriching the lives of the students who pass through the doors.
EDUCATIONAL PHILOSOPHY

Education at Napa Valley College is based upon our belief in people—in their worth as individuals and in their capacity to develop to their fullest potential. We believe that people have the ability to direct their own destinies and to participate in directing the affairs of society.

Napa Valley College believes that all people should have an equal opportunity to develop to their potential. We believe in creating an educational environment which supports the learning process, where curiosity, openness, trust, helpfulness, and understanding flourish. We believe in an integrated approach to learning, stressing cooperation between the college and the community.

We believe in flexible and innovative approaches to learning and in programs that ensure excellence and stimulate the aspirations of students, staff and community.
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College Policies and Administrative Regulations

Academic Freedom Policy

NVC Institutional Strategic Plan

Standards of Student Conduct

Student Complaints and Grievances Policy

Getting Help with Difficulties You Encounter at NVC

Full-Time Instructor Input Form
Napa Valley College, as part of the California Community College System, provides open access to higher education.

Mission

Napa Valley College prepares students for evolving roles in a diverse, dynamic, and interdependent world. The college is an accredited open-access, degree- and certificate-granting institution that is committed to student achievement through high-quality programs and services that are continuously evaluated and improved. The college serves students and the community in the following areas: transfer courses, career-technical education and training, basic skills, and self-supporting contract education and community education classes.

Approved by the Board of Trustees November 15, 2012

Values

Napa Valley College is a community of people excited about learning, where students are first and foremost in everything we do. We value, model, and encourage:

- Student success
- Honesty
- Creativity
- Integrity
- Adaptability
- Inclusivity
- Responsibility
- Openness to new ideas
- Respect for others
- Health and wellness

Approved by the Board of Trustees November 13, 2008

Institutional Learning Outcomes

Students who receive a degree from Napa Valley College will demonstrate the following:

1. Communication & Collaboration
2. Critical Thinking & Information Competency
3. Global Awareness & Civic Responsibility
4. Personal Responsibility

Approved by the Board of Trustees, September 12, 2013

NAPA VALLEY COLLEGE
ORGANIZATIONAL STRUCTURE

The Division Structure:

- Arts and Humanities
- Counseling
- Health Occupations
- Language and Developmental Studies
- Physical Education and Athletics
## Board of Trustees

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<th>Position</th>
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<tr>
<td>President</td>
<td>Rafael Rios</td>
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<td>Rosaura Segura</td>
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<td>Student Trustee</td>
<td>Kelsey Handley</td>
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## Administrative/Confidential Staff

### Acting Superintendent and President
- Dr. Ronald Kraft 256-7160

### Special Assistant to the President
- Carollee Cattolica 256-7161

### Managing Director of College Foundations/Advancement
- Carollee Cattolica 256-7161

### Director, Facilities Services
- Matt Christensen 256-7585

### Supervising Custodian
- James Snook 256-7583

### Dean, Research, Planning & Institutional Effectiveness
- Dr. Robyn Wornall 256-7192

### Director, Human Resources
- Charo Albarran 256-7105

#### Senior Human Resources Analyst (faculty, benefits)
- Rebecca Gonzales 256-7102

#### Human Resources Technician (adjunct faculty, benefits)
- Michele Bullock 256-7104

#### Human Resources Technician (hiring/classified)
- Annie Chindavong 256-7101

#### Human Resources Assistant (dean’s assistant/reception)
- Hector Sanchez 256-7100

### Human Resources, Benefits’s Technician
- Liz Gomez 256-7106

### Interim Vice President, Instruction
- Erik Shearer 256-7155

#### Administrative Assistant, Office of Instruction
- Christina Rivera 256-7154

#### Dean of Instruction and Academic Support
- Maria Villagomez 256-7156

#### Associate Dean, Upper Valley Campus
- Meclele Manno 967-2911

#### MESA Director**
- José Hernández 256-7285

#### Associate Dean, Physical Education & Athletics
- Jerry Dunlap 256-7655

#### Director, Criminal Justice Training Program
- Damien Sandoval 256-7705

#### Basic Law Enforcement Academy Coordinator
- Don Mort 256-7700

#### Correction Coordinator
- Damien Sandoval 256-7700

#### Instructional Skills Program Coordinator
- Vacant 256-7700

### Acting Assoc. Dean, Econ. Workforce Development Grants & Programs**
- Charlie Monahan 256-7254

#### Director, Small Business Development Center**
- Mary Cervantes 256-7253

#### Dean, Health Occupations, Kinesiology, Athletics & Dance
- Robert Harris 256-7605

#### Dean, Arts and Humanities
- Cathryn Wilkinson 256-7509

#### Dean, Career Technical Education and Economic Workforce Development
- Dianna Chiabotti 256-7710

#### Director, Child Development Center
- Darrell Whitacre 256-7045

#### Dean, Learning Resources
- Rebecca Scott 256-7438

### Vice President, Student Services
- Oscar De Haro 256-7365

#### Administrative Assistant, Student Services
- Martha Navarro 256-7363

#### Associate Dean, Admissions & Records
- Jessica Millikan 256-7205

#### Dean, Financial Aid/EOPS/TRIO Programs
- Patti Morgan 256-7305

#### Director, Talent Search**
- Ramon Salceda 256-7395

#### Dean, Counseling
- Howard Willis 256-7355

#### Director, Campus Police
- Ken Arnold 256-7771

### Vice President, Business and Finance
- Robert Parker 256-7175

#### Controller
- Glenna Aguada 256-7181

#### Bookstore Manager
- Marilyn King 256-7480

#### Senior Payroll Analyst
- Patty McCart 256-7176

#### Manager, Institutional & Technology
- Vacant 256-7625

**Categorically Funded Management Positions
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<tr>
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<td><strong>Arts and Humanities</strong></td>
<td>Janice Ankemann</td>
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<td>Maria Biddenback</td>
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<td>Cathryn Wilkinson, division dean</td>
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Napa Valley College

Academic Senate Executive Board
2015 - 2016

Officers

President
Amanda Badgett
First Vice President
Maria Villagomez
Second Vice President
Sherry Lohse
Secretary
Nadine Wade-Gravett
Treasurer
Julie Hall
Past President
Maria Biddenback

Faculty Association Executive Board
2016 - 2017

Officers

President
Dianna Chiabotti
Vice-President I
Kristie Iwamoto
Vice-President II (Grievance Officer)
Sean McCann
Treasurer
Bonnie Moore
Secretary
Christine Palella
Part-time Representative
Carlene Coury

The following faculty serve on the negotiating team:

Forest Quinlan
Dave Ellingson
Napa Valley College Committees
As of May 2016

ACADEMIC SENATE STANDING COMMITTEES

Academic Standards & Practice Committee (AS&P)
Curriculum Committee
Executive Committee (EC)
Faculty Coach Committee (FCC)
Faculty Standards & Practice (FS&P)
Learning Outcome & Assessment Committee (LOAC)
Professional Development Committee (PDC)
Social Committee
Student Standards & Practice (SS&P)

DISTRICT STANDING COMMITTEES

Council of Presidents
Planning Committee
Budget Committee
Inclusivity Committee
Matriculation Steering Committee
Faculty and Staff Diversity Committee
Student Grievance Committee
Student Disciplinary Hearing Committee
Staff Development Umbrella Committee
Strategic Enrollment Management Committee
Facilities Committee
Representatives to NVC Foundation

Health Review Task Force
Instruction Council
Student Services Council
International Education Committee
Safety Committee
Accreditation Steering Committee
Vocational Education Planning Committee
Tech-Prep Advisory Committee
Food Service Committee
Administrative Parking Review Committee
Transfer Advisory Committee

WORKGROUPS RELATED TO INFORMATION SYSTEMS

Information Systems Workgroup
MIS Workgroup
Vocational Education Advisory Committees

Data Communications Workgroup
Napa Valley College
Student Clubs and Organizations

Each year, students have a chance to form a new club or reactivate a club. The following list is clubs that have been active at Napa Valley College in the last few years.

### Club or Organization

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<tr>
<th>Club or Organization</th>
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<tbody>
<tr>
<td>Anime Club</td>
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<tr>
<td>Aspiring Lawyers of NVC</td>
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<tr>
<td>Black Student Union</td>
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<tr>
<td>Business, Technology &amp; Entrepreneurship</td>
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<tr>
<td>Computer Science</td>
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<tr>
<td>Community Garden Club</td>
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<tr>
<td>CRU</td>
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<tr>
<td>Discovery Club</td>
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<tr>
<td>Dreamers of Community Change</td>
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<tr>
<td>Humans vs. Zombies</td>
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<tr>
<td>History</td>
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<tr>
<td>Intervarsity Christian Fellowship</td>
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<tr>
<td>MESA</td>
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<tr>
<td>NVC Circle K</td>
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<tr>
<td>Napa Patients Coalition</td>
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<tr>
<td>Natural Order Dance Team</td>
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<tr>
<td>NVC Cycling &amp; Recreation</td>
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<tr>
<td>Napa Valley Robotics</td>
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<tr>
<td>Phi Theta Kappa (PTK)</td>
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<tr>
<td>Potter’s Guild</td>
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<tr>
<td>Puente</td>
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<tr>
<td>SACNAS</td>
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<tr>
<td>Student Support Services (SSS) Club</td>
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<tr>
<td>Theatre Students United</td>
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<tr>
<td>Veterans</td>
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<tr>
<td>Women in STEM Empowerment (WISE)</td>
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</tbody>
</table>

The Associated Student Napa Valley College (ASNVC) Student Government Advisor is Ben Quesada, Coordinator of Student Life

**NOTE:** All student events, clubs and organizations are coordinated through the Vice President, Student Services and by the Coordinator of Student Life, Room 1342B, 256-7341
Napa Valley College credit courses and programs are divided among nine instructional divisions. Each division has a chair or dean who serves to represent the division to the Vice President, Instruction, and who also provides administrative leadership, assistance, and direction for the division. The duties of the division chair/dean include orientation of all new faculty. Questions regarding policy, procedure, and practice should be directed to the appropriate division chair/dean.

Upper Valley and Off-Campus

The Upper Valley Campus (UVC) is located at 1088 College Drive in St. Helena. Administration of UVC is provided by the Associate Dean, UVC, who may be contacted at 256-7000 or 967-2900. The facilitation of credit offerings at the UVC as well as at all other off-campus locations is provided by the Dean, Instruction, Office of Instruction.

Evening and Weekend Administration

Questions regarding evening or weekend classes should be directed to appropriate division chair/dean or the Dean, Instruction. During the first week of classes, the Dean, Instruction can resolve issues or answer questions related to rooms, students, and instruction until 7 p.m. Thereafter, if assistance is needed after 5 p.m., please contact Campus Police (see the back cover for phone instructions).

Summer Session

The summer session consists of six-week and eight-week courses. Questions regarding the summer session should be addressed to the Dean, Instruction, 256-7156.
Napa Valley College is committed to creating and maintaining a truly diverse work force that will best meet the needs of the district and of those people the district serves. To that end, sensitivity to and understanding of all cultural and gender differences is a requirement of all district jobs per Board Policy 1130.

Napa Valley College’s Faculty and Staff Diversity Plan sets forth specific steps which will be taken to achieve equal employment opportunity for all. Copies of this plan are available in the Office of Human Resources.

Accommodation is available upon request for persons with disabilities. Contact the Dean, Library and Learning Resource Center at 256-7438 for details or stop by the McCarthy Library.

**Address and/or Phone Number Change**

Should your name, address and/or phone number change, please complete a Change Form available in the Office of Human Resources (Room 1544) or the Human Resources website (click on Forms).

**Accident Insurance—Staff**

Workers’ Compensation insurance is carried by the District to provide compensation to employees for earnings which might be lost, or for medical expenses which might be incurred because of injuries received during the performance of their duties. This insurance covers college employees only while on duty. In order not to jeopardize the benefits which the employee may receive under compensation insurance, it is important that an accident report form be filled out and signed by the employee’s supervisor and filed with the Risk Management Services Office within twenty-four (24) hours of occurrence. If there is any lost time or if the employee requires medical attention, the supervisor must furnish the injured employee with a Worker’s Compensation claim form within 24 hours. All supervisors have Worker’s Compensation packets or they may be obtained from the Risk Management Services Office.

**Benefits**

All regular/contract faculty are eligible for employee benefits including medical, dental, vision, life and disability insurance and Employee Assistance Program (EAP) benefits. There are also other life, accident, and disability insurance options. For detailed information on benefits, contact Liz Gomez at 256-7106, in the Office of Human Resources, Room 1544.

**Contracts (Part-Time)**

All part-time, hourly faculty are issued a Notice of Assignment (NOA) at the beginning of each term. The NOA includes class/assignment information, hourly rate, pay process information, etc. The NOA is placed in the instructor’s main campus mailbox by the first day of the term or as soon as possible after Human Resources (HR) has been notified of the assignment. If an hourly faculty member does not receive a NOA for an assignment/class by the end of the first week of classes, he/she should contact HR. The NOA should be reviewed and signed by the faculty member and returned to HR in order to expedite processing pay. HR should be contacted if any information on the NOA is incorrect.

**Drugs, Alcohol, Smoking, Food and Drink**

The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in the workplace is prohibited. Napa Valley College is a drug-free workplace. Alcoholic beverages are prohibited on the campus grounds and in any facility used as a Napa Valley College classroom (except as allowed by the Education Code for instructional purposes, not for class parties. For instructional purposes, you must have prior approval from the Office of Instruction. For special events, you must have prior approval from the Facilities Services Office. Per Board Policy 3410, smoking is not allowed on campus, except where designated, or at any facility off campus where a Napa Valley College class is being held. Food and drink are not allowed in classrooms.
Equal Employment Opportunity

The Napa Valley Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the district’s policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the district on the basis of ethnic group identification, national origin, religion, age, sex, gender, gender identity, gender expression, genetic condition, genetic information, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The district will strive to achieve a workforce that is welcoming to men, women, persons with disabilities and individuals from all ethnic and other groups to ensure the district provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas. An Equal Employment Opportunity Plan will be maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.

Keys

Security of buildings and materials, both on- and off-campus, is the responsibility of every instructor. General classrooms that do not contain equipment are opened and locked at the beginning and end of the day. All other classrooms that contain special equipment must be kept locked when classes are not in session. Instructors teaching in these classrooms are issued a key if approved by the division chair. When you are issued a college key, you become a custodial of public property. As such, you have personal liability associated with your control, care, and custody of the key. In addition, it is illegal to loan or copy a key to a public facility or to use the key to access public property for personal use.

Key Issuance Procedure can be found on Facilities webpage. A Key Request Voucher can be obtained from the division chair, Office of Instruction, or Business Office (see Appendix for sample form). Once the request form is completed and signed by the division chair/dean, the instructor forwards the form to the Facilities Services Office. Two days processing time is required before the key can be picked up. The keys can be picked up at the Facilities Services Office in the 4100 building or the Division Secretary Office in the 1000 building, top floor. In all off-campus locations and during off-hours, it is the responsibility of the instructor to leave buildings secure. Keys for the upper valley facilities are obtained through the Facilities Services Office.

Faculty Mailboxes

Faculty mailboxes are located in the administration building and in your office area. Faculty should check mailboxes regularly.

Faculty Office Hours

All full-time faculty must schedule for student consultation five office hours per week. Students are more easily accommodated when office hours are scheduled on days that their classes meet. Office hours are to be posted on the office door and submitted to the division secretary. Office hours are to be conscientiously maintained in assigned offices so that students may easily locate instructor with whom they wish to confer (see Appendix for sample form).

Leave

Regular and contract faculty are entitled to a variety of leaves including personal illness, personal necessity, kin care, and personal business leave. These leaves and others are explained in the Faculty Association/District agreement. See Instructor Absence on page 29 of this handbook for more information on personal illness leave and the Appendix for the form.
Minimum Qualifications

Upon recommendation to the Vice President, Instruction, by the division chair/dean, the instructor or educational administrator must complete the hiring process by meeting with the Administrative Assistant, Office of Instruction, Room 1531, McPherson Administration Building, 256-7154. In order to teach, an instructor must meet minimum qualifications and be approved by the Board of Trustees.

As of July 1, 1990, the Chancellor’s Office of the California Community Colleges no longer issues credentials. Instructors must meet minimum qualifications or equivalency as established by the State and the Napa Valley Community College District. However, all lifetime community college credentials will be honored. Instructors or educational administrators holding such credentials will not be required to meet new minimum requirements as long as the credentials held are appropriate for the class(es) to be taught or administrative position and have not expired. New instructors will be required to be fingerprinted, eligible to work in the US (1-9 form), and TB cleared. In addition, official transcripts and/or letters verifying occupational experience must be provided. Business papers will also be completed by the instructor during this process.

Paychecks

Paychecks are issued on the last working day of each month. Employees indicate their preferred method of warrant distribution on their initial employment form. Warrants may be electronically deposited (make arrangements with Payroll), mailed or picked up at the Cashier’s window, Building 1500: MWTH, 9 am-5 pm; T, 9 am-7 pm; and F, 9 am-12 pm. If you have questions about deductions on your paycheck, you should call Patty McCart at 256-7176.

Personal Property

If you use personal property for District business (in the course of your job) and would like to have the property covered under District insurance, you must complete the Personal Property Authorization Form, available from the Business Office and Risk Management Services office (see Appendix for sample form).

Verification of Freedom from Tuberculosis

All employees are required to show evidence of freedom from tuberculosis every four years. This may be done by chest x-ray or by a tuberculin skin test. A copy of verification of freedom from tuberculosis must be submitted to Payroll by the first paycheck date. In addition to going to a private physician, the Public Health Clinic, 2344 Old Sonoma Road, Building G, Napa, or the college’s Health Services Department gives tuberculin skin tests. Tests are reimbursed if a statement of fee is submitted to the Office of Human Resources.
Board of Trustees Agenda Items

Regular meetings are generally scheduled on the second Thursday of the month, with public session normally beginning at 5:30 p.m. and closed sessions scheduled as needed. Meetings take place in Room 1538, McPherson Administration Building, Napa campus, unless otherwise announced. This schedule is subject to change, but notice is provided as required by the Brown Act.

Agendas are posted in the front window of the 1500 building and college website. Agenda items are due in the President’s Office by 8:00 a.m., Friday, nine working days before the board meetings. This date will be moved up if the agenda deadline date falls on a holiday or summer Friday. The Board of Trustees expects that items presented for consideration will have been reviewed by supervisors and, if appropriate, campus constituent groups. Contact your division chair as a first step.

Bookstore Services

The Napa Valley College bookstore, located in the 900 building adjacent to the quad, offers textbooks, trade books, instructional materials, clothing items, convenience, and miscellaneous supplies for sale as economically and efficiently as possible. The bookstore stocks required and recommended textbooks and supplies for all scheduled classes in order to fulfill requirements of the Higher Education Opportunities Act (HEOA). It offers a large rental program, as well as a digital platform (Yuzu), in addition to textbooks sales. Rental prices vary depending on whether the book is new or used. Faculty and staff receive a 15% discount on all items (excluding snack items and textbooks). The process for requesting textbooks is www.facultyenlight.com as described on page 30.

Box Office Information for all College Performing Arts Events

Information on upcoming performing arts events is available at 256-7510. For information on Napa Valley College Art Gallery, please call 256-7502.

Campus Phone Directory and Telephone Calls

A campus phone directory is available. If you have corrections to the directory, email or call the Karen Smith at 256-7574. It includes e-mail addresses. Extra copies are available through the Facilities Planning and Services Office. It is also available on the campus website. **Students should not use campus phones to place outside calls.**

On-Campus Calls. Dial extension number for office or person listed in directory.

Off-Campus Calls (Local). Dial 9, then the remaining number of locals.

Off-Campus Calls (Long Distance). Dial 9, 1, area code, and then the remaining number for long-distance calls. Most phones on campus are restricted. If you need assistance, for a call in California, call Admissions and Records at extension 256-7200.

College’s Internal Publications

To make general announcements to faculty, staff and students, you can submit information to the Office of Institutional Advancement, which publishes a regular campus newsletter. The newsletter and a campus calendar are also “on line” on the college website (www.napavalley.edu). News items and announcements are welcome for these publications and should be emailed to Carolee Cattolica at ccattolica@napavalley.edu. Student news is included in the newsletter since, at present, there is no student newspaper. Personal and professional news for the “Bravo” column is welcomed.
College Hour

Napa Valley College hour is Tuesdays and Thursdays from 12:30-1:30 p.m. Campus groups and student clubs are encouraged to meet at this time.

Commencement

The annual graduation is traditionally held on the last Friday in May. Students earning a degree or certificate from the previous fall semester, as well as in the spring and the upcoming summer, are eligible to attend the ceremony. Approximately 270 students participate each year, and over 1,700 family and friends join in the celebration.

Students who apply for graduation and have a 3.5 or higher cumulative GPA are invited to apply to be the valedictory speaker at commencement. A committee will choose the valedictory speaker from all applicants. The valedictory interviews are usually held on the last Friday of April or first week of May. Invitations to eligible graduates are sent by early April to allow time for interested students to schedule an appointment with the selection committee and prepare their speech.

All full-time and part-time faculty are encouraged to take part in commencement exercises dressed in academic attire along with other administrators and classified staff. Napa Valley College provides a gown for each new full-time faculty member. Faculty wears academic robes and mortars representing their university and degree. The Office of Student Services contacts new full-time faculty by March 1st regarding ordering academic regalia. If you believe you are eligible and don’t receive an email, please contact the Office of Student Services, 256-7363.

Community Education

One of the major functions of a community college is providing programs, noncredit classes, seminars, lecture demonstrations, cultural events, recreation, and social activities to serve individuals and groups. These functions are offered through an extensive community services program.

Community Education at Napa Valley College is divided into two main functions. These are noncredit classes (state-funded), community service (fee-based) classes and programs, including Trips and Tours and culinary arts through the Napa Valley Cooking School. The Community Education Office is located at the Upper Valley Campus. Information on these classes is available through the Community Education Office at 1088 College Avenue, St. Helena, CA 94574. Phone (707) 967-2900. Website www.napavalley.edu/UpperValleyCampus or by email UVC_StHelena@napavalley.edu.

Strategic Communications/Office of Institutional Advancement

Faculty members are welcomed to participate in community relations projects through the Office of Institutional Advancement (OIA). This office provides publicity support (press releases and PSAs), paid advertising (as individual department budgets allow), other strategic and resource development communications work. It also works in coordination with IT to coordinate standardized web and Internet-based communications for the campus. In addition, the OIA provides support for special events and fundraising activities as well as the following services:

**Campus calendar and activity bulletin.** The Campus calendar is now online. Submit items for the calendar any time to the OIA, and items can be immediately included in the calendar. “This Week at NVC,” a weekly electronic e-mail bulletin of public events happening at NVC is distributed by the OIA. Deadline to submit a listing is 9 am the Friday prior to the forthcoming week.

**Campus events.** Activities planned by students are cleared through the Coordinator of Student Life. Classes may be dismissed to allow students to attend campus events and assemblies which are relative to their educational enrichment and experiences. For the room reservation process, all instructional events must be pre-approved by the Scheduling Office; and all non-instructional or community user events must be pre-approved by
the Facilities Planning and Services. Special arrangements for furniture, set-ups, etc. for instructional events can also be requested through Facilities Planning and Services.

Fundraising events for college programs and clubs must be coordinated through the OIA and NVC Risk Management Services/Facilities Planning and Services. If you are planning any fundraising activities or events, please notify the OIA as a first step. In addition to the above forms, please complete a “Fund Raiser and/or Community Relations Event Information Sheet.” Forms are available from the Risk Management Services/Facilities Planning and Services department. Applications take time to process, so please begin early.

**Campus website** ([www.napavalley.edu](http://www.napavalley.edu)). Information can also be included on the college website. Requests for web pages or technical support should be sent to the webmaster (webmaster@napavalley.edu).

**Electronic sign.** The Office of Institutional Advancement has the responsibility for the electronic signs. Call 256-7113 for guidelines on submission of items for the sign.

**Publications.** To make general announcements to faculty, staff and students, you can submit information to Carollee Cattolica, who oversees the publication of a bi-annual campus newsletter in coordination with the President’s Office. You can e-mail information to ccattolica@napavalley.edu. Personal and professional news for the “Bravo” column is welcomed. Student news is included in the newsletter since, at present, there is no student newspaper.

**Publicity.** All faculty are encouraged to bring to the attention to the OIA any district activity or program of community interest. If faculty are contacted directly by outside media as a news source regarding NVC activities, they are asked to notify the OIA immediately. Requests for help with marketing or publicity on new classes or classes which need additional advertising can also be submitted. Faculty professional accomplishments may be submitted for internal and external publicity. Three weeks advance notice is recommended for any publicity to assure incorporation into the regular news release schedule and meet media deadlines.

College displays units, banners and signs are available to staff members who wish to present off-campus exhibits. The display units are portable and may be checked out from this office.

Faculty who wish to participate in specialized conventions or exhibits as a means of providing exposure for specific programs are encouraged to contact the Office of Institutional Advancement for assistance in developing displays, demonstrations and information for distribution.

A college DVD is available to be checked out for use at community or professional presentations. For more information, please contact 256-7113 or e-mail ccattolica@napavalley.edu.

All posters or banners publicizing student activities should be directed to the Associated Students of Napa Valley College (ASNVC) Office for approval prior to being posted on campus.

**Speaker’s Bureau and Campus Tours.** If you are interested in participating in a Speaker’s Bureau or would be available for media interviews, please call 256-7113 or email ccattolica@napavalley.edu. Faculty members are contacted if there are requests for tours of their areas or if related special events are planned. Campus tours are coordinated through the Outreach Committee.

**Complaints of Discrimination for Employees, Students and Applicants**

**Prohibition of Unlawful Discrimination**

The college is committed to providing an educational environment free from discrimination and harassment. To that end, Board Policy D1130, Equal Employment and Educational Opportunities and Unlawful Discrimination, states that no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination, in whole or in part, on the basis of ethnic group identification, national origin, religion, age, sex, gender, gender identity, gender expression, genetic condition, genetic
Information, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, in any program or activity offered by the Napa Valley Community College District. Board Policy D1130 applies to application for and treatment in a college employment, as well as admission, access, and treatment in college programs and activities, including but not limited to: academic admission, financial aid, educational services, and athletics.

To file a complaint of unlawful discrimination, individuals should contact the Executive Director, Human Resources, Room 1544, phone (707) 256-7100. Non-employment complaints must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known the facts underlying the allegation of unlawful discrimination.

**Sexual Harassment Policy**  Board Policy D1130 also intends to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, sexual favoritism or other verbal or physical conduct of communications, constituting sexual harassment. Sexual Harassment is one form of unlawful discrimination and is defined in Section 212.5 of the Education Code. Administrative Regulations to Policy D1130, Section 4, Prohibition of Sexual Harassment, define sexual harassment as follows:

Unlawful discrimination in the form of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting, and includes but is not limited to:

1. Mailing unsolicited written, physical, verbal, and/or visual contacts with sexual overtones.
2. Continuing to express sexual interest after being informed that the interest is unwelcome.
3. Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior. The following are examples of conduct in an academic environment that might be found to be sexual harassment: implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.
4. Engaging in explicit or implicit coercive sexual behavior within the work environment which is used to control, influence, or affect the employee’s career, salary, and/or work environment.
5. Engaging in explicit or implicit coercive sexual behavior within the educational environment that is used to control, influence, or affect the educational opportunities, grades and/or learning environment of a student.
6. Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.
7. Awarding educational employment benefits, such as grades or duties or shifts, recommendations, reclassifications, etc. to any student or employee with whom the decision maker has a sexual relationship and denying such benefits to other students or employees.

Board Policy D1130 and the accompanying administrative regulations are available in the Office of Human Resources and on the Board of Trustee’s webpage of the college’s website. To file a complaint of sexual harassment, contact the Executive Director, Human Resources, Room 1544, phone (707) 256-7100.

**Copyright Guidelines**

As an educator, a working knowledge of copyright and fair use is important. Stanford University has put together a gateway site with extensive links to copyright and fair use guidelines: [http://fairuse.stanford.edu/web_resources/articles.html](http://fairuse.stanford.edu/web_resources/articles.html). Of additional help is the Quick Guide to Copyright
Duplication of Materials

A copy machine is available in the faculty offices lobby area. For copies of more than 10 per page, the printing department provides duplication of materials. A request for duplicating services (see Appendix 75) must be completed and can be submitted through the division secretaries. It is also available online. See www.napavalley.edu, click on P for Printing Services. Please allow as much lead time as possible for printing orders.

Graphic design services are available through online work order form. Requests for typesetting of business cards or other non-instructional printed materials should be submitted well in advance with a "request for duplicating/printing services" form. Printing jobs can be submitted electronically. Call the Print Shop for more information at 256-7585. To update degree program brochures, see the Office of Instruction staff.

Facsimile Machine

The two fax machines available for instructional use are located in the Division Secretaries’ Office (256-7726) and in the Library (253-3015). There are no fax machines available to students.

Institutional Technology

Institutional Technology (IT) is your partner in all technology needs. We provide support for classroom technology, workstations and laptops, printing, wired and wireless (Wi-Fi) networks, communication and collaborating systems including electronic mail, voicemail, telephone services, video and web. IT also supports events for both the community and Napa Valley College. When requested we provide assistance and training on classroom technology, document cameras, use of the projectors DVD/Blue-ray and computers.

As your partner, IT can assist in obtaining the best pricing through online purchases for any project you may have. Contact us anytime by emailing support@napavalley.edu to discuss your institutional or desktop software and hardware needs. For instructional software or hardware needed in a classroom or lab for the next semester, submit a ticket to support@NapaValley.edu at least three working weeks before the end of the current semester. Support for events require ten working days advance notice. Special requests for furniture, rooms, and IT support must be submitted through facilities. Normal classroom support, filming and sound systems, requires five working days advance notice. Request for filming and sound support less than five working days will be as a best effort.

We are located in building 1500, room 1543, just before or after HR depending on the direction and in the basement, room 1501. Our phone number is (707) 256-7550. Help desk support email is support@napavalley.edu. Please visit us at room 1543 or visit our web site at http://www.napavalley.edu/IT/Pages/default.aspx or call the help desk at (707) 256-7550. Our hours are 8:00 am to 5:00 pm Monday through Friday. From 5:00 pm to 7:30 pm, call the help desk (707) 256-7550.
We recommend that you contact IT before purchasing any non-Microsoft software. Please call Mark or Karen to discuss instructional needs and to determine compatibility with existing software. IT can also assist in obtaining best pricing, sometimes by combining needs with multi-user license options arranged by Jose.

To explore installation of software in general student computer labs, obtain an Academic Software request form at [http://www.napavalley.edu/it/pages/forms.aspx](http://www.napavalley.edu/it/pages/forms.aspx). Please submit with plenty of lead-time before semester starts for hardware and software compatibility testing, ordering, and deployment.

**Mail/Postage/Freight**

**For Outgoing mail,** only official college correspondence will be metered or accepted in the mail room. Metering of personal mail is prohibited. When mailing college correspondence, ensure that name and department are noted. Bulk mail rates will be used for 200 or more identical pieces (contact Facilities Services Office for help/instructions). Deposit outgoing college mail in the mail room (4000 building) located adjacent to the warehouse at the south end of campus or it will be collected at the time of mail delivery. Overnight express mail must be received by 10:30 a.m. For same day mailing, regular mail must be received by 2 pm. Students must supply a self-addressed, stamped envelope if they wish to receive papers back.

**Incoming mail** is delivered by the U.S. Post office by 12:30 pm and is sorted and delivered based on physical location. Some departments within a division will receive their mail in different locations. Mail will be distributed throughout campus once a day. Mail will be delivered to one contact point in each office/location. Adjunct faculty mail boxes are located behind circulation desk in the McCarthy Library. If you have any questions in regards to mail service, please contact Facilities Services Office at 256-7580.

**Freight items** delivered by UPS or other freight companies are received in warehouse. They are sorted and delivered to the appropriate offices by the next day.

**Media Services**

Media Services provides training in the use of classroom AV equipment, maintains equipment and troubleshoots any problems you may encounter. For immediate assistance call 256-7452. Media Services staff can be contacted during the hours of 7:30am - 8pm Monday -Thursday and 7:30am to 3pm on Fridays. To report problems or concerns of a non-immediate nature, please email mediasupport@napavalley.edu for assistance. Trainings are geared toward individual needs and focus on hands-on experience. Media Services also provides AV equipment for special events. The type of AV equipment available includes LCD projectors, mics and laptops. Reservations need to be made for all equipment and requires a minimum advance notice of 24 hours, as requests are sometimes greater than equipment availability.

**Notices/Faculty Bulletin Board**

The faculty bulletin board, where information is posted, is located outside the Division Secretaries’ Office in the 1000 building. Faculty should check the board at regular intervals. Legal notices are posted outside the Human Resources Office and at the Upper Valley Campus.

**Parking**

Designated staff parking is provided throughout the campus at various locations. All staff parking areas are marked by orange signs, car stop bumpers and roadway markings. Please note that the staff permit must be displayed on the car that is on campus.

Parking permits are provided free of charge to all faculty and staff. Faculty and staff may request a staff parking permit by completing an online
request at http://www.napavalley.edu/studentservices/Police/Pages/staffid-parking.aspx or by coming to the College Police (building 2250) and completing a request.

Parking Citations. It is expected that all staff members cooperate with the parking procedures and regulations. Parking lots are regularly patrolled with parking citations issued to vehicles that are illegally parked or not displaying a valid permit. Illegally parked cars with parking permits may be issued a parking citation.

Printing Services

The Print Shop hours are 7:30 am to 4:30 pm, Monday through Friday and is located in the Warehouse (Building 4000). The staff can be reached at 256-7585. For printing requests, a two-day turnaround is normally standard for regular copying; however, more complex jobs (business cards, folding, padding, binding, etc.) may take longer depending on the complexity of the request. There is not a copy machine in the Print Shop available for drop-in usage by staff or faculty; yet walk-in requests are generally accommodated if time and workload allow for it. Jobs can be submitted electronically via e-mail.

Business Cards can be requested by sending a Printing Services Request form with budget codes filled in along with a Business Card Guidelines form to Printing Services. Business cards are printed approximately every two weeks, depending on the current workload. These forms are available online. (See A-Z index, “P” for Printing Services.)

The Print Shop does not place tests in faculty mailboxes. There is concern that a student could take a copy out of the mail slot. For tests instructors provide either the Print Shop or the division secretary with the test to be copied and the Printing Request form completed. On the form, request that the test be put in your division secretary’s box for pick up or tests can be picked up at the Print Shop.

Regulation 504 Non-Discrimination on Basis of Handicap American Disabilities Act (ADA)

The Napa Valley College district is dedicated to supporting the disabled students community, and complying with Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. sections 12131 et seq.), plus section 504 of the Rehabilitation Act of 1973, (USC section 794, as amended in 1998), which prohibit the discrimination against persons with physical or mental disabilities including postsecondary students with disabilities. The district also complies with Section 508 of the Rehabilitation Act of 1973, (U.S.C. section 794d as amended in 1998), and California Government Code section 11135, (as amended by SB105 Approved by Governor September 29, 2002), which requires electronic and information technology developed, purchased or used by California Community Colleges, (among other state funded agencies), must be accessible for use by persons with disabilities.
The Disabled Students Programs and Services (DSPS) Department provides accommodations to qualified students with disabilities on campus. These accommodations and auxiliary aids include, but are not limited to: alternate media, note takers, sign language interpreters, readers, modified test taking, scribes, text enlargers, closed captioning, specialized physical education equipment, modified calculators and computer keyboards, Braille, assistive listening devices, large print text, and assistive computer technology software.

All students receiving accommodations must be verified through Special Services, the Disabled Student Programs and Services Department. Instructors should refer any student whom they think may have a disability to the Special Services. Reasonable accommodations will be provided to students who qualify. Contact Student Services Specialist at 256-7348 for more information.

The District 504/ADA compliance officer for employees is located in McCarthy Library, 256-7417.

Transportation

A City of Napa V.I.N.E. bus arrives at Napa Valley College at scheduled times. Information on schedules and fares is available by calling 255-7631 (Voice) or 226-9722 (TDD). The Transit Center address is 625 Burnell Street, Napa, 94559. Check out the Napa County Transportation and Planning Agency’s website: www.nctpa.net.
Cancellation of Classes

Unless an instructor has received notification prior to the first day of instruction that his/her class has been canceled, each assigned class shall meet at least once before being canceled. The goal of Napa Valley College is to have an average enrollment of 35 students per class since reimbursement from the state is based on enrollment. Ordinarily 20 students are considered a sufficient number for the class to continue. If enrollment is below these figures, please contact the appropriate division chair/dean for further instructions. Students auditing the class are not counted in the total. Do not cancel your own class. Only the appropriate division chair/dean or vice president may cancel classes.

Class Assignments and Changes

Any change in meeting time, location, or day must be reported and clearance received from the appropriate division chair/dean prior to the actual change. Requests for a semester-long change in classrooms must be approved by and requested through the division chair/dean to the Scheduling Office.

Moves from the assigned class time or location (that are not for the entire semester) must also receive prior administrative approval. The instructor obtains approval from the division chair or the Dean, Instruction for off-campus credit classes. A change in a classroom to a classroom already assigned on a one-time basis is negotiated between the instructor requesting the change and the instructor who must move and then be facilitated and documented by the Scheduling Office.

Instructors are encouraged to move classroom furniture around as needed for effective teaching. It is, however, expected that the classroom be returned to its standard set up at the end of class.

Faculty are expected by contract to be present the full length of class time assigned during each class meeting including the first day of class. Classes longer than an hour are entitled to a 10-minute break each hour. In lecture classes, breaks may not be saved in order to end the class early. Some activity classes (i.e. physical education) are scheduled continuously. Check with the division chair/dean if you have a question.

Course Expectations of Students/Syllabi

It is mandatory that faculty provide a copy of each course expectation guide to their division chair/dean and to each student on the first day of class (see Appendix for an example). In addition, you may want to check out course outlines, student learning outcomes (SLO), of faculty within your division. Information on the course expectation guide shall include:

- Course title, number, and meeting time;
- Instructor’s name, phone number, and office, if applicable;
- Course description and specific objectives;
- Required texts, materials, equipment, and any supplementary readings;
- Assignments relating to texts, other readings, projects, or term papers;
- Attendance and lateness policies and the effect on grades;
- Methods of student evaluations, test dates, and types of tests; class participation requirements; and
- Grading procedures and standards; including whether missed exams can be made up.

Class Breaks and Instructional Hours
Course Outlines

Course outlines are available on the NVC website. You can access it at www.curricunet.com/napa. Course outlines of record can be printed through your web browser. The course outline is the standard by which the course must be taught. Official course outlines contain course objectives, methods of evaluation, student learning outcomes (SLO), grading methods, and contents. Any questions regarding the course outline should be directed toward the appropriate division chair/dean.

Credit Class Attendance Procedures

The Napa Valley College, through its designated representatives, shall conduct class visitations at the beginning of each semester to determine the continuance or cancellation of credit classes. Using class minimum standards set by the district, class continuance determinations are made using the following guidelines:

a. Only students physically present at the time of the visit will be included in the count.
b. Visitations may be made the first meeting and/or the second meeting.
c. A district representative may choose to revisit a class at any time during the class session to verify an attendance count, in which case the last count shall be reported as the class attendance count.
d. Determination may be made at the first meeting but no later than the second class meeting.

Attendance Procedures. The class attendance counting procedure and the determination of continuance/cancellation is based upon the following assumptions:

a. The district schedules classes requires minimum attendance standards to support the operation and maintenance of the class.
b. In order to receive and benefit from instruction or programmed information, students must be physically present in the classroom for the scheduled duration of the meeting.

c. In order to ensure appropriate instruction, instructors shall meet their classes for the scheduled class duration, with appropriate class breaks. Breaks cannot be saved until the end of class in order to leave early.
d. Instructors shall meet classes at scheduled times and locations.

Credit by Examination

Students enrolled at Napa Valley College may challenge some courses. Check with your division chair/dean regarding division protocol (some divisions do not allow challenges for certain courses and some division have designated faculty who give the test). Credit by Examination forms are available in the Office of Instruction, and guidelines for the students are on the back of the form. For more information, see Grades on page 33 of this handbook; and a sample form is in the Appendix.
Field Trips/Excursions

Throughout the semester, a faculty member may sponsor voluntary off-campus, co-curricular field trips/excursions. If students choose to participate, be advised that pursuant to California Code of Regulations, Subchapter 5, section 55450, the students have agreed to hold the district, its officers, agents and employees harmless from any and all liability or claims which arise out of or in connection with participation in the activity.

Please be advised that the District is in no way responsible and does not assume any liability for any injuries or losses resulting from any transportation which the District did not directly provide (i.e. student’s personal vehicles or a public carrier) or used to travel to a field trip meeting site.

Field trips may be arranged by an instructor with prior administrative approval. The Field Trip Request and Field Trip and Non-District Transportation Notice forms must be completed and submitted to the division chair/dean and the Vice President, Instruction at the beginning of any semester in which there is any possibility of a field trip or excursion. The form may be obtained from the Office of Instruction (Room 1531) or the Upper Valley Campus (see Appendix for example).

Adult guests: Occasionally a student will ask to bring a guest to class on a one-time-only basis. Instructors may allow guests who ordinarily cause no interference with instruction. However, if someone wants to attend the class regularly, the instructor should direct the person to officially enroll in the class or to audit the class. The decision whether to allow adults guests in the classroom is solely the instructor’s.

Child guests: It is not appropriate to have children in the classroom because instructors and students may be distracted from the teaching/learning process. Safety considerations must be taken into account. The campus is an adult community, nor organized for the safety of young children. Faculty should discourage parents from bringing children into college classes.

Guest Speakers

Instructors are permitted to invite qualified guest speakers to their class. Prior arrangements must be made through the Office of Instruction or Upper Valley Campus by using a Guest Speaker Notification form. The instructor must present this form not less than one week in advance to the division chair/dean, who will then forward it to the Office of Instruction where it will be kept on file. The instructor must be present in the classroom during any presentation made by a guest speaker. Contact your division chair/dean for information (see Appendix for sample form).
Independent Study

The independent study provision allows college students to pursue projects under faculty advisement and supervision up to a total of 12 units. Independent study is planned by a full-time instructor and student in consultation. In a typical program, 50 hours of work in a semester will earn one (1) unit college credit. Independent study forms are available in the Office of Instruction. See Appendix for sample form.

Instructor Absence From Regular and Overload Assignments

Instructors absent from class for any reason must notify the college prior to the class meeting to allow for notification of students. Please call your appropriate division.

Specific information regarding leave accrual, usage and definitions is located in the NVCCD/NVC Faculty Association Collective Bargaining Agreement (CBA). Per the CBA, personal illness leave for full-time instructors is accrued six hours per month (total of 10 days per year). Three hours of personal illness leave per day is deducted from accumulated leave when an instructor misses a portion of his/her scheduled work day, including office hours. Six hours are deducted when an instructor is absent for a full day. Leave accrual will be prorated for instructors who are employed less than a full year or less than full-time.

Personal illness leave for hourly faculty overloads is accrued at 1 hour for every 17.5 hours teaching, counseling, or librarian work. Leave usage for hourly faculty overloads is submitted by the hour. Specifically, one hour of leave is submitted for every hour of absence from a previously scheduled overload assignment.

Questions about accumulated leave should be directed to Liz Gomez at 256-7106. If you are uncertain about the Napa Valley College definition of sick leave, please refer to Article 11 of the Faculty Association/District Agreement.

Upon return from absence, a Request for Leave Form must be returned to the appropriate division chair/dean within five days of absence (see Appendix). Faculty must report all absences from regular and overload assignments.

Hourly summer faculty accrue sick leave at the same rate as hourly faculty during the academic year. (1 hour for every 17.5 hours of teaching, counseling, or librarian work). Please refer to the Administrative Procedures for Summer Session Personal Illness and Injury Leave Accrual and Usage. (See Appendix)

Substitutes

Substitutes are employed to replace teachers only when absolutely necessary. Instructors should request substitute approval through their appropriate division chair/dean. Division chairs/deans make the final decision on whether substitutes can be hired, given the substitute guidelines:

1. The class must be canceled two consecutive class meetings or more.
2. The class meets once a week and must be canceled two consecutive class meetings.
3. The class meeting cannot be canceled due to requirements by external accrediting agencies or boards.
4. The class has a project deadline, and the deadline will be missed if the class meeting is canceled.
5. The quality of education will be unduly compromised by cancellation of the class meeting.
6. Other unusual circumstances exist which warrant the use of a substitute.
Instructors may not directly engage another instructor or individual to substitute for them unless directed by the division chair/dean. It is the responsibility of the absent instructor to provide adequate lesson plans or teaching assignments for substitutes.

Any substitute hired must be approved to teach in the area of assignment by the Board of Trustees and the Office of Instruction prior to employment and must be included on the board-approved substitute list. Time record forms for substitutes should be completed within five days of the date of substituting and forwarded to the appropriate division chair/dean.

Teaching Assignment

The Association/District agreement delineates the load requirements for faculty. Division chairs/deans are responsible for developing the schedule of classes in consultation with program coordinators and faculty. Division chairs/deans are responsible for the recommendation of teaching assignments to the vice president and for making required adjustments. Any questions on the schedule of classes or classes assigned should be addressed to the appropriate division chair/dean.

Online education faculty are encouraged to develop web-based online courses in their discipline. Support is provided through the Teaching and Learning Center and the Office of Instruction. For more information, please contact Dean, Instruction at 256-7156.

Textbooks

Textbooks must come from the approved textbook list available from the division chair/dean. Textbook adoptions request forms are sent to all faculty scheduled to teach approximately eight weeks prior to the first day of the semester. The deadline for return of these requests is stated on the form, and requests are to be returned to the Napa Valley College Bookstore's manager. Instructors hired after this deadline must use the approved book ordered by the division chair/dean. The instructor should check with the Bookstore manager immediately after being hired concerning books ordered for his/her class. Questions regarding textbooks should be addressed to the division chair/dean.

Instructor copies of textbooks are usually provided upon request by the publisher. Contact the bookstore manager for publisher information, such as phone numbers. Instructors may purchase a copy of the text from the Bookstore and a refund of the purchase price will be made when the new desk copy is returned to the Bookstore by the instructor.
The following section summarizes information in the college catalog. For a more detailed explanation, please refer to the current Napa Valley College Catalog.

Admissions Process

In order to provide students with informal guidance, it is important that instructors understand some of the basic goals of the admissions process.

Goals of the Admissions Process. Education is a partnership between college and student with a shared goal: the success of the student. The college has developed an orientation, assessment and advising program called the Student Success and Support Program (SSSP) that students must attend. It is designed to:

- Help students formulate their personal and educational goals.
- Provide a comprehensive process to promote attainment of students’ goals.

The process includes orientation to college services, assessment of individual skill levels, recommended course placement, and assistance in developing an educational plan. Thoughtful academic advisement throughout the process is provided by counselors, appropriate division chairs and program coordinators.

Orientation/Advising Sessions. The orientation session provides Napa Valley College students with information on programs, support services, activities, regulations, use of the catalog, and employment opportunities.

During the advising segment of the session, counselors and program assistants help students set educational goals, determine course placement, and select support services. This professional evaluation is based on multiple measures, including English, math and writing assessment scores, high school GPA, work hours, personal goals, life experience, motivation and attitude, study skills assessment, and previous coursework and its recency. The sessions are conducted by college counselors, instructors who feel a student is misplaced in a class should encourage the student to seek the advice of a counselor so that the student will be guided into another appropriate class.

Assessment. Assessment sessions gather vital student information using tests and other measures to help assess at which level students should be placed in math and English (or ESL). A college counselor or appropriate division chair evaluates the assessment results and recommends appropriate course placement and support services. The one- to three-hour assessment sessions are scheduled through the Testing and Tutoring Center.

Those students with an AA/AS or higher degree, or who have already successfully taken freshman English or math, do not have to be assessed. They can obtain a waiver through the counseling office.

Attendance and Registration

Regular attendance in all classes is important for satisfactory academic progress. The Napa Valley College attendance regulations do, however, make provision for a limited number of unavoidable absences. A student who has been absent for as many times as a class meets each week will have exhausted this provision for unavoidable absences. In the instructor’s judgment, further absences may be cause to drop the student from the class. Students may submit an appeal to the Associate Dean of Admissions and Records for assistance in re-entering a class. The instructor, student and Associate Dean must all agree on the standards to be maintained for re-enrolling. Appeals may be made to the Vice President, Student Services if the student does not agree with the petition determination.

A student must complete the registration process and pay applicable fees to attend a class. Registration information is available in detail in the front of the schedule of classes. If a student’s name is not listed on a roster even after an add code has been given to the student, the student must be asked to go to the Admissions and Records Office immediately to resolve the problem. Students not on the roster before the last day to add a class may not be added.
Auditing Policy

Students may audit most credit classes at Napa Valley College, except for physical education classes. However, because the college receives no apportionment from the State for students who audit, auditors do not count as part of the class enrollment. Because of this, instructors are asked to discourage audits; however, should the situation warrant that an audit be approved, the following process should be followed:

1. Student picks up the audit form in the Admissions and Records Office.
2. Instructor approves or denies audit application after the first day of class based on available space and student’s background. “Audit” students cannot take the space of a student enrolled for credit and will be dis-enrolled to make space for a regularly enrolled student.
3. The instructor determines the amount and type of participation to be completed by students who are auditing courses.
4. The student must submit the approved audit form to the Admission and Records Office to be added to the class.
5. The student must pay audit fees of $15/unit on WebAdvisor or at the Cashier’s Window (1500 building). (Students who have already enrolled and paid for 6 or more credit units are not charged an audit fee to audit 3 or fewer units per term.)
6. Under no circumstances may a student change an audit to regular enrollment after the add period is over.

Fee Collection

Do not collect fees from students in class. Students pay all fees online, at the Cashiers Office on the main campus or at the Upper Valley Campus.

Grades

For more information on handling grade rosters, please see rosters on page 34.

1. Grades. Napa Valley College assigns grades according to the following standards of work performed by students: A – excellent; B - good; C – satisfactory; D – barely passing; F – failed; P – satisfactory and credit awarded; NP – unsatisfactory and no credit awarded; W – withdrawal and no credit; MW – military withdrawal and no credit; I – incomplete; IP – in progress. Students may be dropped on the grade roster.

2. Incomplete Grade. Incomplete academic work due to emergency or justifiable reasons at the end of the semester, may result in an “I” grade. Consult with your division chair/dean before agreeing to the “Incomplete Grade Agreement” form (see Appendix for example). Incomplete grades must be designated by the grade the student will receive if the terms of the incomplete agreement are not met: “IF” = if not completed, will be F grade; “ID” = if not completed, will be D grade; “IC” = if not completed, will be C grade; “IB” = if not completed, will be B grade. The incomplete agreement requires the student’s signature agreeing to the grade that will be issued if the incomplete is not completed. The work must be completed during the next semester. After the work is completed, a change of grade card is submitted to the Office of Instruction by the instructor indicating the new grade. The incomplete agreement can be obtained from the Admissions and Records Office and Office of Instruction.

3. Pass/No Pass (P/NP). Instructors should explain this option to all students at the first and second class meeting. The student must enroll in the course and may select the P/NP option during the first five weeks of the semester. Please clarify with those students who wish to sign up for Pass/No Pass that the decision is final after the fifth Friday and cannot be changed. Courses in the major should not be taken P/NP. The student must complete a Pass/No Pass Grade Authorization form and return it to the Admissions and Records Office by the appropriate deadline. Specific dates are listed in the class schedule.
4. **Credit by Examination/Challenge.** A student may challenge and, if successful, receive credit for a number of courses currently being offered at Napa Valley College. Activity courses cannot be challenged. The student must be registered in at least one class but cannot be registered in the class he/she wishes to challenge. The form is available in the Office of Instruction in room 1531 and must be approved by the instructor and appropriate division chair/dean before forwarding to the Vice President, Instruction (see Appendix for example). The grade (including F, if the examination is failed) and/or credit earned will become a part of the student’s permanent record.

5. **Course Repetition.** Students are allowed to repeat certain classes as indicated in the college catalog. New enrollment limitations do not permit a student to enroll in the same course more than 3 times without prior authorization. In addition, students may repeat a course if they originally received a “D”, “F” or “NP” in the course. The forms are available in the Admissions and Records Office. The student should return the form to the Admissions and Records Office prior to re-enrolling in the course. Students who want to repeat a course for other reasons must obtain the instructor’s approval before submitting for Associate Dean’s approval. Please refer to the college catalog for more detailed information. Credit earned by examination/challenge cannot be used to change a grade or to remove a “W” or “I” grade.

6. **Evaluation of Student Progress—Grades.** Evaluation of student progress at NVC becomes meaningful only when the grades received by our students are honestly deserved. One of the professional duties and responsibilities of every instructor at Napa Valley College is to insist on complete honesty in class work, examinations and other phases of student activity. Students will benefit from receiving the grade they actually earn. Course outlines and division standards provide the bases for assigning grades. Check with your division chair/dean if you have any questions in this important area.

7. **Change of Grades.** Change of grade cards can be obtained from the Admissions and Records Office and Office of Instruction (see Appendix). The card must be fully completed with an appropriate justification included and the instructor’s signature before the Vice President, Instruction will approve the change of grade. Completed change of grade cards must be returned in to the Office of Instruction by the instructor—they must not be given to the student to bring into the Office of Instruction. Change of grade cards are not to be used to clean up students who stopped attending class to avoid giving them an “F” grade.

8. **Academic Honesty Policy.** The college’s “prohibition against cheating” means that students will not give or receive unpermitted aid in class work, in the preparation of reports or in any other work that is to be used by the instructor as a basis of grading. Please refer to the Napa Valley College catalog for more information.

9. **Final Examinations Schedule.** Final examinations are scheduled during the last week of instruction each semester. Normally, two hours are given to complete each final examination. Students are required to take final examinations in all courses. An examination schedule for each semester is in the class schedule and is also available from the Scheduling Office. All classes must meet through the last scheduled meeting day of the semester. Evening classes which have more than one class meeting date during the designated final examination period may hold the final on the second-to-last or last class meeting date. If the final is given on the second-to-last class meeting date, the class must still be held on the last scheduled meeting date. Evening classes which meet once per week must hold the final on the last final meeting date.
Staff FERPA Responsibility, Including Posting of Grades and Letters of Recommendations

Napa Valley College is responsible for maintaining educational records and monitoring the release of those records in compliance with the Family Educational Rights and Privacy Act (FERPA) and Board Policy S6410. Faculty and staff who have access to student educational records and legally responsible for protecting the privacy of the student by using information only when necessary to instruct, advise, or otherwise assist students. Faculty and staff should not access student information for any other purpose, share information about students, and access information on their spouse/partner, children or relatives.

Faculty and staff are responsible for maintaining both the security of their computer and workstation. Do not leave your workstation or computer unattended while logged into WebAdvisor or any other programs that access student educational records, and do not give your password to other employees or students.

When you receive an inquiry about a student, you should refer the inquiry to the Admissions and Records. If the inquiry is with a student enrolled in your class, conversations about grades or tests are confidential discussions and should happen in your office, not in the classroom when other students are present. Personal conversations with students are kept confidential with the exception of state mandated reporting requirements (e.g., abuse, threats of suicide).

Posting grades or test scores on an office door is permitted by FERPA only if the information is posted in random order by using a random number or secret code identification system. Do not use any portion of social security numbers, date of birth or telephone numbers. These are not acceptable codes for the reason that they can be used to easily identify a student. The Office of Instruction encourages instructors to post grades using a password protected site such as Blackboard and do not leave homework assignments for pick up, or distribute other student-specific information except by directly communicating it to the student in a fashion that protects their privacy.

Faculty and staff may be asked to write a letter of recommendation for a student. If the letter covers information protected by FERPA, faculty and staff must obtain consent from the student in order to release that information.

Family Educational Rights and Privacy Act of 1974 (FERPA) Board Policy S6410

All student records are kept in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. A student may request access to his or her individual records and may challenge the accuracy of the record or the appropriateness of its retention.

A student’s consent is needed for the release of records covered by the act. Student consent is not required for release of records to agencies entitled to access under the provisions of the act, e.g., campus officials, other schools, federal educational and auditing officers, and requests in connection with the application or receipt of financial aid. These provisions apply to records the student has requested or given consent to be released, account. The campus is an adult community, nor organized for the safety of young children. Faculty should discourage parents from bringing children into college classes.

Questions about the college’s records procedures should be directed to the Associate Dean, Admissions and Records. Complaints as to improper release of records may be filed with the Department of Education, 600 Independence Avenue, S.W., Washington, D.C. 20202-4605.
**Prerequisite Challenge Process**

Per education code, individual faculty members cannot waive the requirement of a prerequisite. The student must go through the challenge process.

Students who wish to challenge an English prerequisite are sent to the Testing and Tutoring Center (TTC), and the staff will assist each student with appropriate next steps. For any other challenges, students must meet with a counselor. The counselor will assist students and guide them appropriately as to next steps. Instructors will receive a copy of the letter to the student if the challenge is denied.

**Do not** allow a student to remain in your class if his/her prerequisite challenge was denied. This only complicates matters as we are working with students. If you have questions about the validity of a student's class attendance, please contact your division chair/dean, the math department coordinator, or the TTC, whichever applies in your situation.

**Rosters (Census, Attendance, Preliminary, and Grade Rosters)**

During the first class meeting and until late registration closes, admit students by providing an add code. Students can register using an add code online on WebAdvisor. Students must also pay fees immediately. Students may be added to classes this way through the late add period.

Although students are responsible for dropping classes they are no longer attending, instructors are also responsible for maintaining accurate enrollment records. **Since the college receives state funding based on enrollment, it is incumbent upon each instructor to drop students who are not attending class and to ensure that those who are attending are officially enrolled.** Instructors can drop students not attending up to the 13th week of the term. Drop dates are published in the schedule of classes. Students who have never attended must be dropped by the last day of drop without a “W”, and the roster must be certified.

Students who are not dropped from class must be assigned a letter grade at the end of the semester (change of grade cards cannot be used for this purpose). Final grades should be entered into WebAdvisor by the last day of finals week. If grades are not submitted by the deadline, students may not receive transcripts in a timely manner, students' grade reports may be delayed, and state funding for NVC may be negatively impacted. Instructors of classes based on positive attendance are required to enter hours on WebAdvisor. Be sure to submit grades and certify rosters by the specified deadlines.

**Instructions on accessing rosters via the Web.**

Rosters are available online. With your online roster you will be able to see real-time enrollment in your classes and have access to necessary student information. In order to access your roster, please go to http://www.napavalley.edu/ and click on WebAdvisor located at the top of the homepage.

After clicking on Webadvisor choose **WEB-ADVISOR FOR FACULTY.** If this is the first time you have ever logged in, follow these steps:

1. Click the “Log In” button in the upper-right corner.
2. Click “What’s my user ID?”
3. Enter your last name and social security number
4. You will see your User Name. It must always be **all lower case.** Write it down and save it in a safe place.
5. Click “Log In.”
6. Enter your User Name and Password. Your initial password is your date of birth in the format **MMDDYY** (i.e. March 26, 1963 would be 032683).
7. Click the **SUBMIT** button.
8. You will be told that your password has expired. This is so you can choose your own password. You must use the same username, then choose a **password** that is between 6 and 9 characters long, and it must contain at
least one number. You will also be asked to put in a password hint (you may use this later if you forget your password). Enter your same username, your new password twice, and your password hint. Write your password down and keep it in a safe place.

9. Click the SUBMIT button.

Once you have logged in, click on CLASS ROSTER. Choose the term (i.e., 12/SU for summer 12) and click submit. This will return all of your classes for that specified term. You can then choose a class by clicking on the box to the left of the selected class and click submit. This will return you a list of students. Instructions will follow on how to save your roster to an Excel file. Students can be added to classes using the add codes assigned to all classes once the add period begins.

Waiting Lists

An automated waiting list system has been adopted for students wishing to register in closed classes. The waiting lists are maintained up to the first day of classes.

When a class has reached the maximum enrollment, the student is added to a waiting list and notified via email. Students are listed on the waiting list roster in the order that they first attempted to register in the class. No waiting list is kept after the first day of classes. If an instructor wants to admit students who are on the waiting list, a signed add code is given to the student. The student can use the add code to register on WebAdvisor.

Withdrawal from Courses

Instructors should thoroughly review the drop procedures with all students. It is advisable to inform students of your procedures in writing. Students are responsible for dropping a course. They drop a class by submitting a drop card to the Admissions and Records Office or online. Please check your online roster weekly for updated information.

Drop dates are listed in the current schedule found online and are distributed with add cards. Instructors may drop students online. Students who have never attended must be dropped by the last day to drop without a “W” before the roster is certified. All students who are no longer attending class must be dropped by the end of the 13th week of instruction. (Summer session dates will vary.)

It is the responsibility of the college and the instructor to encourage the student to remain enrolled at Napa Valley College and to seek appropriate classes in which they can succeed. However, in no case may you drop a student from class who is attending regularly.
Office of Student Services

The Office of Student Services, Room 1330, administers the departments and programs providing non-instructional student support. These programs are valuable resources to help our changing population succeed in college. The vice president is available to consult with faculty in regard to student issues, disciplinary problems, or other issues concerning students. Additional information regarding student support services is available in the schedule and catalog or check the department’s website, http://www.napavalley.edu/studentservices/Pages/studentserviceshome.aspx, for specific information.

Accident Insurance – Students

All credit students have paid the health fee and are covered by a secondary accident insurance for class-related injuries sustained as the direct result of an accident. A report of accident and a student insurance claim form should be completed and signed by the instructor and submitted to the Risk Management Services Office for filing. If medical treatment is required, the student should be referred to an emergency room or other medical facility. Related medical bills are to be sent to the Risk Management Services Office.

Dealing with Student Problems

In the course of teaching, instructors often must deal with a variety of student problems. If a student problem seems to be one of general concern to the whole class, it is recommended that the instructor take time to address the issue or solve the problem in class. If, however, the student problem concerns only one student or a small group, it is recommended that the instructor ask the student(s) to see him or her during the break after class or at another time. Certainly personal issues should be handled with great sensitivity and in private (not in the classroom). The instructor should avoid embarrassing or negatively criticizing students. For administrative regulations on dealing with student’s disruptive behavior, review the Standards of Student Conduct in the Appendix.

If a student/instructor issue arises, every effort should be made to resolve concerns before referring the student elsewhere. If a problem is not resolved, the instructor should consult his or her division chair/dean. After conferring with the division chair/dean, depending on the nature of the issue, the Vice President, Student Services or the Vice President, Instruction will be available for consultation. Every effort should be made to resolve the problem between the instructor and the student. At the same time, instructors should assist students by referring them as appropriate. For procedures on handling grievances, review the Student Grievances and Complaints policy in the Appendix. For procedures on handling student complaints, please refer to the handout titled “Getting Help with Difficulties You Encounter at NVC” in the appendix (also found in the Student Services website under Student Rights and Responsibilities).

Faculty members are expected to conduct themselves with the highest professional and ethical standards in terms of dealing with students. The instructor’s demeanor, language, and personal behavior will be closely scrutinized by students.

Because the instructor holds a position of authority in relation to students, it is extremely important for the instructor to be careful in making comments or taking action which may be misconstrued by students. The district’s policies regarding sexual harassment, access for the disabled, and non-discrimination should be carefully studied by each instructor. The policies are distributed during the hiring process and are also available in the Human Resource Office.

It is important that instructors respect the privacy and confidentiality of students. Tests, grades, and other personal information affecting the student are confidential and should be treated as such. Questions regarding confidentiality and privacy should be directed to the appropriate division chair/dean or the Vice President, Student Services or the Vice President, Instruction.
Ombudsperson (Student Advocate)

If students do not know where to go to resolve a problem, or if they feel they have tried unsuccessfully to settle complaints through routine channels, the Ombudsperson may be of assistance. The role of the Ombudsperson is neutral and confidential, with the authority to investigate complaints, provide information and referrals, and resolve problems. The role of student ombudsperson is temporarily filled by the Dean of Counseling, phone (707) 256-7350.

Referring Students for Help

Because of a faculty member's close relationship with students several hours each week in class, instructors may become aware of certain problems that students are experiencing. For example, a student may need a tutor or the student may be thinking about dropping out of school because of financial or child-care problems. At Napa Valley College, we pride ourselves on providing personal service to our students. We want our students to have every opportunity to succeed. We expect instructors to become familiar with the services offered outside of the classroom so they can refer students for additional support. For an overview of services, please refer to the Student Services website.

Admissions and Records

The Admissions and Records Office staff help students with admission to Napa Valley College, registration for classes, adds and drops, transcript requests, enrollment verifications, and graduation petition processing. Staff members also answer a variety of questions related to college policies and procedures. Any questions regarding class enrollments or rosters should be addressed to this office.

Office of Student Life/Associated Students of Napa Valley College (ASNVC)

The Office of Student Life is located in the 1300 building in room 1342. The department advises the ASNVC Student Governments Board members and coordinates the approval of NVC chartered clubs and organizations. The ASNVC Office provides the following services to students, faculty and staff: ID cards, housing board, Emergency Student Funds, student resources, intermural sports and participation in shared governance.

The ASNVC ID card is purchased at the Cashier's and picked up in the ASNVC Office. The card can be used for discounts outside of campus and free checkout of Student Activities Center Board Games and Activity Equipment. The housing board lists local rooms to rent and places to rent. The Emergency Student Fund is for students who are in need of money due to an unforeseen action or event that happen on campus. Students can apply for a $300 grant per student. Participation in shared governance is for students who are interested in serving as the student representative on campus general and/or hiring committees. For more information, please contact the Coordinator of Student Life at 256-7341.

Career Center

The Career Center provides students with information and resources to assist them with career and college major decisions and finding employment. Individual counseling appointments for academic, career, and short-term personal counseling are available through the Career Center. The job developer offers listings and referral for off-campus part- and full-time jobs at www.myinterface.com/napavalley/student. Job search services include resume writing and interview skills preparation.

Child Development Center

The Child Development Center is a state-licensed child development center that serves over 125 student families each year. The center provides programs for children aged three months to five years. Priority for admission is based on state
guidelines; fees are based on a sliding scale established by the State Department of Education. The center is also an observation site for Napa Valley College’s departments of Child and Family Studies, nursing programs, and Police Academy.

**Counseling Office**

Counseling faculty assist students with educational course planning, career exploration, vocational and transfer degree requirements. Personal counseling is provided to students to help increase their opportunity for success. An instructor may refer students to counseling or request a counselor to assist them with a student.

**Financial Aid, EOPS, CARE, CalWORKs, Student Support Services, Talent Search, and Veterans**

Financial aid is available to students who need assistance with the cost of their education. The Financial Aid/EOPS Office offers a variety of aid programs, including grants, loans, scholarships, and work/study opportunities to assist students in meeting the cost of attending NVC. Students are urged to contact this office for application information.

Extended Opportunity Programs and Services (EOPS) offers a wide variety of special support services and financial aid to eligible students, including academic and financial aid advising, personal and career counseling, registration assistance, outreach activities, and assistance with transfer to four-year schools or transition to work.

Cooperative Agencies Resources for Education (CARE) is part of EOPS and provides financial aid for books, transportation and child care, as well as counseling and other support services to single parents. To qualify, a student must apply and be eligible for EOPS, must currently be receiving cash aid assistance from CalWORKs or TANF and must have at least one child under fourteen years of age.

California Work Opportunity and Responsibility to Kids Act (CalWORKs) is a state-funded Welfare-to-work program designed to help students on public assistance become self-sufficient. NVC Cal/WORKs program works together with on campus services and other community agencies to provide students comprehensive support services that promote self-sufficiency through education, vocational training, and employment.

Student Support Services (SSS) TRIO is a federally funded grant program through the U.S. Department of Education, designed to provide academic support to low-income, first generation, and students with disabilities to enhance their success in college. Students must meet federal income criteria and must have a goal of obtaining a certificate or A.A./A.S. degree and transferring to a four-year institution. Program participants will receive services that include academic advising, counseling, tutorial assistance, financial and economic literacy, FAFSA assistance, transfer assistance, cultural and academic field trips, and specialized workshops. For more information, contact the SSS TRIO Office.

Talent Search is a federally funded pre-college TRIO program designed to reach out to low-income, potential first-generation college students to encourage them to stay in school, promote to the next grade level, graduate from high school and attend college. Services include counseling, advising, tutoring, mentoring, college visits, and cultural activities. Identified schools in the Napa Valley Unified School District are eligible for services.

Veterans services are available to aid veteran students and dependents who receive educational benefits from the Veterans Administration (VA). Students who intend to use VA educational benefits must contact the office each semester to complete all necessary forms. It takes the Veterans Administration a minimum of eight weeks to process the documents for benefits, and students should plan accordingly. Those seeking four-year degrees are advised to keep track of their entitlement and anticipate any funding limitations.
Learning Services
The Learning Services department serves the educational needs of students who are experiencing difficulties learning, including those with learning disabilities. NVC students may refer themselves for diagnostic evaluation. Information from the testing process is used by learning disability specialists to determine accommodations that may support students in being successful in the college environment. Call 256-7442 for assistance.

McCarthy Library and Other Services
The McCarthy Library is located on the first floor of the LLRC. The Library is open Monday-Thursdays from 7:30am to 8:00pm and on Fridays from 7:30am to noon (hours are reduced for summer). The Library is closed on weekends. A print collection (reference, circulating books, print periodicals) is housed on the first floor along with study areas, media viewing rooms, and computer access (both PC and Macs), and a printing center for students. Instructors can put course textbooks and readers on reserve at the Circulation Desk. In addition to print resources, the library has DVDs, CDs and videocassettes, as well as extensive selection of online databases. Databases are available via the “green” Database link on the McCarthy Library website: http://www.napavalley.edu/Library/Pages/default.aspx

The library is part of a large consortium of member libraries including Napa County Libraries and Solano College. As such, books and materials can be borrowed through Inter-Library Loan from partner libraries and delivered to the branch nearest you. To access the catalog, use the “blue” books link on the library homepage.

Orientations and Instruction: Reference librarians are available to assist you and your students. Orientation sessions can be arranged by appointment by calling 256-7430. NVC Librarians are happy to collaborate with you and tailor information competency instruction to your students’ needs.

Group Study Rooms: The library is equipped with several group study rooms available for groups of two to six. White boards are included and special whiteboard pens are given out at the Circulation Desk.

Classrooms and Meeting Rooms: There are several classrooms and meeting rooms available in the library and LLRC. To make a room reservation go to: http://www.napavalley.edu/llrc/Pages/RoomReservations.aspx

Media Viewing Rooms: Media viewing rooms are primarily for groups of two to eight that need to view a video or can also be set up to view computer images. While Media Center oversees the media viewing rooms, the rooms are located in the library and are available on a first-come, first-serve basis. Library circulation staff can assist you and/or your students as well. For individuals wishing to watch movies (e.g. DVDs, VHS), there are media viewing stations available. Inquire at the Circulation Desk for assistance. Instructors have the option of placing a video on reserve in the library for students to use. In this case, only staff would have access to the video, and would set the machines up for student viewing.

Production Studio: Our in-house Production Studio, located on the second floor of the LLRC, provides video-recording of classes for online streaming, video duplication, video format conversion, audio for instruction and assistance with instructional aids such as embedding video. For assistance, contact Choolwe Kalulu, Media Services Technician at 256-7556 or via email: CKalulu@napavalley.edu.
Mathematics Engineering Science Achievement (MESA)
The MESA California Community College program is an academic retention program that supports educationally disadvantaged community college students to excel in math, engineering and science so they can transfer to four-year colleges or universities as majors in these fields. For more information, please call 256-7280.

Nursing Skills Lab
The nursing skills lab is available for students in the Associate Degree Nursing, Vocational Nursing, and Psychiatric Technician Programs. Nursing skills for these programs are practiced in the skills lab. The Wine Country Regional Simulation Center at the Holdeman Hospital in Yountville is also available for Napa Valley College as well as being available to outside organizations on a fee-for-service basis.

Puente Program
Puente is an accelerate one-year, learning community program that focuses on Mexican-American and Latinos literature and issues. The mission is to assist students to transfer to four-year colleges, earn college degrees, and return to the community as leaders and mentors. The program is open to all students. For more information, please contact the Puente Counselor at 256-7235.

Scholarships
NVC Foundation Scholarships ranging from $100 to $5,000 are awarded each year to students. Annual workshops, along with individual assistance are provided to help students with the application process. All students are encouraged to apply. Applications are accepted in December and January for the following academic year. For more information contact the Financial Aid/EOPS Office.
**Special Services**
The Office of Special Services provides program support services and reasonable accommodations to meet the unique needs of students with physical, developmental, learning and/or psychological disabilities for more information see page 19 of this handbook. For additional information contact 256-7442.

**Alternate Media.** Alternative Media creates specialized media for eligible students. Call 256-7453.

**Testing & Tutoring Center (TTC)**
The TTC program proctors tests for students with documented disabilities. They will proctor tests for the general student population as a courtesy. In order for students to take an exam in the TTC instructors need to complete an Academic Exam Direction Cover Sheet to be attached to the exam. The exam, along with the Exam Direction Cover Sheet can be:

1) Hand delivered to the TTC by the instructor (or designated staff),
2) Delivered to the TTC through the campus mail, or
3) Placed directly in the TTC mailbox located in the 1000 building faculty boxes or on the lower floor of the LLRC (by the Adjunct Faculty mailboxes).
4) Emailed to ttc@napavalley.edu. Email must include both an electronic copy of the exam and either an electronic or scanned copy of the completed Academic Exam Direction Cover Sheet.

TTC staff regularly pick up exams from mail boxes located in the faculty office, 1000 building, and the Adjunct Faculty boxes in the McCarthy Library, 1700 building. Blank Academic Exam Direction Cover Sheets can be found in the forementioned mail boxes, TTC’s website and at the TTC office. Exams can be dropped off and picked up in person at the TTC, room 1764, during normal operating hours. For additional information please see the TTC website www.napavalley.edu/Academics/TestingCenter/Pages/welcome.aspx or call us at 256-7434. If you have a student who would like to be tested for learning disabilities, visit the Learning Services website: www.napavalley.edu/StudentServices/DSPS/LS/

**UMOJA Program**
The UMOJA Community is a learning community and critical resource, dedicated to enhancing the cultural and educational experiences of African American and other students. The UMOJA community seeks to educate the whole student—mind, body, and spirit. We believe that when the voices, and histories of African American students are deliberately and intentionally recognized, the students will view themselves as valuable, and worthy of an education. The program provides counseling and speech courses; workshops (math, English), tutoring, leadership opportunities, cultural fieldtrips, college tours, and academic counseling that will assist students make smooth transitions into a four-year university or college. For more information contact Jeannette McClendon, 256-7494, jmcclendon@napavalley.edu. The UMOJA Community is located in building 800, Rooms 862-865.
Writing Center
Students may make 30 minute appointments in the Writing Center, Room 832, for up to ten hours per semester to get feedback on essays and other writing projects. Those wishing to combine such feedback with more intensive work on their writing skills and on specific skill areas of grammar, sentence structure, punctuation, spelling, and vocabulary may enroll in the Writing Center class, English 84, which provides self-paced coursework individually tailored to students’ needs. The class may be taken for .5 unit or 1 unit of credit. The Writing Center’s day and evening hours are posted near the door of room 832. For more information, visit the Writing Center’s website: www.napavalley.edu/academics/writingcenter
Academic Freedom Board Policy 7100

Academic freedom in a free society is the right, indeed the obligation, of professionally qualified persons to inquire about and teach the truth as they see it. Exercised within a framework of academic discipline, it includes respect for the rights and opinions of others. (The Academic Freedom Policy is listed in the Appendix.) Thus, the governing board of the Napa Valley Community College District holds that at Napa Valley College the following conditions shall exist as follows:

1. Freedom to select textbooks, library materials and all teaching materials covering a wide range of subject matter by persons of various and even extreme persuasions;
2. Means by which the views of diverse speakers may be presented; and
3. An absence of restraint on the right of teachers and students to inquire freely into any and all areas of human thought.

Academic Rank

Academic rank is applied for through the Faculty Standards and Practices Committee of the Academic Senate. All adjunct and non-tenured faculty have the rank of instructor. The rank of professor is given with the achievement of tenure.

Academic Senate

The Academic Senate represents all faculty for academic and professional matters. Its primary function is to make recommendations to and agreements with the governing board of the District with respect to academic and professional matters. The Senate also makes recommendations to the administration and board of matters pertaining to the conduct and welfare of the college. Major Senate functions include helping ensure quality instruction and student services and enhancing the professional status of and collegiality among faculty.

All certificated faculty, whether in instruction, counseling or library services, full- or part-time, permanent or temporary, are members of the Academic Senate and are entitled to the rights granted by the Napa Valley College Academic Senate Constitution. All are encouraged to participate in the Senate.

There are eleven standing committees within the Academic Senate:

- Executive
- Academic Standards & Practices
- Basic Skills
- Curriculum
- Distance Education
- Faculty Standards & Practices
- Learning Outcomes and Assessment
- Professional Development
- Scholarship
- Social—SUSPENDED
- Student Standards & Practices—SUSPENDED

The Academic Senate co-chairs the shared governance committees (Planning and Budget) and is represented on District committees.

The Academic Senate Office is located in Room 841.

Curriculum

The Curriculum Committee shall evaluate and make recommendations on matters related to the credit and non-credit curriculum. Course and program additions, deletions, or significant changes or program requirements or in course outlines must be acted upon by this committee.

Membership: The committee will consist of the following Academic Senate members: the faculty division chairs, articulation officer, librarian, and ten additional faculty members—with one from each instructional area. Non-senate members of the committee are: the Vice President of Instruction and Student Services, the Director of Criminal Justice Center, the Dean of Community Education, the Dean of Health Occupations, the Dean of Occupational Education, the Credit Schedule Developer (classified representative), and one
student representative appointed by the Associated Student Body.

The Curriculum Committee will be co-chaired by the Vice President, Instruction, and a faculty member elected by the committee. Elections for Curriculum Committee Faculty Co-chair will be held in the fall of the academic year in which a new chair will be elected. The co-chair-in-training will attend both the pre-curriculum and the curriculum meetings. The trainee will not vote unless he/she is a current member of the Curriculum Committee. The trainee will meet as many times as is convenient, as there will be no compensation or release time during the training period. The trainee will assume the full responsibilities of Faculty Co-chair on July of the year in which he/she is elected by the Curriculum Committee. The Faculty Co-chair will receive secretarial support from the Scheduling Office.

The Curriculum Committee operates on the principles of shared governance. Assistance in all aspects of curriculum development is available through the division chairs/deans or the Academic Senate curriculum co-chair. Deadlines for submitting curriculum proposals are published at the beginning of the academic year and may be requested through the Scheduling Office. The following is the charge of the committee.

1. Develop written procedures for new course and program submission and approval. The Senate is to approve processes and procedures.

2. Act as a resource to the Academic Standards and Practices Committee on issues relating to curriculum, such as changes in graduation or general education requirements.

3. Review and make recommendations on proposed new courses and new programs and on course and program revisions. Recommend additions, deletions, and/or changes in course outlines for new and established courses. This includes ensuring appropriate course numbering, format, units, catalog description, assignments, course objectives, and course content.

4. Classify courses into appropriate disciplines and divisions, and indicate which are transferable. The committee will determine if a course is classified as General Education and into which category it should be placed.

5. Review and make recommendations on proposed course deletions and inactive status.

6. Make recommendations concerning course and program changes to the Academic Senate and to the NVC Board of Trustees for approval; these parties shall employ the mutual agreement process delineated in the Shared Governance Policy (Board Policy D1140).

Minutes and agendas of all meetings can be printed from the college's website (http://intranet) and shall be posted on the Senate bulletin board.

Division Meetings
Division meetings are held regularly to discuss information of college-wide or division importance. All full- and part-time instructors are encouraged to attend these meetings.

Evaluations
Tenured instructors are evaluated every three years. Contract instructors are evaluated on a yearly basis for the first four years of employment. Both evaluation processes are administered through the Second Vice-President of the Academic Senate. Guidelines can be obtained from the Academic Senate Office or web page.

Faculty Association
Also known as the “Association,” this organization is the exclusive representative for purposes of collective bargaining for regular and contract faculty (tenured and non-tenured) and adjunct credit instructors who have taught three of the last five semesters.

The Association’s policy-making body is the membership at large. Members are both full- and part-time faculty. The Association is affiliated with the California Teachers’ Association (CTA), the National Education Association (NEA), and the
Community College Association (CCA). Membership is voluntary.

The Napa Valley Community College District and the Napa Valley Faculty Association/CCA/CTA/NEA enter into a contractual agreement every one to three years. The agreement covers the following areas, but may not be limited to, and should be consulted if there are questions regarding these issues:

- Association Rights
- Employee Rights
- Nondiscrimination
- Public Charges
- Health and Welfare Benefits
- Hours of Employment
- Leave Provisions
- Resignations
- Grievance Procedure
- Payroll Deductions
- Personnel Files
- Salaries
- Academic Calendar
- Instructional Load
- Reassignment Policy

Faculty Ethics Policy

The Academic Senate Faculty Ethics Policy was developed with the intent to protect academic freedom, to help preserve the highest standards in teaching and scholarship, and to advance the mission of the college as an institution of higher learning.

This policy includes four sections: (I) notes the responsibility of the administration to maintain conditions that protect and encourage the faculty in its central pursuits; (II) defines normative conditions for faculty conduct and sets forth types of unacceptable faculty conduct; (III) establishes guidelines for implementing the ethics policy; and (IV) sets forth investigative, hearing and appeal procedures, and possible Academic Senate actions. The complete policy is available from the Academic Senate Office.

Instructional Excellence Day (Flex Day)

The purpose of the Flexible Calendar Program is to provide time and resources for faculty and staff to participate in instructional improvement activities that will result in professional and organizational growth.

Instructional Excellence Days (Flex Days) are designed to provide staff development activities "in-lieu-of" regular instruction. Flex days are held for a total of three days a year; two days are offered at the beginning of fall semester, and one at the start of spring semester.

Napa Valley College Professional Development Grants

Grants are available to enhance professional development of all staff related to college goals and are supported through funds stewarded by the Napa Valley College Foundation and NVC District Auxiliary Services (DAS). This can include professional development activities that increases student success, promote college-wide standards of excellence, increasing access for students, utilize effective use of appropriate technologies or improving teaching and learning capacity. The guidelines, criteria, and timeline for the application process are distributed by the NVC Staff Professional Development Committee. For additional information, contact the chairperson of the NVC Staff Professional Development Committee or the Office of Institutional Advancement, 256-7110.
Sabbatical Leave

A sabbatical leave may be granted to pursue a course of study, to conduct research relative to an applicant's field, or to engage in any specific activity which, in the judgment of the Academic Senate Professional Development Committee, will enable him/her to improve the quality of his/her work or to make a significant contribution to the science of his/her field. For a current sabbatical request form, which includes instructions, contact the chairperson of the Professional Development Committee or the Academic Senate secretary. Unit members who are regular certificated employees are eligible for sabbatical leave upon completion of seven years of continuous service. A unit member makes application for such leave to the Academic Senate Professional Development Committee. Complete provisions of the sabbatical leave policy are contained in the District/Association agreement. The due date for submission is in September. Sabbatical Leave Applications are available in the Academic Senate office.

Applications for sabbatical leave must be carefully prepared. Applicants should contact the Academic Senate Office to obtain further information. If you plan to apply for a sabbatical in the fall, please note the following:

1. Applications can be obtained from the Academic Senate Secretary in the Faculty Office.
2. Completed proposals must be submitted to the Academic Senate Office in late September. No late requests will be accepted.
3. If desired, you may request copies of previous successful proposals from the chair of the Faculty Standards and Practices Committee.
4. For questions or help regarding the writing of your proposal, you can contact the Chair, Professional Development Committee.
5. For questions regarding the procedure for sabbatical evaluation criteria and ranking, see the Academic Senate website or contact the Chair, Professional Development Committee.

Staff Development

The purpose of the staff development program is to enable faculty, classified, and administrative staff to have opportunities for personal and professional growth. It is intended to enhance their ability to respond to the variety of dynamic pedagogical, social, demographic, economic, and technological changes impacting the college’s effort to fulfill its mission.

Staff development activities as workshops, trainings, retreats and field experiences are provided throughout the year for faculty, classified and administrative/confidential staff. Activities are announced through the Teaching and Learning Center (TLC) located in the Library and Learning Resource Center building (LLRC), room 1770, phone 256-7412. Professional development activities are determined through the Academic Senate, Professional Development Committee (composed of faculty and the TLC Director), the Classified Staff Professional Development Committee (composed of classified staff), and the Staff Development Committee (membership is representative of the institution). The TLC web address: http://www.napavalley.edu/Academics/Instruction/tlc/Pages/TLCHome.aspx
Teaching and Learning Center (TLC)

The Teaching and Learning Center (TLC) is the hub for professional development for Napa Valley College faculty and staff. Services include workshops on effective practices, tools and techniques for teaching, counseling, NVC operations, and use of technology to strengthen teaching, counseling and administration. Faculty and staff are welcome to use the center’s computers, scanner and presentation tools for individual or group needs. For additional information, call 256-7412 or visit the TLC website at: www.napavalley.edu/Academics/Instruction/tlc/Pages/TLCHome.aspx

Travel and Conference

Travel and conference funds for faculty are administered through divisions. The request for travel and conference expense form (see Appendix for sample form) must be approved by the division chair before forwarding to the Office of Instruction for approval. Requests need to be submitted at least three weeks in advance of the activity. Funding sources must be identified or it will be returned, possibly delaying the request.

A travel and conference expense voucher, with the appropriate original receipts, must be submitted to the office that approved the request (e.g. Foundation, Planning, or division) in order to be reimbursed for expenses approved through the original request.
Emergencies

Emergency phones. Emergency phones are located at various locations throughout the campus. To obtain help on campus:

- Emergency 911
- Urgent Help 7777
- Routine Help 7770
- To obtain help via a cell phone, please call 256-7777.

Fire/Explosion. Activate the nearest fire alarm immediately and report the fire by calling 911 or 511. Fire alarm pull boxes may also be used to summon emergency help if you cannot reach a telephone.

Medical. In event of a classroom mishap, determine if the situation is life threatening. If the situation is life threatening, call 911. If emergency first aid is indicated, use only procedures with which you are familiar. Faculty not familiar with emergency procedures should seek this information. For more emergency information, see the Napa Valley College Emergency Procedures Handbook or the Napa Valley College website at www.nvcpd.org, look for the Emergency Procedures tab.

At the main campus location, stay with the injured/ill person(s) and ask someone to notify college police using emergency phones. Notify administrators of the emergency as soon as it is possible by contacting the Office of Instruction in room 1531 at 256-7150. After hours (between 7 p.m. and 7 a.m. weekdays and all weekends) at the main campus location, call the on-duty officer at 256-7777.

At the UVC or an off-campus location and if paramedics are required, stay with the person(s) and ask someone to dial 911 for emergency services. State the nature of the problem and give the location.

Power outage and rolling blackouts. If there is a power outage during your class, please follow the guidelines below:

If the power outage occurs during daylight, the college will remain open. The decision to continue a class will depend on whether you have enough light in your area. If you are in a classroom with windows and outside doors, please open the door and continue teaching. If you are teaching in a room with no light, you should contact the Office of Instruction for direction. If you are teaching a class that is dependent on technology, please continue the class in a lecture mode if possible. If not possible, contact the Office of Instruction for direction. At the UVC or off-campus location, please contact, the staff at the UVC campus for direction.

If the blackout occurs during nighttime (it is dark out), classes may be excused after waiting an appropriate time as follows. When the lights go out, please remain calm, use whatever light sources you have, and wait in your room or area for 15 minutes. If the lights have not come back on, you should have your students make their way to their cars and leave the campus.

Emergency light stick boxes have been installed in some classrooms. They contain two light sticks that can be removed and used as a light source. Information about how to handle other emergencies can be found on the website at www.nvcpd.org.
Emergency Alerts & Information

Current Napa Valley College students, staff and faculty are automatically registered as members of NVC Communicate, the College’s comprehensive emergency alert system.

Alerts will be sent to the email account you provided upon registration or to your official NVC email account. If you wish to get emergency text messages, send a text message to 30890 … in the message area type “Join 170740”.

There is no charge to subscribe to NVC Communicate; standard message rates may apply depending on your individual plan.

Additional safety information can be found at www.nvcpd.org.

Safety

It is the policy of Napa Valley College to provide safe working conditions for all employees, students and guests and to promote continuing safety awareness at all levels. It is our belief that safety awareness is the basis on which a comprehensive safety program must be founded since, without this foundation, safety is seriously compromised.

The college recognizes its responsibility to provide for the safety of employees, students and guests; to develop and maintain plans for emergency response, hazard communication, and injury prevention; to provide safety devices and mechanical safeguards; to use methods and processes that protect the life, health, safety, and welfare of employees, students, and guests; and to maintain and enforce a program that fulfills this responsibility.

An appointed area coordinator will have the authority and responsibility to develop, initiate, maintain, review, and enforce safety procedures consistent with established policies, practices, and regulations.

Because personal health and well being is so important, it shall be considered each employee’s responsibility not only to assure his/her own personal safety but also to develop and demonstrate a concern for the safety of all co-workers. Employees shall at all times, while in the employ of Napa Valley College, conduct themselves and perform work in a safe manner consistent with existing safety rules.

If you have any questions regarding safety policies, procedures or programs, contact your division chair/dean or the Risk Manager, Matt Christensen at 256-7580.

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*Please note this is not a comprehensive list. See college phone directory for a more detailed list.
APPLICATION FOR CREDIT BY EXAMINATION
(PROCEDURES ON OTHER SIDE)

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<th>Section Number</th>
<th>Title</th>
<th>Semester</th>
<th>Units</th>
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Justification for challenge request must be completed. Include past education and/or experience which justifies why you are qualified to challenge this course:

<table>
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<tr>
<th>Student’s Signature</th>
<th>Date</th>
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<th>Denied</th>
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<th>Vice President, Instruction’s Signature</th>
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*TO THE INSTRUCTOR:
The instructor has the authority to deny the application if he/she feels the student is not sufficiently qualified. If so, he/she should so indicate above and return to the Office of Instruction.

When the instructor, division chair and the Vice President, Instruction, have approved the request, and the examination is completed, the instructor must return this application and a completed change of grade card to the Office of Instruction.

Paid

<table>
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<tr>
<th>Enrollment Fee</th>
<th>Out-of-State/Foreign Student Fee</th>
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</table>

Note: Receipt must be attached.  
Revised 5/07
CRITERIA FOR CHALLENGING A COURSE:

- Approval is based upon consideration of the applicant’s background and availability of qualified instructors to give the examination.
- The student must be enrolled at the college during the semester he/she wishes to challenge a course.
- The course to be challenged must be offered in the current semester.
- The student cannot be enrolled in the class he/she is challenging.
- The student must receive the letter grade earned on the examination, including an “F” if the student fails the exam.
- Credit earned by examination/challenge cannot be used to change a grade or to remove a “W” or “I” grade.
- The student must pay for the course being challenged.

PROCEDURES:

STEP 1: Be a currently enrolled student at Napa Valley College, but not enrolled in the course to be challenged.

STEP 2: Verify that the course to be challenged is offered in the current semester. (Do not enroll in the course.)

STEP 3: Fill out the Application for Credit by Examination form on the other side. (In the justification area, be sure to include past related education and/or experience which demonstrates your knowledge of the subject matter at this level.)

STEP 4: Obtain the signature of the instructor who will give the exam. At this time, discuss the date and time to take the test.

STEP 5: Obtain the signature of the division chair. (Check with the Admissions and Records Office, Office of Instruction or the instructor if you do not know who the appropriate division chair is.)

STEP 6: Pay the appropriate fees at the Business Office. (Check the current class schedule with the Admissions and Records Office for fee information.)

STEP 7: Attach receipt verifying payment of fees to this form and turn in to the Office of Instruction. The Vice President, Instruction, must approve the request before you take the exam.

AFTER THE REQUEST IS APPROVED BY THE VICE PRESIDENT, INSTRUCTION:

- The instructor will contact the student to set up the date and time to administer the examination if not already determined.
- The instructor will record the grade on the change of grade card and turn the card in to the Office of Instruction.
- The Office of Instruction will forward the completed change of grade card to the Admissions and Records Office to record the grade on the transcript.
NAPA VALLEY COLLEGE
APPLICATION FOR INDEPENDENT STUDY

NAME: ___________________________  SOC.SEC.NUMBER: ________________________
ADDRESS: _________________________  CITY: _________________________________
PHONE: ___________________________  SEMESTER ENROLLED: __________________

COURSE TITLE/NUMBER: ______________  INDEPENDENT STUDY IN _________________________

REGISTRATION NUMBER: ______________  UNITS: _____________________________
INSTRUCTOR: _________________________  FINAL GRADE: _______________________

SEE PAGE 4 FOR COMPLETE INSTRUCTIONS

A. REASON FOR ENROLLING (GOALS): __________________________________________
   ________________________________________________________________________
   ________________________________________________________________________
   ________________________________________________________________________

B. NARRATIVE DESCRIPTION OF WORK TO BE ACCOMPLISHED (PERFORMANCE OBJECTIVES:
   ________________________________________________________________________
   ________________________________________________________________________
   ________________________________________________________________________

C. PLAN FOR ACCOMPLISHMENT OF ABOVE (MUST INCLUDE A MINIMUM OF 50 HOURS WORK
   FOR EACH UNIT, INCLUDING STUDENT-TEACHER CONFERENCE): _________________________
   ________________________________________________________________________
   ________________________________________________________________________
   ________________________________________________________________________

   TOTAL HOURS ___________________________
D. CRITICAL THINKING

   ____ APPLICATION          ____ SYNTHESIS
   ____ ANALYSIS             ____ EVALUATION
   ____ OTHER

   DESCRIBE: _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________

E. DESCRIBE HOW THIS INDEPENDENT STUDY MEETS NVC REQUIREMENTS FOR COLLEGE LEVEL MATERIALS AND SUBJECT MATTER: _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________

F. METHOD OF EVALUATION: _____________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________

G. READING AND WRITING EXPECTED OR REQUIRED: __________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
LIST BELOW ALL DATE FOR TIME SPENT ON CAMPUS AND DATES FOR STUDENT-TEACHER CONFERENCES:

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Student Approval:  
SIGNATURE  DATE

Instructor Approval:  
SIGNATURE  DATE

Division Chair Approval:  
SIGNATURE  DATE

Vice President, Instruction:  
SIGNATURE  DATE

**NOTE:** THIS APPLICATION, EVEN IF APPROVED ABOVE, IS NOT VALID UNTIL THE STUDENT ENROLLS IN THE APPROPRIATE INDEPENDENT STUDY SECTION.

Please read page 4 for instructions on completing the Independent Study Application. Incomplete applications or applications completed improperly will be returned.
INDEPENDENT STUDY APPLICATION
PAGE 4

INSTRUCTIONS

The student and instructor should consult before completing the application form together. The information at the top of the page 1 must all be completed except for the line marked “FINAL GRADE.”

A. REASON FOR ENROLLING (GOALS): Include the goals of the independent study. These goals will usually be phrased “To learn …”, “To understand …”, “To synthesize …”, “To develop skills in …” etc.

B. NARRATIVE DESCRIPTION OF WORK TO BE ACCOMPLISHED should include the performance objectives. These will describe what the student will be able to do in order to demonstrate that the appropriate learning has taken place. These objectives will usually be phrased: “The student will be able to …”, There will usually be several objectives.

C. PLAN FOR ACCOMPLISHMENT will include the number and type of student-teacher conferences, as well as items such as library research, paper writing, performances or demonstrations required, and final products. A minimum of 50 hours of work is required for each unit attempted.

D. CRITICAL THINKING is required in every credit/degree course. Check one or more thinking levels and give some specific examples of how the marked level(s) will be a part of the course.

E. NVC requires that all credit/degree courses function at the college level. Describe how the proposed independent study will be at college level. See NVC policy for college level.

F. METHOD OF EVALUATION: What examinations, projects, or performances will be used to evaluate the independent study? What criteria is to be used to designate credit or no-credit, or a letter grade where appropriate?

G. Except in certain subject areas, essay is required as a part of the evaluation process. Describe the writing and reading required of this independent study.

The grid is used to record the on-campus times and student-teacher conferences. This must be completed and submitted at the end of the semester.

The student and instructor must sign the application and forward it to the Division Chairperson for signature. The application is not valid until the Division Chairperson and the Vice President, Instruction, have signed the form AND the student has enrolled in the appropriate course section. In addition, please note the following:

1. STUDENT SHOULD SPEND AT LEAST ONE HOUR PER WEEK ON CAMPUS FOR EACH UNIT.
2. STUDENT-TEACHER MEETINGS SHOULD AVERAGE 20 MINUTES PER WEEK.
3. NORMALLY, CR/NCE GRADE WILL BE AWARDED.
4. A MAXIMUM OF 12 SEMESTER UNITS MAY BE EARNED IN INDEPENDENT STUDY.
5. INSTRUCTORS WILL ORDINARILY BE LIMITED TO 30 UNITS OF INDEPENDENT STUDY EACH SEMESER.
6. ALL MATERIALS ACCOMPLISHED DURING THE INDEPENDENT STUDY PERIOD MUST BE FILED FOR ONE YEAR IN THE OFFICE OF THE INSTRUCTOR.

NOTE: Ordinarily only full-time instructors can teach independent study classes. See Division Chairperson if instructor is a part-time instructor.

6/92
Example of a Faculty Office Hours Form

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<td>4:30-5:00</td>
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<td>6:30-7:00</td>
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<td>7:00-</td>
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</tbody>
</table>
NAPA VALLEY COLLEGE
FIELD TRIP REQUEST

The instructor planning a field trip must submit this form to the Vice President, Instruction at least two weeks before the trip. When a student is to miss any other class or laboratory because of the field trip, the instructor must require the student to report such absences to his/her instructors prior to the day of the field trip.

Instructor’s Name ____________________________ Date request submitted to the Vice President, Instruction

Name of Class ________________________________

Date of Trip ________________________________ Number of Students Participating

<table>
<thead>
<tr>
<th>Month/Day/Year</th>
<th>Day of Week</th>
</tr>
</thead>
</table>

Time Schedule of Trip

<table>
<thead>
<tr>
<th>Leaving Campus</th>
<th>Returning to Campus</th>
</tr>
</thead>
</table>

Destination

Purpose of Trip

------------------------

Request for Transportation:

_______ Bus – Arrangements must be made by the Business Services Office with approval by the Office of Instruction.

_______ College Car/Van – Request form attached.

_______ None – Will meet at destination

Transportation required for what number: ____________________________

Leaving from what point on campus: ____________________________

Comments: ________________________________________________

DO NOT WRITE BELOW THIS POINT

______________________ Approved ______ Denied ______ Date ____________

*Division Chair

______________________ Approved ______ Denied ______ Date ____________

Transportation scheduled by ____________________________

Date ____________

* This form must be signed by the division chair before submitting to the Office of Instruction.

Revised 7/97
NAPA VALLEY COLLEGE
FIELD TRIP AND NON-DISTRICT TRANSPORTATION NOTICE

(Instructors Note: California Gov. Code requires that students sign a field trip waiver before going on any excursions. When enrollment is confirmed, please have your students read and sign this form for any semester during which you may offer a field trip. Please return this form, along with any Request for Field Trip forms, to the Office of Instruction.)

Instructor __________________________________________________________
Semester/Year __________________________________________________________
Course Name __________________________________________________________
Course Number __________________________________________________________

It is anticipated that one or more field trips may be offered during the course of the above listed class. Please read the following and sign to acknowledge your understanding.

"Throughout the semester, the District may sponsor voluntary off-campus co-curricular field trips/excursions. If you choose to participate, be advised that pursuant to California Code of Regulations, Subchapter 5, Section 55450, you have agreed to hold the District, its officers, agents and employees harmless from any and all liability or claims which may arise out of or in connection with your participation in the activity."

"Please be advised that the District is in no way responsible and does not assume any liability for any injuries or losses resulting from any transportation which the District did not directly provide (i.e. your personal vehicle or a public carrier) used to travel to a field trip meeting site."

1 __________________________________________________________
2 __________________________________________________________
3 __________________________________________________________
4 __________________________________________________________
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7 __________________________________________________________
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31 __________________________________________________________
32 __________________________________________________________
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34 __________________________________________________________
35 __________________________________________________________
36 __________________________________________________________
37 __________________________________________________________
38 __________________________________________________________
39 __________________________________________________________
40 __________________________________________________________
41 __________________________________________________________
42 __________________________________________________________
43 __________________________________________________________
44 __________________________________________________________
45 __________________________________________________________
Return completed form to:

Office of Instruction

Note: This form is not to be given to students

Request for Change of Grade or Units

Student ID#: ____________

<table>
<thead>
<tr>
<th>Student’s Last Name</th>
<th>First</th>
<th>MI</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Synonym Number</th>
<th>Course Name &amp; Number</th>
<th>Course Title</th>
<th>Instructor’s Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Original Grade</th>
<th>Original Units</th>
<th>Term &amp; Year Course Taken</th>
<th>New Grade</th>
<th>New Units</th>
<th>Date of Change</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Instructor’s explanation for change of grade (Instructor must fill in this area):

Instructor’s Signature

Vice President of Instruction’s Signature

AREA BELOW FOR OFFICE USE ONLY

Date Received by Office of Instruction  Date processed in computer  Date entered in records

Rev. 10/07
1. The instructor must complete this form and forward to the division chair not less than one week before the visit. The division chair will forward the form to the Office of Instruction where it will be kept on file.

2. When facilities other than the scheduled classroom are to be used, the instructor must make reservations in advance.

3. If the speaker may be of interest to the community, on and off campus, the editor of the Ticker Tape should be informed, as well as a press release requested through the Community Relations Office.

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Class to be Visited</th>
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<tbody>
<tr>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Room Number</th>
<th>Hour of Day</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Guest’s Name</th>
<th>Affiliation of Guest</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Where From</th>
<th>Subject of Guest’s Presentation</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Division Chair’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Vice President, Instruction</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>
HOW TO PROPERLY USE

Do you suspect that your student might have a learning disability?

Please refer the student to Learning Services Room 1764 (2nd Floor, Bldg. 1700)

Are your students required to take their exams in the TTC because of a diagnosed disability?

Please make a copy of the attached form, provide the required information for each student, and submit the form along with the tests to the Testing and Tutoring Center Room 1764 (2nd Floor, Bldg. 1700)

Are your students taking their tests through the TTC at your discretion?

TESTING & TUTORING CENTER: 256-7434
LEARNING SERVICES: 256-7437
Instructors: Please Answer the Questions Below

Name Of Student(s) Taking The Test: ________________________________
Instructor: ______________________________________________________
Class: __________________________________________________________
Student Must Take the Test By (Date): ______________________________
What is the time limit (if any), including extended time allowed for disabilities?

Check Which Items Students Can Use On The Exam (Please Be Specific):

______ ScanTron  ______ Blue Book  ______ Scratch Paper
 ______ Lined Paper ______ Notes ______ Dictionary
 ______ Thesaurus ______ Spell Checker ______ Calculator
 ______ Text Book ______ Computer

Special Instructions:

Please check the method by which you would prefer the exam returned.
College Mail _____ Pick - Up _____ Student Hand Deliver _____
NAPA VALLEY COLLEGE
INCOMPLETE GRADE AGREEMENT

Student Name ___________________________ SSN # ________ - ________ - ________

<table>
<thead>
<tr>
<th>REGISTRATION NO</th>
<th>COURSE TITLE/NO</th>
<th>DESCRIPTION</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

Semester: Fall _____ Spring _____ Summer _____ 20 _____

Work to be completed (Be specific; use additional sheet if necessary)

___________________________________________________________________________
___________________________________________________________________________

All work to be completed by: _____________ If this is not completed, a grade of _____ will be assigned. mm/dd/yy

The final date of completion as noted above shall be a joint decision of the instructor and student, but shall in no case exceed a time of ONE SEMESTER beyond the end of the semester in which the work was originally to have been completed. Should the incomplete work not be presented to the instructor by the final date noted above, the instructor will assign a grade as earned up to the time of the deadline date, taking into account the uncompleted course requirements. This grade is listed above, however, ONCE AN INCOMPLETE AGREEMENT HAS BEEN REACHED BETWEEN THE INSTRUCTOR & STUDENTS AND FILED WITH THE RECORDS OFFICE, the grade of “W” WILL NO LONGER BE AN OPTION AVAILABLE TO THE INSTRUCTOR OR STUDENT IN THAT COURSE. Return this completed form with Roster.

Student Signature ___________________________ Date ___________________________

Instructor Signature ___________________________ Date ___________________________

White - Admissions & Records  Yellow - Instructor  Pink - Student  Return this completed form with Grade Roster

Rev. 2/28/02
NAME _________________________________________
SS# / ID#______________________________
The hours of absence will be deducted from salary if enough leave has not been accumulated to cover the leave taken. The Payroll Department will deduct the appropriate hours from the next salary warrant.

Note: See reverse side for category definitions.

### DEDUCTIBLE FROM LEAVE

<table>
<thead>
<tr>
<th>Date(s) and Hours</th>
<th>Total # of Hours</th>
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</thead>
<tbody>
<tr>
<td>Sick Leave</td>
<td></td>
</tr>
<tr>
<td>Dr/Dentist Appt.</td>
<td></td>
</tr>
<tr>
<td>(not related to an industrial injury/illness)</td>
<td></td>
</tr>
<tr>
<td>Personal Necessity (deducted from sick leave)</td>
<td></td>
</tr>
<tr>
<td>Qualifying reason: ____________________________</td>
<td></td>
</tr>
<tr>
<td>Kin Care (deducted from sick leave)</td>
<td></td>
</tr>
<tr>
<td>Qualifying reason: ____________________________</td>
<td></td>
</tr>
<tr>
<td>Vacation (NA for faculty)</td>
<td></td>
</tr>
<tr>
<td>Personal Business (NA for pt faculty)</td>
<td></td>
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<tr>
<td>Faculty: Provide name of substitute:</td>
<td></td>
</tr>
<tr>
<td>Comp Time</td>
<td></td>
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</tbody>
</table>

**FACULTY ONLY** - check one: Absence was from my ”regular contract hours, OR ” overload hours.

### NON-DEDUCTIBLE FROM LEAVE

<table>
<thead>
<tr>
<th>Date(s) and Hours</th>
<th>Total # of Hours</th>
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<tbody>
<tr>
<td>Bereavement:</td>
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<tr>
<td>Please list relationship: ____________________________</td>
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<tr>
<td>Judicial (Jury Duty)</td>
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<td>(attach proof of services)</td>
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<tr>
<td>Assigned NYC Activity/Conference</td>
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<tr>
<td>‘Industrial Injury/Illness</td>
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<tr>
<td>(Workers’ Compensation)</td>
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</tbody>
</table>

Signature of Risk Management Office Representative: ____________________________ Date: ________________

### DEDUCTIBLE FROM SALARY

- I have accumulated paid leave to cover the absence listed below, but I choose to have the hours deducted from my pay warrant as unpaid leave.
- I do not have accumulated paid leave to cover the absence listed below, and I understand that these hours will be deducted from my pay warrant as unpaid leave.

<table>
<thead>
<tr>
<th>Date(s) and Hours</th>
<th>Total # of Hours</th>
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</thead>
<tbody>
<tr>
<td>Reason: ____________________________</td>
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</table>

Signature of Employee Date
In accordance with Board policy, administrative regulations, and negotiated contracts, this leave request should be granted.

Signature of Supervisor/Division Chairperson Date
Signature of Vice-President, Instruction or Student Services (Faculty only)
Personal Illness or Injury Leave (Sick Leave)

In case of illness or other emergency, your supervisor should be notified as soon as possible. All employees should submit a leave slip with physician’s statement attached for any planned illness or injury absences in excess of one week.

Administrative/Confidential Employees:
A physician’s statement must be filed for any sick leave in excess of five days, no later than five days after returning from leave.

Faculty:
When full-time instructors teach an overload, a separate accounting of sick leave hours is kept. These hours may only be used for an absence in an overload class. Hours earned from the instructor’s regular load classes may only be used for an absence from the regular load class.

A contract/regular (tenure-track/tenured) faculty unit member who is absent for a full day, shall have a full day deducted from his/her accumulated leave and a contract/regular faculty member who works for only a portion of his/her scheduled work day shall have one-half day deducted from his/her accumulated leave.

Part-time, hourly credit and noncredit faculty and overload assignments earn one hour of sick leave for every 17.5 hours of teaching, counseling, or librarian work. Leave is deducted on an hour-for-hour basis.

A physician’s statement must be filed for any sick leave in excess of five days, no later than five days after returning from leave.

Classified:
A physician’s statement must be filed for any sick leave in excess of five days, no later than five days after returning from leave.

Personal Necessity (Deducted from Sick Leave)
Contract/regular faculty, administrative/confidential, and classified staff may use a maximum of six days per fiscal year. Part-time, hourly credit instructors may use 6 hours per semester. Acceptable uses of personal necessity leave are outlined in employee labor agreements and district policy. The reason for this absence must be stated on the absence form.

Kin Care (Deducted from Sick Leave)
Kin Care Leave applies to absences due to medical appointments for and/or an illness of a child, parent, spouse, or registered domestic partner of the employee. Contract/regular faculty may use a maximum of five days per academic year and administrative/confidential and classified staff may use a maximum of six days per fiscal year. Part-time, hourly credit and noncredit instructors may use 6 hours per semester. The reason for this absence must be stated on the absence form.

Personal Business Days
Contract/Regular Faculty: One day per semester, not charged to personal illness and injury leave. The unit member shall reimburse the District for the actual cost of a substitute. The unit member must give the District five working days notice.

Administrative/Confidential and Classified: Two days (16 hours) per year, not charged to personal illness and injury leave. The employee must give the District three working days notice. The leave may be taken in increments of one hour.

Bereavement Leave
Up to three days, or five days if travel in excess of 300 miles one way is required (faculty) and if travel out-of-state is required (classified staff), on account of the death of any member of immediate family. (See below.) Up to one day allowed to attend the funeral of a close relative or in-law.

Industrial Injury/Illness (Worker’s Compensation) or Industrial Injury/Illness-Related Doctor’s Appt Leave is not charged to personal injury or illness leave (sick leave). To qualify, employee must complete (or have already completed) a Worker’s Compensation Claim Form (DWC Form 1) and submit it to Risk Management. Leave is subject to review by W/C insurance carrier and any lost time related to a claim that is rejected will be charged to personal sick leave.

Immediate Family: Limited to mother, father, grand­mother, grandfather, or a grandchild of the employee or of the spouse or registered domestic partner of the employee, and the spouse, registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, or sister of the employee/unit member or any relative living in the immediate household of the employee.

Fiscal year = July 1 to June 30.

The above summarizes language from employee labor agreements and district policy to aid employees in completing the Request for Leave form. Nothing listed above shall supersede actual employee labor agreements and district policy. Less-than-full-time and less-than-twelve-month employees have their Personnel Necessity, Kin Care, and Personal Business Leave prorated accordingly.

Example of the Key Request Voucher

Date

Sign and return to facilities

Authorized by

KEYS RECEIVED BY

Employee signature

Date

RETURN TO PROPER DEPARTMENT

Ford, Lincoln, Mercury

General Motors

Chrysler, Jeep, Dodge

Foreign

Plumbing, Heating, Electrical

Confidential

Classified

Other

Employer status

FOR PERIOD OF

INSTRUCTION FOR ISSUE:

(Provide reason)

RECEIVED (Property number):

Issue to:

Dept

Office Use Only

Allow two days to process
Risk Management
Employee Personal Property

To be sure that no confusion exists on the matter of using personal property in your work for the college, let me restate the policy of our Self Insured Authority (SIA).

The District assumes no responsibility for loss of, or damage to, your personal property brought to the workplace without written authorization. With written authorization the limit of coverage shall not exceed $2000.

If the use of your personal property is essential to your work, you should complete the PERSONAL PROPERTY AUTHORIZATION FORM, available in the Business Office. You will be asked to list the exact property and its current actual value (not replacement value). Wear-and-tear is not covered.

In the event of loss or damage, the District, through the SIA, will provide secondary insurance. What that means is that your own personal property insurance is expected to provide primary coverage and the District will pay your deductible and any excess loss beyond your primary insurance, up to the limit of $2000.

Radios, artwork, family photos, and other personal items not essential to your work cannot be covered. Original works, such as manuscripts or personal works of art, are also not covered under our SIA program unless you have requested a certificate of insurance from the SIA prior to the class. Personal property that has been assigned to the District for unrestricted “care, custody, or control” is considered District property and has full coverage.

Replacement of personal reference books and other such “supply” items are not covered or addressed. If you wish to have such items replaced in the event of a loss, they must be purchased from division/department supply budgets.

Lost or damaged property, not previously listed through the PERSONAL PROPERTY AUTHORIZATION FORM, will not be covered.

If you have any questions, please call the Risk Management Office, at x 7580.
PERSONAL PROPERTY AUTHORIZATION FORM

Name ________________________________________ Telephone________________

Description of Property:

Property is essential to my work because:

Property was purchased ___________________________________ for $________________
(date) (amount)

Current estimated value:  $_______________________________

Primary (homeowner/personal property) Insurance Carrier:___________________

I understand that the District has no responsibility for the loss of, or damage to, my personal property
within the work place without this written authorization, and further that Napa Valley Community
College insurance is secondary to my personal property insurance and in any event is limited to
$2,000.

________________________________________  _______________________
Employee                                      Date

________________________________________  _______________________
Supervisor/Division Chair                      Date

________________________________________  _______________________
Risk Manager                                   Date
Request for Duplication/Printing Services

NAPA VALLEY COLLEGE
Print Shop Online Form

<table>
<thead>
<tr>
<th>Print Color</th>
<th>Card Stock Color</th>
<th>NCR</th>
<th>Copy Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>B &amp; W</td>
<td>White</td>
<td>2 part</td>
<td>Originals (total of sheets with color)</td>
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<tr>
<td>Color</td>
<td>Blue</td>
<td>3 part</td>
<td>Total Copies needed</td>
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<tr>
<td></td>
<td>Pink</td>
<td>4 part</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yellow</td>
<td>5 part</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Buff</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Green</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(20 lb. Paper Color)</td>
<td>White</td>
<td>8.5 x 11</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Blue</td>
<td>8.5 x 14</td>
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<td></td>
<td>Pink</td>
<td>11 x 17</td>
<td></td>
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<tr>
<td></td>
<td>Yellow</td>
<td>8.5 x 5.5</td>
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<tr>
<td></td>
<td>Buff</td>
<td>Other</td>
<td></td>
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<tr>
<td></td>
<td>Green</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Golden Rod</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Configuration
- One-sided
- Two-sided
- Collate
- Staple
- 3-hole punch

Additional Services
- Cutting
- Folding
- Saddlestitch
- Comb binding
- Shrinking
- Bookbinding

Special Instructions:
Example of Request for Travel/Conference

NAPA VALLEY COMMUNITY COLLEGE DISTRICT
REQUEST FOR TRAVEL/CONFERENCE EXPENSE APPROVAL
(See Other Side For Instructions)

NAME OF APPLICANT: ____________________________

DATE/ID: ____________________________

DESTINATION: ____________________________

PURPOSE OF TRIP: ____________________________

TRAVEL DATE (S): ____________________________ To ____________________________

ESTIMATED COST:

ADVANCE REQUESTED: YES ☐ NO ☐

Check Requests:
1. Issue check for $ ____________________________
2. Issue check for $ ____________________________
3. Issue check for $ ____________________________
4. Issue check for $ ____________________________
5. Issue check for $ ____________________________

BUDGET CENTER: ____________________________

SIGNATURE: ____________________________

Applicant

APPROVED: ____________________________

Division Chairperson/Supervisor

FEDERAL/STATE GRANT (IF ANY):

Description: ____________________________

(Superintendent/President)

BUDGET CODES

<table>
<thead>
<tr>
<th>FUND</th>
<th>ACTIVITY</th>
<th>PG FS</th>
<th>OBJECT</th>
<th>BUDGET CTR.</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

(For Business Office Use)

AMOUNT OF ADVANCE APPROVED: $ ____________________________

FUND CONTROL:

Vice President, Business & Finance

(Request No.) ____________________________

(Check Date) ____________________________

(Account No.) ____________________________

* Request for advance must be submitted to the Business Office at least three work days prior to date check is required.

IMPORTANT: ALL BUDGET CODES MUST BE ENTERED. REQUESTS WITH INCOMPLETE CODES WILL BE RETURNED.
Example of Travel/Conference Expense Voucher

NAPA VALLEY COMMUNITY COLLEGE DISTRICT
TRAVEL/CONFERENCE EXPENSE VOUCHER

<table>
<thead>
<tr>
<th>Date</th>
<th>Departure/Arrival Time</th>
<th>Destination And Purpose</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Hotel</th>
<th>Public Carrier</th>
<th>Personal Car Reimbursement Rate</th>
<th>Other Expenses</th>
<th>Total Expense Per Day</th>
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* Complete if claiming for meal expenses

TOTAL EXPENSE $
ADVANCE $
AMOUNT TO BE REIMBURSED/REFUNDED $

NOTE: If amount of advance exceeds total expense, submit amount of overpayment to the Business Office with this voucher.

I hereby certify that the above is a true statement of the advance for travel and/or conference expenses incurred by me on the dates specified and that only expenses directly connected with college district business are included.

District Employee? Yes No
If No, SSN #

Signed
Claimant

FEDERAL/STATE GRANT (IF ANY)

Supervisor/Appropriate Dean

No. and Description

BUDGET CODES

<table>
<thead>
<tr>
<th>FUND</th>
<th>ACTIVITY</th>
<th>PG</th>
<th>FS</th>
<th>OBJ/EXP NO</th>
<th>BUDGET CTR</th>
<th>AMOUNT</th>
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SUMMARY OF EXPENSES

TOTAL EXPENSES $
LESS:
ADVANCE

AMOUNT STILL DUE/TO BE REFUNDED $

IMPORTANT: ALL BUDGET CODES MUST BE ENTERED. ALL CLAIMS WITH INCOMPLETE CODE/S WILL BE RETURNED

Funds Available:

(For Business Office Use Only)

APPROVED:

FORWARD ALL COPIES TO THE BUSINESS OFFICE
Napa Valley College

Academic Freedom Policy

Recognizing that inherent within all rights are responsibilities, the members of the Napa Valley College Community embrace our roles in protecting academic freedom and resolve that we shall:

- View scholarly inquiry as an on-going conversation that is enriched by the diverse voices and angles of vision of all speakers and listeners.

- Affirm the right to hold and express personal opinions, to seek change, to ask questions and to investigate freely.

- Protect the rights to be heard of those with whom we disagree as zealously as we protect the right of those with whom we agree.

- Protect the rights of all participants to be free from coercion, intimidation, or punitive repercussions.

- Teach, study, and work within the rules of a free and civil society, following the state educational code, statutory law, college policy, and class rules and showing equal respect for all persons in the college community.

- Protect the First Amendment rights of all who speak and all who listen on this campus.

- Welcome the responsibilities of academic freedom, recognizing that freedom means liberty, not license.
To contribute to academic freedom, all faculty members shall:

- Adhere to the Course Outline of Record, selecting relevant material, teaching with honesty and fairness, and avoiding the substitution of indulgent self-reflection for scholarly inquiry.

- Base grades on the fair, objective, and prompt evaluation of student performance.

- Foster a climate of scholarly rigor and intellectual liberty by protecting both the free expression of diverse points of view and the highest standards of critical inquiry and analysis.

To contribute to academic freedom, all students shall:

- Affirm that a syllabus based on the Course Outline of Record constitutes a contract and that fair, objective grading must be based solely on student performance.

- Encourage the free, responsible expression of all points of view, recognizing that an unpopular idea is not necessarily a bad idea and respecting the rights of all in the academic conversation to be heard and to hear diverse opinions.

- Study with diligence, seeking truth with an open mind and supporting a classroom atmosphere that is conducive to the free exchange of ideas, the pursuit of change, and the enjoyment of the freedoms of our society.

To contribute to academic freedom, all administrators shall:

- Promote an educational environment of openness and respect for the pursuit of knowledge and truth, supporting academic freedom as an integral component of student success.

- Implement rules, laws, policies, statutes, and guidelines consistently, fairly, and equally for all persons.

- Foster an atmosphere of mutual respect for diverse angles of vision, acting if necessary so that all in the academic conversation may hear and be heard clearly.

To contribute to academic freedom, all staff shall:

- Disseminate information and process request in a responsive and timely manner.

- Set the tone of open and respectful communication on campus, with the community and with other institutions, realizing that frequently staff are the first official contacts others have with the college.

- Perform their duties, as varied as they are, keeping in mind the mission and the common purpose of the institution.
Goal 1: Improve Student Success

Objectives:

a. Facilitate a seamless progression of students from the moment of first contact to goal achievement
b. Provide a high-quality and safe environment that is conducive to learning
c. Enhance availability and use of technology to support student learning and achievement
d. Provide a variety of opportunities for students to gain knowledge and experience relevant to current educational and industry needs
e. Promote academic excellence and evaluate delivery of instruction and services to ensure that they address student needs
f. Evaluate and increase the use of outcomes assessment results and data to improve student learning and achievement

Goal 2: Promote a Culture of Connectedness & Inclusivity

Objectives:

a. Enhance internal communication and collaboration throughout the campus community
b. Foster a culture of participatory governance
c. Create an immersive and engaging student experience
d. Ensure accurate and consistent information is communicated throughout the campus and the college’s geographic service area
e. Strengthen external relationships and expand partnerships
f. Foster a culture of inclusivity that acknowledges and recognizes diversity in all its forms.
Goal 3: Strengthen Institutional Effectiveness

Objectives:

a. Increase capacity for and practice data-informed decision-making
b. Promote a culture of continuous improvement, review, and accountability
c. Provide professional development opportunities that support and enhance the effectiveness of college employees
d. Develop and secure resources to support the mission of the college and its plans
e. Promote initiatives that contribute to the long-term sustainability and vitality of the college
f. Establish practices that enhance the college’s ability to adapt to future demands
g. Develop and use technology to increase efficiencies and institutional effectiveness

Goal 4: Integrate Planning, Budgeting, & Decision-Making

Objectives:

a. Increase efficiency and linkage in the planning and budget allocation process
b. Strengthen integrated planning
c. Increase the effectiveness of methods for communicating and documenting decisions

Approved by Planning Committee April 4, 2014

Approved by Board of Trustees May 8, 2014
STANDARDS OF STUDENT CONDUCT

Student 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.

Education Code Sections 66300, 66301, 76030-76037.

ADMINISTRATIVE REGULATIONS
Standards of Student Conduct
Board Policy 6310

I. INTRODUCTION

Free inquiry and expression are essential attributes of an educational community. As members of the community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truths. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus and in the community. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the college community. Students should endeavor to exercise their freedom with maturity and responsibility.

II. STUDENT CONDUCT

The primary purpose of Board Policy 6310 is to provide notice to all students of the type of conduct that is expected of each student. Procedures are set forth that are fair and timely to all concerned parties (student charged, victim, district) in order to determine whether a violation(s) of conduct has occurred. The District is defined as the Napa Valley Community College District, Students shall be disciplined only for good cause which shall include, but not limited to, the following categories of misconduct.

A. Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the college.
B. Forgery, alterations or misuse of, or unauthorized access to college documents, records or identification.

C. Willful and knowing obstruction or disruption of teaching, counseling, administration, disciplinary procedures, college activities, or other authorized activities or operations on college premises. (E.C. 69810)

D. Willful misconduct which results in injury or death to a student, campus visitor, or college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the college or an attempt to cause damage to any real or personal property owned by the college. [EC 76033©]

E. Theft, attempted theft, or willful damage to property of the college, a member of the college community, or campus visitor, while that property is properly on District property.

F. Willful or persistent smoking in any area on college property where smoking has been prohibited by law or by regulation of the Board of Trustees of Napa Valley College. [EC 76033(e)]

G. Unauthorized entry into college facilities, or unauthorized use of college facilities, supplies or equipment.

H. Violation of college rules and/or the misuse of college facilities.

I. The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance, or any poison classified as such by Schedule D in section 4160 of the Business and Professions Code. [(EC 76033(d)]

J. Use, possession, or distribution of alcoholic beverages on college property, appearance on campus or at any college sponsored event after consuming alcoholic beverages unless authorized for legal age students at approved events under Board Policy 3400.

K. Disorderly, lewd, indecent, or obscene conduct on college owned or controlled property or at college sponsored or supervised functions.

L. Continued or significant disruptive behavior, continued or significant willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of authority or persistent abuse, either written or verbal, of college personnel acting in the performance of their duties. [EC 76033(a)]

M. Possession, use or threat of use, of any deadly weapon on college property or at college sponsored events, including but not limited to any dirk, dagger, ice pick, or knife having any blade longer that 2 ½ inches, razor with an unguarded blade, firearms (loaded or unloaded), explosives, pipes or bars used or intended for use as a club, or any item, such as a chain, taser, stun gun, or chemical agent used to threaten bodily harm.
N. Assault, battery, extortion, robbery, unlawful fighting or any threat of force or violence upon a student, campus visitor or college personnel. [EC 76033(b), Penal Code, 415.5(a)]

O. Persistent or serious misconduct where other means of correction have failed to bring about proper conduct. [E.C.Sec. 76033(f)]

P. Failure to observe precautions which the college deems necessary to insure the safety of the student or others, or failure to comply with directions of District officials, faculty, staff, or persons charged with campus security acting in performance of their duties.

Q. Harassment of any type, pictorial, written, or oral, including but not limited to harassment that is sexual or racial in nature, or any college student or employee.

R. Tampering with, or unauthorized entry to any college computer and/or unauthorized altering of any college computer generated or stored information. [Calif. P.C. 502(e(3))] Computer-related misconduct includes:
   a. Knowingly accessing and without permission adding, altering, damaging, deleting, destroying or otherwise using any data, computer, computer system, or network, any computer software or computer programs, and/or
   b. Knowingly accessing and without permission taking, copying, or making use of any data from a computer or computer system or network, or taking or copying any supporting documentation whether existing or residing internal or external to a computer, computer system or network, and/or
   c. Knowingly and without permission using or causing to be used computer services or disrupting or causing the disruption of computer services or denying or causing the denial of computer services to an authorized user, and/or
   d. Knowingly and without permission providing or assisting in providing a means of accessing a computer or a computer system or network in violation of the above, and/or
   e. Knowingly introducing any computer contaminant into any District computer or computer system or network.

S. Sexual assault or threat of, on college owned or controlled property upon a student, campus visitor, or college personnel.
T. Intentionally preventing, alone or in concert with others, an individual from entering or exiting a campus health care facility or other District facility by physically detaining the individual or physically obstructing the individual’s passage. [Penal Code, 602.1-., 602.11]

U Soliciting or assisting another to do any act which would subject a student to removal, suspension or expulsion, under this regulation.

No student shall be removed, suspended, or expelled unless the conduct for which the student is disciplined is related to college activity or college attendance. (E. C. Sec. 76034).

Any violation or violations of any law, ordinance, regulation, or rule regulating or pertaining to the parking of vehicles shall not be cause for the removal, suspension or expulsion of a student. (E.C. Sec. 76036)

PENALTIES FOR MISCONDUCT

Depending on the situation, students may be removed from class, warned, censured, put on conduct probation, suspended or terminated from financial aid, suspended, or expelled.

III. DISCIPLINARY ACTIONS, DEFINITIONS AND STUDENT DISCIPLINE TERMS

A. Disruptive Behavior: This type of behavior includes all willful and knowing behavior which interferes with the legitimate instructional, administrative, or service functions of the college. In identifying disruptive behavior, the instructor or administrator will consider the impact the disruption(s) is having on the students/staff as well as on himself/herself in the delivery of instruction or service to all students. See section IV for procedures to follow in response to disruptive behavior.

B. Warning: A warning, written or oral, may be initiated by any faculty member or college administrator. Verification of the warning should be sent in writing to the Office of Student Services. The Vice President of Student Services will determine if there exists good cause to initiate a greater disciplinary action.

C. Censure: Written reprimand for violation of specific regulations which will become part of the student’s file and is considered in the event of future violations.

D. Conduct Probation: Exclusion from participation in designated privileges or extracurricular college activities for a specific period of time. If a student violates any condition of probation or is charged with a violation of the Standards of Student Conduct during the probationary period, this shall be grounds for revocation of the student’s probationary status and for further disciplinary action.
E. **Restitution:** Reimbursement for damage to or misappropriation of property which may take the form of appropriate service to repair or otherwise compensate for damages. Restitution may be imposed in combination with any other penalty.

F. **Suspension or Termination of Financial Aid:** Students who accept financial aid are deemed to have agreed to observe District rules. Misconduct may result in ineligibility for state financial aid for a period not less than the period for which a recipient has been suspended for willfully and knowingly disrupting the orderly operation of the District, or ineligibility for state financial aid for a period not to exceed two years subsequent to a determination that a recipient willfully and knowingly disrupted the orderly operation of the campus. The period of ineligibility shall also be up to two years if a recipient is arrested and convicted of a public offense likely to disrupt the peaceful conduct of the activities of the campus. (Education Code Section 69810, 68911)

G. **Suspension:** Temporary exclusion from student status, and withdrawal of consent to remain on campus for a specific period of time.

1. **Regular:** Suspension is recommended following administrative review. Student may be suspended (a) from one or more classes up to one term of instruction; (b) from one or more classes for the remainder of the school year; (c) from all District classes and activities for one or more terms.

2. **Summary:** In cases of emergency to protect lives or property and to ensure the maintenance of order, or where there is reasonable cause to believe that a person has willfully disrupted the orderly operation of the campus or a campus facility, suspension is immediate. [EC 66017, Penal Code, 626.4]

H. **Expulsion:** Permanent termination of student status and denial of access to the campus in accordance with law. Readmission is contingent upon showing rehabilitation by the student. (E.C. Section 76030)

I. **Administrator:** The Vice President of Student Services, or another administrator designated by the Superintendent/President, to maintain order, handle disciplinary questions on campus or represent the District before a Disciplinary Hearing Committee.

J. **Hearing Officer:** An administrator selected from names submitted by President for the Disciplinary Hearing Panel.

K. **Days:** Days during which college is in session and regular classes are held, including summer session days, and excluding Saturdays, Sundays and holidays, unless otherwise specified in the procedures.
IV. PROCEDURES

A. Disruptive Behavior: If a student willfully and knowingly disrupts a class, the operation of a college office/center, or a college activity, or endangers students or staff members, the faculty member or administrator may remove the student from the class for that class meeting and the next class meeting or the student may be summarily suspended from the office or the activity for up to two days. During this period the student may not return to the office or classroom without the approval of the instructor or the office supervisor. (E.C.Sec. 76031)

If a student is removed for one class meeting, no additional disciplinary procedures are necessary. If the student removed by the instructor is a minor, the instructor shall notify the Vice President of Student Service, who shall ask a parent or guardian of the student to attend a parent conference regarding the removal of the student as soon as possible. (E.C.76032)

If a student is removed from class for the day of the incident and the next class meeting, the instructor shall send a written report of the action to his or her division chair who shall forward the information to the Vice President, Student Services and the President. If the student removed by the instructor is a minor, the Vice President of Student Services shall ask a parent or guardian of the student to attend a parent conference regarding the removal of the student as soon as possible. (E. C. 76032)

During the period following the removal from class for the day of the incident and the following class meeting, the student shall be allowed to return to class while due process and disciplinary procedures are completed unless the student is further suspended as a result of administrative review as outlined under Section IV, C.

B. Review: The Director of Public Safety or designee shall provide the administrator with a written report containing facts which may constitute an alleged violation of the Standards of Student Conduct. To the extent possible, within three (3) days of receipt of said report, the administrator will inform the student in writing of the alleged offense and request that the student schedule a meeting within five (5) days of the date of the letter. If no meeting is scheduled, a second letter will be sent setting a rescheduled meeting within three (3) days of the date of the second letter. Reports forwarded by faculty members or administrators who remove a student from class or summarily suspend a student will, to the extent possible, be addressed in 72 hours by the administrator or other designee.

C. Emergency: When a situation is determined by the administrator or designee to constitute a substantial and material threat of significant injury to students or staff on campus, a student may be suspended pursuant to this section. Notice to the student that consent to remain on campus has been withdrawn, and the reasons for the withdrawal, will be provided at the student’s address of record as soon as possible. In no event is such consent to be withdrawn for longer than fourteen (14) calendar days from the date on which the consent is initially
withdrawn (Penal Code Section 626.4). Where such action is taken, the administrator shall inform the Superintendent/President who shall confirm the suspension within twenty-four (24) hours. An informal meeting shall be scheduled as soon as possible, but not later than ten (10) days from the time the suspension is ordered. (E.C. 66017) That informal meeting and all action taken thereafter shall be in accordance with District procedures outlined in Section V, but any hearing shall be held within seven (7) days of the student’s request for one.

V. RESOLUTION

A. Informal Meeting/Resolution: The purpose of the informal meeting is to outline the Code of Conduct alleged violation to the student and to allow the student to respond to the allegations. The administrator will consider the written input from the Public Safety report in addition to verbal input from the college personnel involved in the incident and the type of disciplinary action expected. After reviewing the situation with the student, the administrator may conclude that a warning or censure or suspension of less than ten (10) days is appropriate, and so deliver the warning or censure. If the student does not attend an informal meeting or the rescheduled meeting, the administrator will make a determination on the evidence presented.

If, after reviewing the situation with the student, and college personnel, the administrator concludes that a consequence greater than a warning, or a censure or suspension of less than ten (10) days is appropriate, the administrator shall so inform the student of the recommended disciplinary action, his or her right to a formal hearing, and his or her right to an advocate at the hearings who shall not be an attorney. The student however, may consult with an attorney, at his/her own expense, in preparation for the hearing.

Waiver: The student shall be afforded the opportunity to waive the right to a formal hearing and agree to the imposition of a sanction mutually agreed upon by the student and the administrator. Any such waiver shall be in writing and in the form attached as Appendix A of these procedures. If the student and administrator mutually agree upon a suspension, that agreement shall be sent to the President for his/her concurrence in the agreement. This mutual agreement between student and administrator is not appealable.

B. Formal Resolution:

1. Administrative Hearing: If the student exercises the right to a formal hearing and if the recommended disciplinary action is a suspension of more than ten (10) days, the matter will be referred to the Disciplinary Hearing Committee. If the student did not attend the informal meeting or rescheduled the meeting and the recommended action is a suspension of more than ten (10) days, then the administrator will so notify the student. All notices for a hearing will follow the procedures outline in Section V, B., 3.
2. Disciplinary Hearing Committee: If the student requests a hearing and the recommended disciplinary action is a suspension of greater than ten (10) days and thereafter render a decision.

3. Notice of Hearing:
   a. The student will be provided with written notice of the hearing not less than seven (7) calendar days prior to the hearing. Service shall be made by certified first class mail or personally. Notices sent to the last address available in the records of the college and deposited in the United States certified mail, postage prepaid and return receipt requested, shall be presumed to have received and read.
   b. The hearing notice shall specify the time and place of the hearing and contain a statement of the charges against the student, including applicable financial aid termination. A copy of these procedures shall be enclosed. Notice shall also specify if there is to be an interim exclusion from the college campus pursuant to Penal Code Section 626.4. Copies of such notice will be sent to the student’s instructors and the college Department of Public Safety.

VI. DISCIPLINARY HEARING COMMITTEE

A. The Hearing Panel: There shall be a standing panel from which a Disciplinary Hearing Committee may be appointed by the administrator. The panel shall be made up of the following:

1. Three students whose names are submitted by the student government.
2. Three faculty members whose names are submitted by the Faculty senate president.
3. Three administrators whose names are submitted by the Administrative Senate.

B. The Disciplinary Hearing Committee: From the panel described above, members will be appointed by the administrator to a committee consisting of one student, one instructor, and one administrator to hear each disciplinary case.

C. The Hearing Format: The panel, administrator, student, and others will follow the hearing format described in the Hearing Booklet. The recommendation by the administrator shall in no way affect the authority of a Disciplinary Hearing Committee to recommend a sanction less severe or greater than the sanction proposed by the Vice President of Student Services.
D. **Recommendation:** The Disciplinary Hearing committee shall make a recommendation to the President within five (5) days of the conclusion of the formal hearing. The student and administration will be notified at the same time.

**VII. PRESIDENT’S DECISION**

A. Within five (5) days following receipt of the administrator’s or Hearing Committee’s recommendation, the President shall make a written decision. The President shall base his/her decision only upon the record of the hearing and the recommendation of the administrator or Hearing Committee, and shall not consider matters outside of that record, except that the President may consider prior disciplinary actions related to the student in determining whether other means of corrections affected the student’s conduct. The President may adopt the administrator’s or the committee’s recommendations for action, may adopt a less severe sanction, or may adopt a more severe sanction.

B. The President should promptly send a copy of his/her decision, together with the administrator’s or the Hearing Committee’s decision, to the student, administrator, and to any other person(s) directly involved in the complaint, providing such other persons are authorized to receive information pursuant to state and federal law regarding privacy of student records.

C. If the decision is to suspend a student, the President shall notify the Board of Trustees of that decision (Education Code Section 76031). If the decision is to expel a student, the President shall recommend such action to the Board of Trustees. Only the Board of Trustees shall be authorized to take such action (Education Code Section 76030).

D. When the decision is to recommend expulsion of a student to the Board of Trustees, the President may suspend the student pending action by the board.

**VIII. APPEAL**

A. Student(s), faculty member(s), or administrator(s) directly involved in a complaint may appeal to the President the recommendations of the administrator resulting from the informal meeting. Suspensions which are the result of mutual agreement including the student are not appealable by the student sanctioned.

B. Within three (3) days from notice of hearing recommendations, the student may appeal the recommendation to the President. Any such appeal shall be submitted in writing and shall be based only on the record and decision of the administrator or the Hearing Committee. The President or designee shall decide the appeal within ten (10) working days upon receipt of the appeal. The President will base the appeal on the records, and if desired but not required, on an interview with the student.
C. The student may appeal a suspension decision of the President that is greater than two terms to the Board of Trustees. Any such appeal shall be submitted in writing within five (5) days following receipt of the President’s decision and shall be based only on the record and decision of the administrator or the Hearing Committee and the President.

D. The Board of Trustees should consider student disciplinary cases at any regularly scheduled or special board meeting held within forty-five (45) days after receipt of the appeal. This review will normally occur in a closed hearing, unless the student or the parent or guardian of a minor student, requests in writing 48 hours prior to the hearing, that the hearing be held in public. Notwithstanding a request that the hearing be held in public, any disclosure or discussion that might be in conflict with the right to privacy of any student other than the student (or parent or guardian of such student) requesting the hearing, shall be in closed session.

E. Upon review, the Board will either confirm, modify, or reject the decision of the President. The Board’s action shall be limited to a review of the record of the Hearing Committee, and the Board shall not consider any evidence outside that record, except that the Board may consider whether other means of correction affected conduct. The Board’s action shall be final and binding on all parties.

VIII. MISCELLANEOUS

A. The fact of any disciplinary action and reasons therefore shall be recorded on the student’s records subject to access, review, and comment by the student, as authorized by the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232g) and Education Code Section 76210 et seq., Board Policy 6410. All access or release of such records shall also be in accordance with applicable state and federal law.

B. Specified times may be shortened or lengthened by mutual concurrence of the District and the student against whom disciplinary proceedings are undertaken.

C. Non-Student Disciplinary Action: Use of the Napa Valley College Campus is intended for enrolled students and community members participating in authorized activities. Non-students are welcome on the campus only if they abide by all college rules and regulations.

If non-students abuse college facilities, violate college rules or refuse directions from college officials, they may be asked to leave and be prohibited from returning. Campus Public Safety officers will enforce this policy in cooperation with college officials.
IX. LIMITATIONS

These provisions do not apply to existing student Title IX grievance procedures (Board Policy 6310, A.R.1), evaluation of student progress (Board Policy 6310, A.R. 2) residence determination (Board Policy 6421) and residency appeals (Board Policy 6421), and other academic and legal requirements for admission and retention. Disciplinary measures may be taken by the college independently of and in addition to any charges filed through civil and/or criminal authorities, for violation of the laws of the city, county, state, and nation.

X. NOTICE

Students shall be notified of these regulations through appropriate college publications, and these regulations shall be available in the library, the President’s Office and the Student Government Office. Copies of the regulations and any questions may be directed to the Vice President of Student Services in the Office of Student Services.

Revised and approved by Board 1/30/97
Revised and approved by Board 4/10/86
Title updated 10/31/87
STUDENT COMPLAINTS AND GRIEVANCES

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 make a complaint and, if necessary, file a grievance.

The Napa Valley College Student Complaint and Grievance Procedures are provided as a means for students to resolve complaints and grievances 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 or retaliation towards students who file a complaint or grievance, 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 complaint or grievance, 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)

Adopted through mutual agreement, 10/17/96

Administrative Procedures to accompany board policy S6320, Student Complaints and Grievances

SECTION I: DEFINITION OF TERMS

COMPLAINT -- This charge may refer to an alleged misapplication of classroom procedures, an alleged disagreement in personal interactions, or an informal-level charge which alleges 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 instructional procedures, or specific provisions of applicable federal or state law or applicable college district policy, who claim misapplication or denial of student due process.

COMPLAINANT -- A student who alleges that he or she has been personally wronged as a result of an alleged violation or misapplication of the procedures or regulations set forth in the college catalog, board policies, or operating procedures of the college district or instructional procedures, or specific provisions of applicable federal or state law or applicable college district policy, and chooses to pursue resolution via an informal process. (See specialized programs exception.)

GRIEVANCE -- A formal written charge filed by a student which alleges a violation of one or more specific provisions of applicable federal or state law or applicable college district policy. A grade assigned by an instructor is not a grievable matter, except as outlined in Education Code section 76224(a) which states that “when grades are given for...
any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student’s grade by the instructor in the absence of mistake, fraud, bad faith, or incompetence, shall be final.”

GRIEVANT -- A student who alleges that he or she has been personally wronged as a result of an alleged violation of applicable federal or state law, applicable district or college policy, or instructional procedures and the allegation utilizing the formal grievance format chooses to pursue. See specialized programs exception.

OMBUDSPERSON -- A district employee who can explain district processes and refer the student to appropriate parties to resolve their student concern.

COMMITTEE FOR STUDENT GRIEVANCES -- This committee of five members (two students, two faculty and an administrator) hear grievances filed against student services programs and administrative staff.

SUBJECT OF COMPLAINT OR GRIEVANCE -- Any individual or student who is the alleged offending party. Please note: Student on student complaints or grievances will be pursued utilizing the Student Code of Conduct process.

STATUTE OF LIMITATIONS – The filing of grievances shall be permitted only through the end of the sixth week of the semester following the semester in which the alleged incident occurred or two weeks following the posting of the grades from the previous semester, whichever is greater. Grievances occurring during the summer shall be handled on a calendar-day basis, and filing of such grievances shall only be permitted through the end of the first week after the end of the summer term.

SPECIALIZED PROGRAMS – Complaints or grievances occurring within specialized vocational programs must follow procedures outlined in the student handbooks and are subject to the timelines within those handbooks before a formal grievance under this process can be processed.

SUPERVISING ADMINISTRATOR -- An individual having the first line of jurisdiction over a staff member, program administrator, supervisor, college administrator, or division chair.

TITLE IX OFFICER -- An individual identified by the college to address matters within the federal regulations outlined under Title IX and provide support to students as an unbiased representative relative to gender-equity issues on campus. You may contact the Human Resources for the name and phone number of the Title IX Officer.
SECTION II: PROCEDURES

PART A: General Provisions

The Napa Valley College Complaint and Grievance Procedures are provided as a means for individual students to resolve specific concerns in an expeditious and fair manner. Another purpose of the procedures is to help all students learn constructive approaches to problem and conflict resolution. Students who need help in understanding the procedures or determining their grievance may contact either the Vice President of Student Services, the ASNVC officer assigned to student complaints, or the Title IX Officer.

The district directs that there shall be no harassment or retaliation towards the grievant, the subject of the grievance, or others participating in the complaint and grievance process (or as a result of filing a complaint or grievance). This process shall take place within a collegial atmosphere and be aimed at resolution of the conflict.

Depending on the type of harassment, these matters could be addressed through the student discipline process, referred to Human Resources, or referred to the sexual harassment policy and procedures. Matters of discrimination shall be addressed through the discrimination complaint procedure identified in the district's discrimination policy administered by the Office of Human Resources.

It is the responsibility of any faculty member (instructor, counselor, or librarian), classified staff member, or administrator who receives a complaint or potential grievance from a student concerning any faculty or staff member to refer the student immediately to the subject of the grievance, except in cases of sexual harassment or discrimination, in which case the student shall be referred to the Office of Human Resources. Any person claiming discrimination based on a disability, including allegations of failure to accommodate, shall be referred to the 504-ADA Compliance Officer who is the Dean of Human Resources.

The complainant or grievant may bring a support person, such as, an officer of the ASNVC or any person appointed by the ASNVC President, any member of the Napa Valley College staff, or the Title IX Officer to any meetings or hearings of the complaint and grievance procedures. The subject of the grievance also has rights of bringing a support person to any meetings or hearings of the grievance. If any party involved in the complaint or grievance believes that the procedures are not being appropriately followed, that individual has the right to file a letter with the Superintendent/President, who within 10 school days of receipt of this letter, shall make a decision regarding the letter's allegations and determine at which level the process shall be resumed.

Nothing in the policy or procedures shall abridge the rights of faculty, staff, administrators, and students to the provisions of due process, just cause, and relevant provisions of the Education Code or the agreement between the Napa Valley Community College District and the Napa Valley College Faculty Association or the Napa Valley Classified Association.

Deadlines may be extended by mutual consent of the parties involved and shall be documented with the appropriate Vice President.
PART B: Instructional Complaint and Grievance Procedures

An instructional complaint or grievance is a complaint or grievance that occurs during the delivery of instruction, counseling, or library services within a scheduled class, library service, or counseling session by a faculty member to the student (grievant). The following procedures are to be used when an instructional complaint or grievance is being considered.

All complaints directed against instructional faculty or librarians will go to the V.P. Instruction. All complaints directed against the counseling faculty will go to the V.P. Student Services.

The ombudsperson is available at any stage of the process to help a student understand the process and the steps to be taken. If able the ombudsperson may intervene to help resolve the matter informally.

Stage 1 – Informal Complaint (Informal process)
Prior to filing a formal grievance procedure, attempts shall be made to resolve the problem informally as a complaint. Any meetings, which take place during this stage, shall be conducted at a mutually agreed-upon private space, and the pertinent issues clearly defined so they may be discussed as objectively as possible.

a) Within the statute of limitations, the student is expected to contact the faculty member directly to discuss the complaint during the semester in which the problem occurs. The student may bring a support person, who is not a participant but advisory to the student. Hopefully, the matter can be resolved informally at this level.

b) If the issue is not resolved at this point, within the next 10 school days, the student should discuss the matter next with the division chair and the faculty member together, to attempt to resolve the complaint informally.

c) If the complaint cannot be resolved at this level, then the student must inform the division chair and faculty member of his or her plans to pursue a grievance. The student may then meet separately with the division chair to seek resolution and/or proceed with a formal grievance.

Stage 2 – Grievance (Formal & written process)
The student submits the Student Grievance Form (Appendix B) to the division chair, within 10 school days after the informal complaint meeting with the division chair and faculty member. The form must contain a specific description of the grievance and reference to any specific federal or state law or any applicable district or college policy which is the basis for the grievance. The names of the parties involved at Stage 1 and a proposed remedy or resolution shall also be included in the formal written grievance. The subject (faculty member) of the grievance is encouraged to submit a written rationale for his or her actions to the division chair for consideration before making a decision on the grievance.

STATUTE OF LIMITATIONS: The filing of grievances shall be permitted only through the end of the sixth week of the semester following the semester in which the alleged incident occurred. Grievances occurring during the summer shall be handled on a calendar day basis, and filing of such grievances shall only be permitted through the end of the first week after the summer term.
Based on the written material, the division chair assumes the responsibility for making a decision regarding the validity of the grievance and appropriate action to be taken. Options for resolving the grievance include the following: (1) accept the grievant's remedy or modification of the remedy, (2) refer the grievance to the faculty evaluation process, or (3) determine the grievance to be without merit.

Within 10 school days after receiving the written grievance, the decision and proposed action of the division chair shall be communicated in writing to the student involved, the faculty member involved, and the Vice President of Instruction or designee).

Stage 3 – Grievance Appeal (Formal & written process)
If either the student or the faculty member involved is not satisfied with the decision made or action taken by the division chair, an appeal may be made to the Vice President, Instruction, or designees, within 10 school days after the receipt of the decision. This written appeal shall outline the nature and basis for the dissatisfaction with the decision or action taken. A copy of the appeal shall be filed with the division chair, and student or faculty member, as appropriate.

The Vice President, Instruction, or designee, shall review the appeal and recommendation from the division chair and, within 10 school days after receipt of the appeal, shall schedule a private meeting with the grievant, the subject of the grievance, and the division chair. The student will be allowed a support person/advocate. The Vice President, Instruction, or designees, has authority to uphold, reverse, or modify the action taken by the division chair with rationale for his/her action. His/her decision shall be final and shall be delivered in writing to the student lodging the grievance with copies to the division chair and faculty member involved within 10 school days after the meeting with all parties involved.

The student is allowed to submit a letter to the appropriate Vice President for consideration in compliance with Napa Valley College Employment contracts with faculty and classified staff.
PART C: Non-Instructional Complaint and Grievance Procedures

A non-instructional complaint or grievance is a complaint or grievance that occurs during the delivery of a service (administrative or support) by a staff member to a student. The following procedures are to be used when a non-instructional complaint or grievance is being considered.

The ombudsperson is available at any stage of the process to help a student understand the process and the steps to be taken. If able the ombudsperson may intervene to help resolve the matter informally.

Stage 1 – Informal Complaint (Informal process)
Prior to filing a formal grievance, attempts shall be made to resolve the problem informally as a complaint. Any meetings, which take place during this stage, shall be conducted at a mutually agreed-upon private space, and the pertinent issues clearly defined so they may be discussed as objectively as possible.

a) Within the statute of limitations, the student is expected to contact the staff member directly to discuss the complaint during the semester in which the problem occurs. Hopefully, the matter can be resolved informally at this level.

b) If the matter cannot be resolved at Stage 1a, the student shall contact the program administrator, supervisor, or coordinator to attempt to resolve the matter informally. The staff member against whom the complaint is directed must be present at all meetings between the student and the supervisor.

c) If the complaint cannot be resolved at Stage 1b, the student shall discuss the matter next with the supervising administrator, who shall also attempt to resolve the complaint informally. If the matter cannot be resolved at this level, the student may progress to Stage 2 after informing the staff member and program administrator, supervisor, or coordinator of his/her decision to pursue a grievance.

Stage 2 – Grievance (Formal & written process)
The student submits the Student Grievance Form (Appendix B) to the next level administrator or division chair within 10 school days after the Stage 1c meeting. The form must contain a specific description of the grievance and reference to any specific federal or state law or any applicable district or college policy which is the basis for the grievance. The form shall also include the names of the parties involved at Stage 1 and a proposed remedy or resolution. Within 10 days after the receipt of such communication, the administrator shall schedule a mediation committee meeting consisting of the following people:

a) the supervising administrator,

b) the student lodging the grievance (if the student wishes, a support person may accompany him/her), and

c) the staff member, administrator, supervisor, division chair, or coordinator involved (if the subject of the grievance wishes, a designated representative may accompany him or her).
This meeting shall take place no later than 10 school days after the notification of the meeting date. The committee shall attempt to resolve the matter at this level. Meetings of the committee shall be chaired by the supervising administrator and shall be closed to all observers.

If the matter cannot be resolved to the satisfaction of all involved, the supervising administrator assumes the responsibility for making a decision regarding the validity of the grievance and appropriate action to be taken.

Within 10 school days after the mediation meeting, the decision and proposed action of the supervising administrator shall be communicated in writing to the student involved, the subject of the grievance, and the program administrator, supervisor, coordinator, or division chair.

Stage 3 – Grievance Appeal (Formal & written process)
If either the grievant or subject of the grievance is not satisfied with the decision of the supervising administrator, an appeal may be submitted to the Committee for Student Grievances within 10 school days upon receipt of the Stage 2 decision.

The Committee for Student Grievance shall be composed of at least three college staff and two students. The committee members shall be identified by the Vice President of Student Services from a list provided by the Academic Senate, ASNVC, Classified Senate and Administrative Senate prior to each hearing and based on availability of time of hearing.

It shall be the function of the Committee for Student Grievances to hold a hearing and make a decision that shall resolve the grievance. The decision of the committee shall be made within 10 school days of the receipt of the grievance. The written decision shall be distributed to the grievant; any ASNVC officer, or designee representing the student; the Vice President, Student Services, or Title IX Officer; and the subject of the grievance. The committee and the vice president shall work within the following guidelines:

a) The Committee for Student Grievances shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of college procedures or policies.

b) Any decision by the Committee for Student Grievances shall be in compliance with the provisions of the Education Code, all state and federal statutes, and accrediting agency regulations. The decision shall be final and shall be based only on the pertinent and relevant written documents submitted and the recorded and pertinent oral testimony received in the hearing.

c) The Vice President, Student Services, or the Title IX Officer shall verify the existence of all written documents generated at Stage 2 and submit a list of them with attached copies to the committee.

d) After a hearing has taken place and both parties have had an opportunity to submit pertinent arguments and oral testimony, the Committee for Student Grievances shall submit its findings and decision in writing within 10 school days.

e) All records, deliberations, and procedures of the Committee for Student Grievances shall be filed with the Vice President, Student Services, or the Title IX Officer. The records shall be treated in a confidential manner.
The student is allowed to submit a letter to the appropriate Vice President for consideration in compliance with Napa Valley College Employment contracts with faculty and classified staff.

Adopted 10/17/96 (ratification of mutual agreement)
Revised 12/6/05
Updated 3/16/12
Referral: Any faculty member, classified staff, or administrator who receives a grievance or complaint concerning any faculty member or staff member from a student, shall refer the student immediately to the subject of the grievance, except in the cases of sexual harassment or discrimination, where the student shall be referred to the Office of Human Resources or in cases of discrimination based on a disability, to the Office of Special Services. The student may meet with the Vice President, Instruction or designee, for assistance and guidance in using the process.

* Parties involved in a grievance may bring a support person to any meetings or hearings of the grievance

** Parties involved in a grievance have the legal right to further appeal.
Referral: Any faculty member, classified staff, or administrator who receives a grievance or complaint concerning any faculty member or staff member from a student, shall refer the student immediately to the subject of the grievance, except in the cases of sexual harassment or discrimination, where the student shall be referred to the Office of Human Resources or in cases of discrimination based on a disability, to the Office of Special Services. The student may meet with the Vice President, Student Services, for assistance and guidance in using the process.

Stage 2: GRIEVANCE

If No, student files written grievance form, within 10 school days after Stage 1C, with supervisor who shall respond in writing within 10 school days.

Stage 3: GRIEVANCE APPEAL

If no, you may appeal within 10 school days upon receipt of Stage 2 decision. Then, the matter is referred to the Student Grievance Committee who renders a final decision within 10 school days of the receipt of the grievance.**

* Parties involved in a grievance may bring a support person to any meetings or hearings of the grievance.

** Parties involved in a grievance have the legal right to further appeal.
GETTING HELP WITH DIFFICULTIES YOU ENCOUNTER AT NVC

At Napa Valley College, we hope that our established procedures work effectively and that your college experience is going smoothly. If not, we want to help you with difficulties you encounter. The information below will assist you in finding solutions.

If you have problems with

A class, instructor, or library service:

Talk to the instructor/counselor first. If the issue is not resolved, see the division chair or division dean (see list on reverse). **It is important to go through both of these steps because these people can usually help you most quickly with problems you are having.** Then, if the matter is still not settled to your satisfaction, contact the Office of Instruction (256-7150), Room 1531.

A campus office or service or any counselor:

If your problem cannot be solved by the person helping you, ask to speak to the supervisor. If that does not resolve the issue, see the next line supervising administrator. Then, if the matter is still not settled to your satisfaction, contact the Vice President, Student Services, 256-7360, Room 1330.

Your educational program, academic progress, or personal issues:

Our counselors can help you deal with workload dilemmas, personal difficulties, and other issues that are interfering with your academic success at NVC. Call 256-7220 for an appointment.

A crime on campus or questions about your personal safety:

NVC Police will take reports of crimes and can advise you if you have concerns about your safety. Their office is located in building 2250 (256-7770).

Questions about grievances:

Refer to the Student Complaint and Grievance Policy and Procedures available online under the Student Services website (www.napavalley.edu/studentservices), select the Student Rights and Responsibilities section or obtain a hardcopy of the material in the Office of the Vice President of Student Services, Room 1330.

Questions about discrimination:

Go to the Office of Human Resources (256-7100), Room 1544, to get information on the college's policies and processes regarding discrimination and sexual harassment.

Library Cafe:

The library cafe is operated by the Business and Finance Office. For any problems, please contact the Business Services Assistant, Solange Kada (256-7186) in Room 1544.

If you are unsure how to deal with an issue:

Call 256-7360, the Office of the Vice President of Student Services, Room 1330. You can also contact Jose Hurtado (256-7227) in Room 1339A, the Division Chair of Counseling, who serves as the campus ombudsperson.
TO: Administrative Assistant

FROM:

DATE:

RE: Full-Time Faculty Handbook

Please include information on the following subject(s) in the next edition of the Adjunct Faculty Handbook:

COMMENTS:
Emergency Phone Numbers
College Police

In cases of medical, fire, or criminal emergencies, immediately call 911 on campus phones for the city police, fire department or paramedics.

EMERGENCY—911
Violence, Ambulance, Fire

URGENT—511
Suspicious Situation

ROUTINE—7770
Parking Issue, Lost and Found

Note: Please identify who you are, where you are, and what you need when dialing any of the above numbers.