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,

Sue Nelson
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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Mission
Napa Valley College engages its students in high quality programs and services that promote learning and personal growth; enhance academic success and workforce development; and prepare life-long learners for their roles in a diverse, dynamic, and interdependent world.

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

(Student Learning Outcomes
Upon completion of an organized program of study, students will be able to

1. Communicate ideas clearly and concisely in written, oral, and other forms, using a variety of complementary media.
2. Acquire and critically evaluate information, solve complex problems, and make informed decisions.
3. Demonstrate interpersonal skills by collaborating and working effectively with people from diverse backgrounds while respecting their viewpoints.
4. Set goals and develop a plan to achieve those goals.
5. Acquire the knowledge, skills, and abilities that are specific to a discipline or career and adapt to an ever-changing workforce by managing their own learning.
6. Act responsibly and ethically as community members, with an understanding of local, national, and global issues.

(NVC’s 2011-2014 Strategic Plan is on page 80 of this handbook.)

Approved by the Board of Trustees November 13, 2008
### Board of Trustees

- **President**: Mr. Michael Baldini
- **Vice President**: Ms. Joanne Busenbark
- **Member**: Mr. Thomas Andrews
- **Member**: Mr. Bill Blair
- **Member**: Mr. Bruce Ketron
- **Member**: Ms. Brenda Knight
- **Member**: Vacant
- **Student Trustee**: Mr. Ruscal Cayangyang

### Administrative/Confidential Staff

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

#### Executive Assistant to the Superintendent/President
- Carollee Cattolica  256-7161

#### Director, Facilities Services
- Matt Christensen  253-3343

#### Supervising Custodian
- Vacant  253-3281

#### Director, Community Relations
- Vacant  256-7112

#### Director, Research, Planning & Resource Development
- Vacant  256-7191

#### Director, Institutional Research
- Dr. Robyn Wornall  256-7192

#### Executive Director, NVC Foundation**
- Lissa Gibbs  256-7167

#### Dean, Human Resources
- Laura Ecklin  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 Takeoka  256-7101

#### Human Resources Assistant (dean's assistant/reception)
- Liz Gomez  256-7106

#### Vice President, Instruction
- Sue Nelson  256-7153

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

#### Dean, Instruction and Economic Workforce Development
- Faye Smyle  256-7156

#### Associate Dean, Upper Valley Campus
- Judi Watkins  967-2911

#### MESA Director**
- José Hernández  253-3179

#### Dean, Physical Education & Athletics
- Kevin Luckey  256-4514

#### Director, Criminal Justice Training Program
- Damien Sandoval  253-3251

#### Basic Law Enforcement Academy Coordinator
- Don Mort  253-3287

#### Correction Coordinator
- John Nunez  253-6070

#### Instructional Skills Program Coordinator
- Todd Dischinger  253-3113

#### Assoc. Dean, Econ. Workforce Development Grants & Programs**
- Elizabeth Pratt  253-3113

#### Director, Small Business Development Center**
- Charles Monahan  253-3219

#### Dean, Health Occupations
- Kate Benscoter  253-3121

#### Associate Dean, Associate Degree Nursing Program
- Susan Engle  253-3142

#### Dean, Career Technical Education and Online Education
- Greg Miraglia  253-3035

#### 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

#### Director of Student Support Services**
- Howard Willis  256-7355

#### Director, Child Development Center
- Monique Villagran  256-4597

#### Director, Campus Police
- Ken Arnold  253-3331

#### Vice President, Business and Finance
- John Nahlen  256-7175

#### Bookstore Manager
- Sherry Melton  253-3316

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

#### Dean, Institutional & Technology
- Robert Butler  256-7625

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**Categorically Funded Management Positions**
## Business/Computer Studies

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<td>Greg Miraglia</td>
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<tr>
<td>David Angelovich</td>
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<tr>
<td>Julie Hall</td>
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<td>Robert Miller</td>
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<tr>
<td>Debra Saunders</td>
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## Counseling

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<tr>
<td>José Hurtado</td>
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<tr>
<td>Natalie Bradley</td>
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<tr>
<td>Sheryl Fernandez</td>
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<tr>
<td>Alejandro Guerrero</td>
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<td>Betty Hopperstad</td>
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<td>Mary Salceda-Núñez</td>
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<td>Marci Sanchez</td>
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<tr>
<td>Melinda Tran</td>
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## Criminal Justice Training and Paralegal

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<tr>
<td>Damien Sandoval</td>
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## Fine and Performing Arts

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<tr>
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## Librarian

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<tr>
<td>Stephanie Grohs</td>
<td></td>
<td>3013</td>
</tr>
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</table>

## Physical Education and Athletics

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Extension</th>
</tr>
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<tbody>
<tr>
<td>Kevin Luckey</td>
<td>division dean</td>
<td>4514</td>
</tr>
<tr>
<td>Steve Ball</td>
<td></td>
<td>8071</td>
</tr>
<tr>
<td>Robert Freschi</td>
<td></td>
<td>3232</td>
</tr>
<tr>
<td>Michelle Hobbs</td>
<td></td>
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</tr>
<tr>
<td>Christy Kling</td>
<td></td>
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<tr>
<td>Kelly McCann</td>
<td></td>
<td>3224</td>
</tr>
<tr>
<td>Nadine Wade-Gravett</td>
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## Science, Mathematics and Engineering

<table>
<thead>
<tr>
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<tr>
<td>Bonnie Moore</td>
<td>division chair</td>
<td>3198</td>
</tr>
<tr>
<td>Stephanie Burns</td>
<td></td>
<td>3104</td>
</tr>
<tr>
<td>Shawna Bynum</td>
<td></td>
<td>3159</td>
</tr>
<tr>
<td>Antonio Castro</td>
<td></td>
<td>3112</td>
</tr>
<tr>
<td>Daniel Clemens</td>
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<tr>
<td>Richard Della Valle</td>
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<tr>
<td>David Ellingson</td>
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<td>3097</td>
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<tr>
<td>Steven Fawl</td>
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<td>3149</td>
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<tr>
<td>William Fried</td>
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<td>3176</td>
</tr>
<tr>
<td>Michael Gianvecchio</td>
<td></td>
<td>4522</td>
</tr>
<tr>
<td>Sherry Lohse</td>
<td></td>
<td>6080</td>
</tr>
<tr>
<td>Erin Quealy</td>
<td></td>
<td>3383</td>
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**Extensions beginning with:**

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Extension</th>
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</thead>
<tbody>
<tr>
<td>2</td>
<td>967</td>
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<tr>
<td>3</td>
<td>253</td>
</tr>
<tr>
<td>4 or 7</td>
<td>256</td>
</tr>
<tr>
<td>6 or 8</td>
<td>259</td>
</tr>
</tbody>
</table>
Napa Valley College

Academic Senate Executive Board
2011 - 2013
Officers

President: Ann Gross
First Vice President: Nadine Wade-Gravett
Second Vice President: Dianna Chiabotti
Secretary: Barbara Kraig
Treasurer: Julie Hall
Past President: Erik Shearer

Faculty Association Executive Board
2012 - 2013
Officers

President: Denise Rosselli
Vice-President I: Jessica Amato
Vice-President II: Maria Villagomez
Treasurer: Dave Angelovich
Secretary: Lisa Yanover
Part-time Representative: Christy Palella

The following faculty serve on the negotiating team:

Dave Angelovich
Glen Bell
Dave Ellingson
Napa Valley College Committees  
As of May 2012

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
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.

<table>
<thead>
<tr>
<th>Club or Organization</th>
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<tbody>
<tr>
<td>ADN Class of 2011</td>
</tr>
<tr>
<td>Anthropology Club</td>
</tr>
<tr>
<td>Asian Student Union (ASU)</td>
</tr>
<tr>
<td>Black Student Union (BSU)</td>
</tr>
<tr>
<td>Business &amp; Econ</td>
</tr>
<tr>
<td>Campus Greens</td>
</tr>
<tr>
<td>Cheerleading</td>
</tr>
<tr>
<td>Club HispanoAmericano (CHA)</td>
</tr>
<tr>
<td>Dance Club</td>
</tr>
<tr>
<td>Garden Club</td>
</tr>
<tr>
<td>Hispanic Performing Arts Club</td>
</tr>
<tr>
<td>Jesus Culture</td>
</tr>
<tr>
<td>La Comunidad Unida (LCU)</td>
</tr>
<tr>
<td>Math &amp; Physics Club</td>
</tr>
<tr>
<td>MESA</td>
</tr>
<tr>
<td>Napa Muslim Association (NMA)</td>
</tr>
<tr>
<td>Nightingales (LVN)</td>
</tr>
<tr>
<td>Phi Theta Kappa (PTK)</td>
</tr>
<tr>
<td>Potter’s Guild</td>
</tr>
<tr>
<td>PTECH Apprentices 2012</td>
</tr>
<tr>
<td>PTECH Diplomats 2012</td>
</tr>
<tr>
<td>Puente</td>
</tr>
<tr>
<td>Queer Student Alliance (QSA)</td>
</tr>
<tr>
<td>Respiratory Care Club</td>
</tr>
<tr>
<td>SACNAS</td>
</tr>
<tr>
<td>Sembrando Semillas</td>
</tr>
<tr>
<td>SHPE</td>
</tr>
<tr>
<td>Student Support Services (SSS) Club</td>
</tr>
<tr>
<td>Students Rompiendo Barreras (SRB)</td>
</tr>
<tr>
<td>Swag Tech</td>
</tr>
<tr>
<td>(PTECH Graduating Fall 2012)</td>
</tr>
<tr>
<td>Tennis Club</td>
</tr>
<tr>
<td>Tre Chic</td>
</tr>
</tbody>
</table>

The Associated Student Napa Valley College (ASNVC) Student Government Advisor is Vacant, 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 253-3070 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 and Economic Workforce Development, 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 and Economic Workforce Development. During the first week of classes, the Dean, Instruction and Economic Workforce Development 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).

Questions regarding evening administration should be addressed to the Dean, Instruction and Economic Workforce Development, 256-7156.

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 and Economic Workforce Development, 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 is 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 Rebecca Gonzalez at 256-7102, 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, 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.

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).

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.

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 6:30 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 faculty office area, Upper Valley Campus, front window of the 1500 building, the college website, and other locations on campus. Agenda items are due in the President’s Office by 9:00 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, books, instructional materials, clothing items, greeting cards and miscellaneous supplies for sale as economically and efficiently as possible. The bookstore stocks required and recommended textbooks and supplies for all scheduled classes. Faculty and staff receive a 10 percent discount on all items in the Bookstore except snack items. The process for requesting textbooks is described on page 30.

Faculty and staff may cash personal checks (limited to funds that are available) at the Bookstore during business hours.

Box Office Information for all College Performing Arts Events
Information on upcoming performing arts events is available at 259-8077. For information on Napa Valley College Art Gallery, please call 253-3203.

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 local calls.

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 Lissa Gibbs at lgibbs@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 summer and fall semester, as well as in the spring, are eligible to attend the ceremony. In addition, students who have 4 or fewer units to complete in the summer are allowed to participate in the ceremony if they complete a Late Petition to Participate in Graduation Commencement by the 9th week of the spring semester. The form must be completed with a counselor and have a counselor’s signature before it is submitted to the Admissions and Records Office. Approximately 250 students participate each year, and over 1,500 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.

All full-time faculty are encouraged to take part in commencement exercises dressed in academic attire. Napa Valley College provides a gown for each new full-time faculty member. Faculty wears academic robes and mortars representing their university and degree. Contact the Office of Student Services by March 1 (256-7363) for cap and gown order information.

Community Education

One of the major functions of a community college is providing programs, noncredit classes, seminars, lecture demonstrations, cultural events, recreation, leisure-time, 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. The Community Education Office is located at the Upper Valley Campus. Information on these classes is available through the Community Education Office at 967-2900.

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...
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 Lissa Gibbs, who oversees the publication of a bi-annual campus newsletter in coordination with the President’s Office. You can e-mail information to lgibbs@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 lgibbs@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 lgibbs@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, 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 Dean of 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, verbal, physical, 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 Dean of 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 (Appendix A) must be completed and can be submitted through the division secretaries. It is also available online. See [www.napavalley.edu](http://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 253-3310.

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 (253-3018) and in the Library (253-3015). There are no fax machines available to students.

Institutional Technology

The Institutional Technology (IT) department provides a wide range of technologies and support at Napa Valley College. IT coordinates, manages, and maintains instructional technologies; enterprise systems; servers; workstations and laptops; printing; hardware/software procurement; wired and wireless networks including Internet; and communication and collaboration systems including electronic mail, voicemail, telephone service, video, and web. Requests for information or support should be directed to main office/helpdesk phone: 256-7550, faxed to 256-7559, sent to support@napavalley.edu, or sent via inter-office memo. Please visit [http://www.napavalley.edu/it](http://www.napavalley.edu/it) for more IT information including how-to guides, forms, policies, and newsletters.

NVC technology standards and guidelines have been established in order to simplify procurement, promote ease-of-use, secure discount pricing, minimize total cost of ownership, maximize useful life, ensure interoperability of systems, streamline technology support, and accommodate the greatest range of instructional needs to the institution. Please contact Support@napavalley.edu to begin the technology selection and procurement process.

IT can also assist in obtaining best pricing through volume purchasing. Large projects, initiatives, or specialized instructional needs may be assigned to an IT project manager. Before requesting or installing technologies outside established campus standards, please contact support@napavalley.edu to discuss special instructional, pedagogical, or programmatical needs and to determine compatibility with existing systems and infrastructure.

For instructional software changes/updates needed in student computer labs, complete the Instructional software request form at [http://www.napavalley.edu/it/Pages/Forms.aspx](http://www.napavalley.edu/it/Pages/Forms.aspx). Please note: the required deadlines are listed on the forms and requests must be submitted by the deadline to allow IT sufficient lead-time for ordering, testing, and deployment.

NVC IT has also partnered with preferred vendors such as Microsoft, Adobe, Dell, and AT&T to provide considerable discounts to faculty and students on popular products. For more information, visit the IT website or see [http://www.collegebuys.org/](http://www.collegebuys.org/).
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. 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 253-3340.

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 President's 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 a request for
staff parking, which is available by calling the college police at 253-3333 or on the web at www.nvcpd.org.

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 8:00 am to 4:30 pm, Monday through Friday and is located in the Warehouse (Building 4000). The staff can be reached at 253-3310. 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 1151 First 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 and Economic Workforce Development 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.

Class Breaks

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 or administrator 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:

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

Guests in the Classroom

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 guests in the classroom is solely the instructor’s.

Child guests: Occasionally student/parents have an emergency and ask the instructor to allow them to bring a child to class. Each case is individual and faculty must judge whether or not the child guest will interfere with instruction. As a general rule, it is not appropriate to have children in the classroom because instructors and students may be distracted from the teaching/learning process. Also, 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.

Instructional Hours
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 are scheduled continuously. Check with the division chair/dean if you have a question.

Instructor Absence
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.

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 will be prorated for instructors who are employed less than 100%. Instructors that are employed less than 100% are figured differently and payroll determines the appropriate hours to deduct.

Questions about accumulated leave should be directed to Payroll at 256-7176. If you are uncertain about the Napa Valley College definition of sick leave, please contact the Office of Human Resources.

Upon return from absence, a leave form must be returned to the appropriate division chair within five days of absence (see Appendix). If leave forms have not been turned in by the end of the following pay period, the pay warrant will be held by payroll until the absence has been cleared.

Personal illness leave is not accrued during the summer session regardless of the status (regular, contract or temporary) of the instructor during the regular academic year. However, faculty may use sick leave that was accrued during the fall and spring semesters to cover absence during the summer session.

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 and Economic Workforce Development 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 that students are encouraged to 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.

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 or attend orientation.

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.

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 card 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 return the approved audit form to the Admission and Records Office to be added to the class.
5. The student returns the approved audit form to the Cashier's Office (1500 building) to complete the audit registration and pays $15 a unit. (Students enrolled for 6 or more semester credit units who pay the enrollment fee shall not be charged an audit fee to audit 3 or fewer semester units per term.)

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 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 not 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, 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 having 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 meet 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.
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 sending them to Admissions and Records or the Upper Valley Campus with add card signed and completed by the instructor. 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. Notify Admissions and Records of any student not attending no later than the 13th week of the term.

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 will also receive attendance rosters that must be submitted. Be sure to submit grades and rosters by the specified deadlines.

Instructions on accessing rosters via the Web.

Rosters are now 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://wwwnapavalley.edu/ and click on WebAdvisor located at the top of the homepage.

After clicking on WebAdvisor choose WEBADVISOR 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.

**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 card is given to the student. The student must take the add card to the Admissions and Records Office.

**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 on the online rosters by printing the roster and submitting it to Admissions and Records. 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.
The Office of Student Services, Room 1339-H, 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 call Student Services, 256-7363, 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 filled by the Division Chair, counseling, phone (707) 256-7227.

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.

Associated Students of Napa Valley College (ASNVC)

The ASNVC Office is the location for the Department of Student Life, room 1342B. This department advises the ASNVC Government Executive Board and coordinates the approval of NVC chartered clubs and organizations. The ASNVC Office provides the following services to students, faculty and staff: ID card, housing board, Emergency Student Fund, bus schedules and participation in shared governance.

The ASNVC ID card is purchased at the Cashier’s Window and picked up in the ASNVC Office. 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.

**English 85 and 90 Learning Communities**
English Learning Communities provide a welcoming learning environment where students share in their learning experiences. Research indicates that learning communities support student retention and success. The English 85 Learning Community pairs English 85, with English 84 (the Writing Center), and Counseling 103. The English 90 Learning Community pairs English 90, with English 84 and Counseling 111. For additional information, contact the English Coordinator, 253-3168.

**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 CalWORKS/TANF and must have at least one child under fourteen years of age.

California Work Opportunity and Responsibility to Kids Act (CalWORKs) is a welfare-to-work program. CalWORKs students must be enrolled in an approved vocational program. Individuals who qualify for CalWORKs may be eligible for additional supportive services at NVC. To qualify, students must be receiving cash assistance.

Student Support Services (SSS), a federal TRIO program designed to provide academic support to low-income, first generation, and disabled students to enhance their success in college. Students must meet federal income criteria and must have a goal of obtaining a certificate, A.A./A.S. degree, or transferring to a four-year institution. Program participants will receive services that include: academic advising, career guidance, tutorial assistance, cultural and academic field trips, and specialized workshops. For more information, contact the EOPS/Financial Aid Office or the SSS 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 259-6058 for assistance.

McCarthy Library and Other Services
The McCarthy Library and Media Center services are located on the first floor of the LLRC. The Library is open Monday-Thursdays from 7:30am to 8:45pm and on Fridays from 7:30 to noon (hours are reduced for summer months). It 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 under the “Find articles and databases” tab on the McCarthy Library website: [http://www.napavalley.edu/Library/Pages/default.aspx](http://www.napavalley.edu/Library/Pages/default.aspx)

The library is part of a large consortium of member libraries known as SNAP (Solano Napa and Partners). As such, books and materials can be borrowed through Inter-Library Loan from 19 SNAP libraries and delivered to the branch nearest you. To access the SNAP catalog, use the “Books and Media Quick Search” 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 to two or more students. 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](http://www.napavalley.edu/llrc/Pages/RoomReservations.aspx)

Media Viewing Rooms: Media viewing rooms are primarily for groups 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 256-7456 or via email: CKalulu@napavalley.edu.
**Media Center**
The Media Center provides videotapes, AV hardware/software for classroom presentations, and other materials for individual self-paced instruction. Please call 256-7452 or see page 23 for more information.

**Mathematics Engineering Science Achievement (MESA)**

The MESA California College program is an academic 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 253-3199.

**Nursing Skills Lab**
The nursing skills lab is available for students in the Associate Degree Nursing and the Vocational Nursing programs. Nursing skills are practiced in the skills lab. The Psychiatric Technician program also uses the skills lab to practice nursing procedures for the first semester. The Wine Country Regional Simulation Center at the Holderman Hospital in Yountville is also available for Napa Valley College and Solano College health occupations.

**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 256-7317.

**Scholarships**
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 256-7417.


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 Instructional Assistant),
2) Delivered to the TTC through the campus mail, or
3) Placed directly in the TTC mailbox located on the lower floor of the LLRC (by the Adjunct Faculty mailboxes).

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/Pages/welcome.aspx or call 256-7442.

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 Tia Madison, 707-259-8963, tmadison@napavalley.edu. The UMOJA Community is located in building 800, Rooms 862-866.
**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

**WorkAbility III Program**

WorkAbility III (WAIII) is a collaborative project between Napa Valley College and the California State Department of Rehabilitation to provide services to students with disabilities that improve access to vocational experiences. From orientation, classroom instruction and personal/career counseling to gaining work experience and support implementation of the Individual Plan of Employment (IPE), the program focuses on providing direct services to assist participants in gaining employment. For more information, contact staff at 256-7332 or stop by room 1335.
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 seven standing committees within the Academic Senate:

- Executive
- Academic Standards & Practices
- Curriculum
- Faculty Standards & Practices
- Professional Development
- Social
- Student Standards & Practices

The Academic Senate co-chairs the shared governance committees (Planning, Budget and Assessment Committees) 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 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. Policy 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. Only dues-paying members can vote on contractual issues. 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 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 Foundation Grants
The Napa Valley College Foundation Grants are available to enhance any area related to college goals. This can include increased student success, promote college-wide standards of excellence, increasing access for students, effective use of appropriate technologies or improving facilities. The Foundation Grant guidelines, criteria, and timeline for the application process are distributed by the Academic Senate Professional Development Committee. Applicants must be full- or part-time members of the faculty. Funds may be used to pay for conference registration, program or project costs (e.g. to promote technological literacy) or to purchase equipment or supplies. Napa Valley College Foundation Jess Doud Enhancement Fund usually provides up to $500 per applicant. Funds are not available in fiscal year 2012-2013. For additional information, contact the chairperson of the Professional Development Committee or the Foundation Office, 256-7170.
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 October. 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 by the first Monday in October. No late requests will be accepted.
3. Previous successful proposals can be found in a binder in the Teaching and Learning Center. You can make copies of these proposals if desired.
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 binder in the Academic Senate Office or contact the Chair, Professional Development Committee.

Salary Advancement

The intent of these provisions is to provide a means for faculty to keep abreast of current developments in their areas of responsibility. Salary advancement project proposals must be approved by the Vice President, Instruction. The salary advancement project can consist of the completion of six semester units of coursework; the completion of 360 hours of related work experience; or the completion of 180 hours research or projects in areas that may be of mutual benefit to students, faculty, college and community. Complete provisions of the salary advancement policy are contained in the Appendix N.

Applications must be submitted by March 1 for approvals, and the completed project must be submitted to the Office of Instruction by first Friday in September of the year in which a faculty member reaches step 7, 11 and 15 of the certificated salary schedule.

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 511
- Routine Help 3333
- To obtain help via a cell phone, please call 253-3333.

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.

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 511.

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.
AlertU—Emergency Text Messaging System

AlertU is a SMS-based emergency notification service for your mobile phone. In the event of an emergency, NVC students, staff, faculty and others will be alerted in real-time important security information.

Instructors should urge students to sign up for the AlertU notification service.

Sign up is simple, just send a text message to 253788 (AlertU). In the body of the message, type NVC. After sending the message, you will receive an enrollment message that you must reply to with “Y” to confirm.

While this service is free, your standard message rates may apply. NVC and our partner AlertU will never spam you, nor sell your information to any third party companies.

To learn more, about AlertU go to www.nvcpd.org.

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, John Nahlen at 256-7175.

Revised 11/12

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.
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<td>Workability III Program</td>
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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

Name ______________________________ Social Security Number ______________________
Address _______________________________ Phone Number ________________________

Course to be Challenged _____________________________________________________

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<tr>
<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:
_____________________________________

Student’s Signature ___________________ Date ____________

Instructor’s Signature __________________ Date ____________

Division Chair’s Signature _____________ Date ____________

Vice President, Instruction’s Signature __________ Date ____________

Approved ___  Denied ___

*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

Enrollment Fee _______________________

Out-of-State/Foreign Student Fee __________

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.
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 ____________________________
INDEPENDENT STUDY APPLICATION
PAGE 2

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: ______________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________
INDEPENDENT STUDY APPLICATION
PAGE 3

LIST BELOW ALL DATE FOR TIME SPENT ON CAMPUS AND DATES FOR STUDENT-TEACHER CONFERENCES:

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<tr>
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<th>DATES/HRS ON CAMPUS</th>
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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.
Example of an Faculty Office Hours Form

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<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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<td>11:30-12:00</td>
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<tr>
<td>1:00-1:30</td>
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<td>HOUR</td>
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<td>1:30-2:00</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.

<table>
<thead>
<tr>
<th>Instructor’s Name</th>
<th>Date request submitted to the Vice President, Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Class</td>
<td></td>
</tr>
<tr>
<td>Date of Trip</td>
<td></td>
</tr>
<tr>
<td>Time Schedule of Trip</td>
<td></td>
</tr>
<tr>
<td>Destination</td>
<td></td>
</tr>
<tr>
<td>Purpose of Trip</td>
<td></td>
</tr>
</tbody>
</table>

**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**

*Division Chair

Transportation scheduled by

---

* 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.”
Return completed form to:
Office of Instruction

Request for Change of Grade or Units

Student ID#: ____________________________

<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>
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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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</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

Note: This form is not to be given to students

Rev. 10/07
NAPA VALLEY COLLEGE
GUEST SPEAKER NOTIFICATION

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.

Instructor ____________________________ Class to be Visited ____________________________

Date ____________________________ Room Number ____________________________ Hour of Day ____________________________

Guest’s Name ____________________________ Affiliation of Guest ____________________________

Where From ____________________________ Subject of Guest’s Presentation ____________________________

Division Chair’s Signature ____________________________ Date ____________________________

Vice President, Instruction ____________________________ Date ____________________________
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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</tbody>
</table>

Semester: Fall _____ Spring _____ Summer _____ 20 _____

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

All work to be completed by: ___________mm/dd/yy If this is not completed, a grade of _____will be assigned.

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
NAPA VALLEY COLLEGE  
REQUEST FOR LEAVE  
(For All Employees)  

NAME ____________________________________________ SS# / ID# __________

Note: See reverse side for category definitions.

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

FACULTY ONLY – check one: Absence was from my □ regular contract hours, OR □ overload hours.

<table>
<thead>
<tr>
<th>NON-DEDUCTABLE FROM LEAVE</th>
<th>Date(s) and Hours</th>
<th>Total # of Hours</th>
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<tr>
<td>Bereavement:</td>
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<tr>
<td>Judicial (Jury Duty)</td>
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<tr>
<td>(attach proof of services)</td>
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<td>Assigned NVC 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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</tr>
</tbody>
</table>

*Signature of Risk Management Office Representative: ____________________________ Date: ____________

☐ DEDUCTABLE FROM SALARY

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.

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 (Faculty only) ______________

PLEASE SUBMIT TO PAYROLL DEPARTMENT
Personal Illness or Injury Leave (Sick Leave)
In case of illness or other emergency, your supervisor should be notified as soon as possible.

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 non-credit 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 three days, no later than three days.

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 six 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 an illness of a child, parent, spouse, or 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 non-credit instructors may use six 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 per year, not charged to personal illness and injury. The unit member must give the District five working days notice.

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 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 employees have their Personnel Necessity, Kin Care and Personal Business Leave prorated accordingly.

Rev. 2/2006
PLease submit to Payroll Department
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 3340.
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

**Print Shop Online Form**

## Information
- **Material to be locked**: [ ]
- **Today's Date**: [ ]
- **Date Due**: [ ]
- **Your Name**: [ ]
- **Department (Budget Center)**: [ ]
- **Ext**: [ ]
- **Charge**: [ ]
- **Description/Title of Work**: [ ]

Please allow 24 hrs for copy jobs and 2 or more weeks for press work depending on work load. Please call for scheduling.

Please check all boxes that apply, if boxes are not checked the form will be sent back to you.

<table>
<thead>
<tr>
<th>Print Color</th>
<th>Card Stock Color</th>
<th>NCR</th>
<th>Copy Count</th>
<th>Additional Services</th>
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</thead>
<tbody>
<tr>
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<td>White</td>
<td>2 part</td>
<td>[ ]</td>
<td>Cutting</td>
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<tr>
<td>Color</td>
<td>Blue</td>
<td>3 part</td>
<td>[ ]</td>
<td>Folding</td>
</tr>
<tr>
<td></td>
<td>Pink</td>
<td>4 part</td>
<td>[ ]</td>
<td>(Include Sample)</td>
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<td></td>
<td>Yellow</td>
<td>5 part</td>
<td>[ ]</td>
<td>Saddle Stitch</td>
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<td></td>
<td>Buff</td>
<td></td>
<td>[ ]</td>
<td>Comb binding</td>
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<tr>
<td></td>
<td>Green</td>
<td></td>
<td>[ ]</td>
<td>Shrinking</td>
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<tr>
<td>20 lb. Paper Color</td>
<td>Green</td>
<td></td>
<td>[ ]</td>
<td>Bookstow</td>
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<tr>
<td>Golden Rod</td>
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<tr>
<td>Other</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Configuration**
- One-sided
- Two-sided
- Collate
- Staple
- Single punch

**Special Instructions**: [ ]
I. The intent of these provisions is to provide a means for faculty to stay abreast of current developments in their areas of responsibility. The acquisition by faculty of additional certificates, licenses, and academic degrees beyond necessary employment requirements adds to the prestige and effectiveness of Napa Valley College.

Salary advancement projects shall be determined jointly by the faculty member and the Vice President, Instruction, prior to undertaking the activity in accordance with established procedures as outlined below.

A. THE FOLLOWING ALTERNATIVES QUALIFY AS SALARY ADVANCEMENT PROJECTS:

1. Completion of six semester units (or quarter equivalent)

   Courses undertaken are expected to improve the effectiveness of the employee as a faculty member (excess units not to be carried forward to another project). All course work is expected to lead to improved competence or performance in the individual’s professional assignment.

   (One semester unit equals one point; therefore, six semester units equals six points.)

2. Completion of 360 hours of related work experience

   Related work experience may be paid or unpaid (excess hours not to be carried forward to another project). All work experience is expected to lead to improved competence or performance in the individual’s professional assignment.

   (Sixty hours of work experience equals one point; therefore, 360 hours equals six points.)

3. Completion of a 180-hour research project

   Research is expected to benefit students, faculty, college, and/or community; such as, but not limited to, the following:

   a. Contribution in an area of professional specialization (beyond normal requirements of professional growth)
   b. Student population studies (e.g., minorities, women, alumni, etc.)
   c. New instructional concepts and techniques
   d. Curriculum study and review (beyond standard course revision)
   e. Improvement of community awareness of, and access to the resources of the college
   f. Development and writing of new curriculum or program

   (Thirty hours of research equals one point; therefore, 180 hours equals six points.)
4. **Completion of a 180-hour special project**
   A special project is expected to benefit students, faculty, college, and/or community; such as, but not limited to the following:
   
   a. Contribution in an area of professional specialization (beyond normal requirements of professional growth)
   b. Student population studies (e.g., minorities, women, alumni, etc.)
   c. New instructional concepts and techniques
   d. Curriculum study and review (beyond standard course revision)
   e. Improvement of community awareness of, and access to the resources of the college
   f. Development and writing of new curriculum or program
   g. College wide enrollment management projects

   (Thirty hours of special project equals one point; therefore, 180 hours equals six points.)

B. **CRITERIA FOR APPROVAL OF SALARY ADVANCEMENT PROJECT PROPOSALS:**

   Projects must be completed in accordance with the provisions of these guidelines by October 1 of the year in which the salary advancement is to be granted. Faculty members shall remain on step 6, 10, or 14, and not advance further until such time as an approved salary advancement project is successfully completed. However, once a faculty member has completed three projects or step 15, annual advancement shall continue freely without the requirement of additional projects.

   1. **Completion of six semester units (or quarter equivalent)**
      An individual desiring to complete six semester units must submit a written statement indicating:
      a. Which courses will be completed
      b. Skills and competencies to be acquired in the course work to be undertaken
      c. The relationship of course work to one’s present assignment at Napa Valley College
      d. Who will benefit (students, faculty, colleges, and/or community) and how

   2. **Completion of 360 hours of related work**
      An individual desiring to complete 360 hours of related work experience must submit a written statement indicating:
      a. What related work experience will be completed
      b. Skills and competencies to be acquired in the work experience to be undertaken
      c. The relationship between the related work and one’s present assignment at Napa Valley College
      d. Who will benefit (students, faculty, colleges, and/or community) and how

   3. **Research**
      In the case of research, a written proposal must be submitted which defines the project and its benefit to students, faculty, college, and/or community. Research proposals should be in writing and include:
      a. Objectives/goals of the research
      b. Potential impact on students, faculty, college, and/or community
      c. Detailed components of the research totaling 180 hours
      d. Documentation of results and plans for dissemination
4. **Special Project**

In the case of special projects, a written proposal must be submitted which defines the project and its benefit to students, faculty, college, and/or community. Special project proposals should be in writing and include:

a. Objectives/goals of the research  
b. Potential impact on students, faculty, college, and/or community  
c. Detailed components of the project totaling 180 hours  
d. Expected outcomes such as but not limited to curriculum revisions, academic paper, presentation or production

C. **PROCEDURES FOR SALARY ADVANCEMENT**

Faculty on leave may apply for and complete projects in accordance with the provisions of these guidelines. However, any units, work experience, research, or related work accomplished during a period of sabbatical leave shall not be applied toward salary step advancement. Salary advancement work must be documented and shown to be separate, over and above any work related to a sabbatical leave.

1. **Submission**

Proposals for alternatives A.1, 2, 3, and 4 under the advancement guidelines must be made in writing to the Vice President, Instruction, prior to the beginning of the salary advancement project. Submission of intent to move on the salary schedule by salary advancement must be made as follows:

<table>
<thead>
<tr>
<th>To Advance to Step</th>
<th>Submit By</th>
<th>Submit No Later Than</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>March 1st of Step 5</td>
<td>March 1st of Step 6</td>
</tr>
<tr>
<td>11</td>
<td>March 1st of Step 9</td>
<td>March 1st of Step 10</td>
</tr>
<tr>
<td>15</td>
<td>March 1st of Step 13</td>
<td>March 1st of Step 14</td>
</tr>
</tbody>
</table>

2. **Approval/Denial of Request**

The Vice President, Instruction, will consult with the appropriate Division Chair and will approve or deny the request (in writing, and if denied, with the reasons therefore) within ten working days.

3. **Completion**

Once the project is approved, undertaken, and completed, documentation of its completion must be on file in the Office of Instruction no later than October 1 of the contract year in which the salary increase is to be granted. Recognition of a completed project includes a letter from the Vice President, Instruction to the faculty member regarding project completeness and satisfaction of the project guidelines. Upon satisfactory completion of the project, the faculty member will be formally recognized by the Vice President, Instruction, the Superintendent/President, and/or the Board of Trustees at an agreed upon setting and time. The faculty member may be asked to present his/her project.

4. **Appeal:**

If a proposed salary advancement project is denied by the Vice President, the faculty member may initiate an appeal, which will follow the steps outlined below. Once the appeal process has begun, the faculty member may withdraw the appeal at any time prior to actual consideration of the matter by the Board of Trustees.
a. Steps
   (1) Upon receipt of the Vice President's denial, the faculty member may appeal in writing to the Professional Development Committee within ten working days.

   (2) The Professional Development Committee will meet with the Vice President and, within ten working days of receipt of the appeal, will send its recommendation in writing to the Superintendent/President.

   (3) Within ten working days of receipt of the appeal, the Superintendent/President will approve or deny the request in writing.

   (4) If the Superintendent/President denies the request, it will be put on the agenda of the next regular Board of Trustees meeting along with the original comments from the Vice President, Instruction, and the recommendation from the Professional Development Committee. The Board of Trustees will make the final determination of approval or denial of the request.

b. In all cases, a salary advancement project must receive final approval (from the Vice President, Instruction from the Superintendent/President, or from the Board of Trustees) prior to being undertaken by the faculty member.

II. Salary advancement is limited to a maximum of one step per year regardless of which advancement procedures are utilized.

   A faculty member who successfully completes three approved salary advancement projects or step 15 will thereafter advance freely on the salary schedule.

III. It is the intention of the college to implement these salary advancement guidelines consistently, and without exceptions. However, in case of extenuating circumstances, exceptions may be considered.

2/87 Revised in accordance with District/Faculty Association Agreement.
   (retroactive to 7/01/86)
9/90 Administrative position titles updated by Office of Human Resources.
5/94 Revised to reflect changes in academic calendar year, and administrative position and Faculty Senate committee titles.
2/04 Revised to reflect changes in Professional Development Committee titles and clarify guidelines.
OFFICE OF INSTRUCTION AND STUDENT SERVICES  
REQUEST FOR SALARY ADVANCEMENT**

Name _______________________________ Date ____________________

I request consideration for salary advancement for the 20__-20__ academic year. (Attach a detailed synopsis of your proposal following the salary advancement guidelines. Be sure to include information that would make your proposal clear to individuals outside your discipline.)

My project will consist of (choose one):

- Six units of classes
- 360 hours work experience
- 180 hours of research or special projects

Instructor's Signature __________________________ Date ______________

Deadline for submission of tentative proposal is March 1st of the academic year preceding the year for which the salary advancement is requested. **See below.

Tentative proposal (due March 1):

approved _____  denied_______
Division Chair __________________________ Date ______________

approved _____  denied ______
Vice President, Instruction __________________________ Date ______________

Final approval (due May 1):

approved _____  denied ______
Vice President, Instruction __________________________ Date ______________

Documentation on file in Office of Instruction by first Friday in September.

Vice President, Instruction __________________________ Date ______________

** Be sure to read guidelines for salary advancement (Board Policy #4510, Subsection 3) prior to completion of this form. All approval for salary advancement must be obtained prior to initiation of course work or project.

a: saladvan 04/03
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: ____________________________

DESTINATION: ____________________________

PURPOSE OF TRIP: ____________________________

TRAVEL DATE (S): ____________________________ To ____________________________

ESTIMATED COST:

<table>
<thead>
<tr>
<th>ADVANCE REQUESTED:</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

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) ____________________________
(Administrator/Dean)

(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>
</table>

(For Business Office Use)

AMOUNT OF ADVANCE APPROVED $ ________

FUND CONTROL:

<table>
<thead>
<tr>
<th>Check No.</th>
<th>Check Date</th>
<th>Account No.</th>
</tr>
</thead>
</table>

* 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>CLAIM OF</th>
<th>Address</th>
<th>Dated ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>VOUCHER NO.</th>
<th>TC</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Departure/Arrival Time*</th>
<th>Destination And Purpose</th>
<th>Cost Per Day</th>
<th>Public Carrier</th>
<th>Personal Car Reimbursement Rate:</th>
</tr>
</thead>
<tbody>
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</table>

* Complete if claiming for meal expenses

<table>
<thead>
<tr>
<th>Other Expenses</th>
<th>Total Expense Per Day</th>
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</table>

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.

Thereby 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 ☐

Signed ____________________

Claimant ____________________

Budget Center: ____________________

FEDERAL/STATE GRANT (IF ANY): ____________________

Description ____________________

---

BUDGET CODES

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

SUMMARY OF EXPENSES

TOTAL EXPENSES $ ________
LESS:
ADVANCE $ ________

AMOUNT STILL DUE TO BE REFUNDED $ ________

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

Funds Available: ____________________

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.
Employees and students who use District computers and networks and the information they contain, and related resources, have a responsibility not to abuse those resources and to respect the rights of others. The superintendent/president shall establish procedures that provide guidelines to students and staff for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users. See attached Administrative Regulations.

2/14/05
The District Computer and Network systems are the sole property of the Napa Valley Community College District. They may not be used by any person without the proper authorization of the District. The Computer and Network systems are for District instructional and work related purposes.

This procedure applies to all District students, faculty and staff and to others granted use of District information resources. This procedure refers to all District information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the District. This includes personal computers, workstations, mainframes, minicomputers, and associated peripherals, software and information resources, regardless of whether used for administration, research, teaching or other purposes.

Conditions of Use. Individual units within the District may define additional conditions of use for information resources under their control. These statements must be consistent with this overall procedure but may provide additional detail, guidelines and/or restrictions.

Legal Process. This procedure exists within the framework of the District Board Policy and state and federal laws. A user of District information resources who is found to have violated any of these policies will be subject to disciplinary action up to and including but not limited to loss of information resources privileges; disciplinary suspension or termination from employment or expulsion; and/or civil or criminal legal action. Any disciplinary action will follow current District practices.

Copyrights and Licenses. Computer users must respect copyrights and licenses to software and other on-line information.

Copying - Software protected by copyright may not be copied except as expressly permitted by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any District facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.

Number of Simultaneous Users - The number and distribution of copies must be handled in such a way that the number of simultaneous users in a department does not exceed the number of original copies purchased by that department, unless otherwise stipulated in the purchase contract.

Copyrights - In addition to software, all other copyrighted information (text, images, icons, programs, etc.) retrieved from computer or network resources must be used in conformance with applicable copyright and other law. Copied material must be properly attributed. Plagiarism of computer information is prohibited in the same way that plagiarism of any other protected work is prohibited.

Integrity of Information Resources. Computer users must respect the integrity of computer-based information resources.

Modification or Removal of Equipment - Computer users must not attempt to modify or remove computer equipment, software, or peripherals that are owned by others without proper authorization.

Unauthorized Use - Computer users must not interfere with others access and use of the District computers. This includes but is not limited to: the sending of chain letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs, running grossly inefficient programs when efficient alternatives are known by the user to be available; unauthorized modification of system facilities, operating systems, or disk partitions; attempting to crash or tie up a District computer or network; and damaging or vandalizing District computing facilities, equipment, software or computer files.

Unauthorized Programs - Computer users must not intentionally develop or use programs which disrupt other computer users or which access private or restricted portions of the system, or which damage the software or hardware components of the system. Computer users must ensure that they do not use programs or utilities that interfere with other computer users or that modify normally protected or restricted portions of the system or user accounts. The use of any unauthorized or destructive program will result in disciplinary action as provided in this procedure, and may further lead to civil or criminal legal proceedings.
**Unauthorized Access.** Computer users must not seek to gain unauthorized access to information resources and must not assist any other persons to gain unauthorized access.

Abuse of Computing Privileges - Users of District information resources must not access computers, computer software, computer data or information, or networks without proper authorization, or intentionally enable others to do so, regardless of whether the computer, software, data, information, or network in question is owned by the District. For example, abuse of the networks to which the District belongs or the computers at other sites connected to those networks will be treated as an abuse of District computing privileges.

Reporting Problems - Any defects discovered in system accounting or system security must be reported promptly to the appropriate system administrator so that steps can be taken to investigate and solve the problem.

Password Protection - A computer user who has been authorized to use a password-protected account may be subject to both civil and criminal liability if the user discloses the password or otherwise makes the account available to others without permission of the system administrator.

**Usage.** Computer users must respect the rights of other computer users. Attempts to circumvent these mechanisms in order to gain unauthorized access to the system or to another person's information are a violation of District procedure and may violate applicable law.

Unlawful Messages - Users may not use electronic communication facilities to send defamatory, fraudulent, harassing, obscene, threatening, or other messages that violate applicable federal, state or other law or District policy, or which constitute the unauthorized release of confidential information.

Commercial Usage - Electronic communication facilities may not be used to transmit commercial or personal advertisements, solicitations or promotions (see Commercial Use, below).

Information Belonging to Others - Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs, or passwords belonging to other users, without the permission of those other users.

Rights of Individuals - Users must not release any individual's (student, faculty, and staff) personal information to anyone without proper authorization.

User identification - Users shall not send communications or messages anonymously or without accurately identifying the originating account or station.

Political, Personal and Commercial Use - The District is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding sources of income, political activities, use of property and similar matters.

Political Use - District information resources must not be used for partisan political activities where prohibited by federal, state or other applicable laws.

Personal Use - District information resources should not be used for personal activities not related to appropriate District functions, except in an incidental manner. Staff may not use their work computers to link with personal, home computers.

Commercial Use - District information resources should not be used for commercial purposes. Users also are reminded that the "cc" and "edu" domains on the Internet have rules restricting or prohibiting commercial use, and users may not conduct activities not appropriate within those domains.

**Nondiscrimination.** All users have the right to be free from any conduct connected with the use of the Napa Valley Community College District network and computer resources which discriminates against any person on the basis of ethnic group identification, national origin, religion, age, sex, race, color ancestry, sexual orientation, or physical or mental disability. No user shall use the District network and computer resources to transmit any message, create any communication of any kind, or store information which violates any District procedure regarding discrimination or harassment, or which is defamatory or obscene, or which constitutes the unauthorized release of confidential information.
Disclosure
No Expectation of Privacy - The District reserves the right to monitor all use of the District network and computer to assure compliance with these policies. Users should be aware that they have no expectation of privacy in the use of the District network and computer resources. The District will exercise this right only for legitimate District purposes, including but not limited to ensuring compliance with this procedure and the integrity and security of the system.

Possibility of Disclosure - Users must be aware of the possibility of unintended disclosure of communications.

Retrieval - It is possible for information entered on or transmitted via computer and communications systems to be retrieved, even if a user has deleted such information.

Public Records - The California Public Records Act (Government Code Sections 6250 et seq.) includes computer transmissions in the definition of “public record” and nonexempt communications made on the District network and computer must be disclosed if requested by a member of the public.

Litigation - Computer transmissions and electronically stored information may be discoverable in litigation.

Dissemination and User Acknowledgment
All users shall be provided copies of these procedures and be directed to familiarize themselves with them.

A “pop-up” screen addressing the e-mail portions of these procedures shall be installed on all e-mail systems. The “pop-up” screen shall appear prior to accessing the e-mail network. Users shall sign and date the acknowledgment and waiver included in this procedure stating that they have read and understand this procedure, and will comply with it. This acknowledgment and waiver shall be in the form as follows:

Computer and Network Use Agreement
I have received and read a copy of the District Computer and Network Use Procedures and this Agreement dated, March 26, 2007, and recognize and understand the guidelines. I agree to abide by the standards set in the Procedures for the duration of my employment and/or enrollment. I am aware that violations of this Computer and Network Usage Procedure may subject me to disciplinary action, including but not limited to revocation of my network account up to and including prosecution for violation of State and/or Federal law.

Reference:
17 U.S.C. Section 101 et seq.; Penal Code Section 502, Cal. Const., Art. 1 Section 1; Government Code Section 3543.1(b); Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

Revised 9/05, 08/06, 03/07
Goal 1. Community Awareness of and Access to the College
Napa Valley College will continue to provide for the needs of the communities in the region.
In order to achieve this goal, the college will promote early awareness of college as a viable option, remove barriers to access and student success, provide innovative programs and outreach to growing populations, support diversity and inclusivity, and streamline the student-centered enrollment process.

<table>
<thead>
<tr>
<th>Number</th>
<th>Strategy</th>
<th>Activities/Measures (To Report Progress)</th>
<th>Responsible</th>
</tr>
</thead>
</table>
| 1.1    | Provide early awareness of Napa Valley College as an option and underscore the need for K-12 students and parents to prepare for college success. | 1.1.1 Promote the college through activities including outreach, general branding, local media work, development of collateral materials, general college awareness, and events and activities that promote specific programs.  
1.1.2 Report on an annual basis on all K-12 outreach activities | Student Services  
Community Relations  
Academic Divisions/ Faculty |
| 1.2    | Inform students of services that help them address potential financial, language, accessibility, transportation, and other barriers that would prevent them from attending Napa Valley College | 1.2.1 Sponsor Financial Aid Cash for College events  
1.2.2 Hold Tri-annual Transition Conference for students with disabilities  
1.2.3 Maintain up-to-date and accurate information on the college website  
1.2.4 Regularly attend local high school college fairs or events. | Student Services |
| 1.3    | Monitor access among equity groups | 1.3.1 Report student equity ratios regarding access among four equity groups, defined by: gender, race/ethnicity, age, and disability status | Research, Planning and Development |

*Goals and Strategies are not in priority order
Approved by the Board of Trustees on June 9, 2011
Approved by Planning Committee May 20, 2011
<table>
<thead>
<tr>
<th>1.4</th>
<th>Develop and implement activities that promote diversity, equity and inclusivity at Napa Valley College and within the community</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.4.1</td>
<td>Continue and promote new activities sponsored by the Associated Students and diverse student clubs.</td>
</tr>
<tr>
<td>1.4.2</td>
<td>Finalize revisions to “diversity task force plan” and transition to Inclusivity Committee Plan.</td>
</tr>
<tr>
<td>1.4.3</td>
<td>Prioritize activities in Inclusivity Committee Plan, implement the plan, and evaluate the outcomes.</td>
</tr>
<tr>
<td>1.4.4</td>
<td>Involve the campus community in implementation of Inclusivity Plan activities.</td>
</tr>
<tr>
<td>1.4.5</td>
<td>Provide professional development activities for faculty and staff.</td>
</tr>
<tr>
<td>1.4.6</td>
<td>Develop and implement plan for diversifying courses across the curriculum.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1.5</th>
<th>Develop and implement a student-centered Strategic Enrollment Management (SEM) Plan and improve processes so that students can navigate them more easily</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.5.1</td>
<td>Continue the development of the SEM concept to identify disconnects and effective practices.</td>
</tr>
<tr>
<td>1.5.2</td>
<td>Launch task forces to examine the different segments of the student continuum</td>
</tr>
<tr>
<td>1.5.3</td>
<td>Maintain a SharePoint SEM site</td>
</tr>
<tr>
<td>1.5.4</td>
<td>Develop data book where all data collection, research, resources and summary will be compiled.</td>
</tr>
<tr>
<td>1.5.5</td>
<td>Incorporate SEM plan into college planning and budget process</td>
</tr>
</tbody>
</table>

*Goals and Strategies are not in priority order

Approved by the Board of Trustees on June 9, 2011
Approved by Planning Committee May 20, 2011
**Goal 2. Partnerships for Economic and Workforce Development**

Napa Valley College will collaborate with community partners to identify current and emerging labor market needs.

In order to achieve this goal, the college will create innovative practices for workforce education, respond to local needs for economic development and workforce preparation, develop targeted workforce skills training; and, encourage industry specific professional development opportunities for workers.

<table>
<thead>
<tr>
<th>Number</th>
<th>Strategy</th>
<th>Activities/Measures (To Report Progress)</th>
<th>Responsible</th>
</tr>
</thead>
</table>
| 2.1    | Strengthen and develop existing career and technical education partnerships with the community | 2.1.1 Coordinate with advisory committees to identify needs  
2.1.2 Report the number of internships and job placements | Instruction |
| 2.2    | Provide programs that prepare students for careers in emerging industries and occupations including green technology applications. | 2.2.1 Coordinate and review California Employment Development Department reports and identify emerging industries in Napa County and the surrounding counties  
2.2.2 Utilize Career Technical Education grant funding to develop new degrees, certificates or areas of emphasis if needed | Instruction |
| 2.3    | Develop new fee-based training programs that support workforce development needs | 2.3.1 Implement plan for Institute for Business Excellence  
2.3.2 Enhance partnerships with Workforce Investment Board, Adult School, business, industry, and others  
2.3.3 Evaluate the success of Institute for Business Excellence programs | Instruction |
| 2.4    | Prepare students for licensure, certification, continuing education, and advanced education. | 2.4.1 Develop fee-based classes and workshops as needed for training, community education, and to improve success on licensure exams | Instruction  
Academic Senate |

*Goals and Strategies are not in priority order  
Approved by the Board of Trustees on June 9, 2011  
Approved by Planning Committee May 20, 2011
Goal 3. Teaching and Learning Effectiveness

Napa Valley College will provide high quality instruction to meet the needs of a diverse population.

In order to achieve this goal, the college will provide effective instruction methods and technologies, evaluate and assess program and service outcomes, employ a range of instructional methods, and cultivate an environment conducive to learning.

<table>
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<tr>
<th>Number</th>
<th>Strategy</th>
<th>Activities/Measures (To Report Progress)</th>
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</table>
| 3.1    | Use effective educational practices and provide appropriate equipment and technology to support instruction | 3.1.1 Provide more training opportunities in educational practices, pedagogy, and use of technology  
3.1.2 Expand and sustain a range of instructional content delivery methods to enhance learning  
3.1.3 Record and report Teaching and Learning Center training data  
3.1.4 Develop and implement a three-year technology plan that supports the needs of instruction | Instruction  
Academic Senate  
Institutional Technology  
Teaching and Learning Center |
| 3.2    | Conduct regular assessments of programs, services, and student learning outcomes to improve student learning | 3.2.1 Continue to conduct Program Evaluation and Planning reviews & evaluations  
3.2.2 Assess Student Learning Outcomes (SLO), Student Services Outcomes (SSO), Administrative Unit Outcomes (AUO), and Institution Level SLOs  
3.2.3 Develop an annual report on program improvements | President  
Instruction  
Student Services  
Academic Senate  
Assessment Coordinators  
Learning Outcomes Assessment Committee  
Research, Planning & Development |
| 3.3    | Promote high standards of academic rigor and excellence. | 3.3.1 Use assessment data to improve or enhance academic excellence  
3.3.2 Discuss development of prerequisites addressing new legislation and take action, as appropriate | Instruction  
Academic Senate |
| 3.4    | Provide a welcoming environment that is free from discrimination. | 3.4.1 Promote and sponsor activities via the Inclusivity Committee, Student Services Office and Office of Student Life.  
3.4.2 Review results of student and staff surveys and respond with initiatives as necessary and appropriate | Administrative Services  
Instruction  
Student Services  
Academic Senate  
Classified Senate  
Associated Students  
Napa Valley College |

*Goals and Strategies are not in priority order*

Approved by the Board of Trustees on June 9, 2011
Approved by Planning Committee May 20, 2011
Goal 4. Student Success

Napa Valley College will provide students with the opportunity to achieve their educational and career goals.

In order to achieve this goal, the college will provide basic skills education, assess and place students into appropriate courses, and implement Strategic Enrollment Management.

<table>
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<th>Number</th>
<th>Strategy</th>
<th>Activities/Measures (To Report Progress)</th>
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</table>
| 4.1    | Define “student success” for NVC | 4.1.1 Identify and monitor measures of student success  
4.1.2 Identify benchmarks  
4.1.3 Implement strategies to increase student success | Academic Senate Research, Planning and Development Instruction Student Services |
| 4.2    | Improve success among basic skills students | 4.2.1 Explore new assessment and placement options  
4.2.2 Periodically review placement practices by conducting local validation studies and testing for disproportionate impact (per Chancellor's Office requirements)  
4.2.3 Report placement results to campus community  
4.2.4 Implement Basic Skills Plan  
4.2.5 Increase transition to college level courses | Basic Skills Initiative Committee Instruction Student Services |
| 4.3    | Educate students about career/transfer options | 4.3.1 Increase and/or clarify career and transfer pathways  
4.3.2 Promote AA/AS/Certificates/Transfers  
4.3.3 Increase number of completed Educational Plans among students with goals of degree/transfer  
4.3.4 Report transfer statistics & Transfer Agreement Guarantees  
4.3.5 Develop transfer degrees based on SB1440 legislation | Student Services Instruction Academic Senate |

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<table>
<thead>
<tr>
<th>4.4</th>
<th>Improve processes and services to support student success.</th>
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| 4.4.1 | Complete the “is” and “should” maps from the Strategic Enrollment Management task force. |
| 4.4.2 | Develop and implement the Strategic Enrollment Plan |
| 4.4.3 | Prepare annual report of Strategic Enrollment Management Plan |
| 4.4.4 | Make data driven decisions to support student success |
| 4.4.5 | Assess Strategic Enrollment Management process changes |

Strategic Enrollment Management Committee
Instruction
Student Services
President’s Cabinet
Academic Senate

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Approved by the Board of Trustees on June 9, 2011
Approved by Planning Committee May 20, 2011
**Goal 5. Organization Effectiveness**

Napa Valley College will strengthen organization effectiveness.

In order to achieve this goal, the college will utilize evidence based and participatory decision making, support professional and leadership development, maintain high quality staff, promote health and safety, and align resources with the Strategic Plan.

<table>
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<tr>
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<th>Strategy</th>
<th>Activities/Measures (To Report Progress)</th>
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</tr>
</thead>
</table>
| 5.1    | Enhance research and analysis capacity for data driven decision making, planning and reporting | 5.1.1 Expand resources to support research  
5.1.2 Offer training to faculty and staff  
5.1.3 Enhance student demographic data collection in order to monitor diversity and promote inclusivity | President Research, Planning & Development |
| 5.2    | Strengthen the culture and practice of shared governance for administrators, classified staff, faculty and students | 5.2.1 Review campus committee structure and adjust to increase effectiveness as necessary  
5.2.2 Review all policies, including Shared Governance policies (D1140, D1150) and procedures, for adherence to current college needs and state standards. Recommend revisions as needed  
5.2.3 Monitor to assure that the Shared Governance policies are followed during decision making | President Council of Presidents  
Academic Senate  
Associated Students  
Napa Valley College  
Classified Senate  
Administrative Senate |
| 5.3    | Provide opportunities for professional and leadership development | 5.3.1 Create and offer professional development opportunities for all faculty and staff  
5.3.2 Report progress through Staff Development Committee and Teaching and Learning Center  
5.3.3 Design and implement leadership training opportunities | Human Resources  
Teaching and Learning Center  
Academic Senate  
Staff Development Committee |
| 5.4    | Provide all employees with training that addresses intercultural interaction and understanding to increase their abilities to interact effectively with all students and with one another | 5.4.1 Continue to offer hiring committee trainings that focus on the value of a diverse workforce, bias awareness, and the elements of cultural competence.  
5.4.2 Develop and offer Phase II of the hiring committee training during 2011-2012 | Human Resources  
Teaching and Learning Center  
Inclusivity Committee |
5.4 | 5.4.3 Provide trainings related to bias awareness, diversity, inclusivity, and prevention of harassment, discrimination, and retaliation in the workplace

5.5 | Recruit and retain qualified employees | 5.5.1 Implement new faculty hiring procedures once approved by the Academic Senate
5.5.2 Continue to employ hiring practices that ensure competency of applicants, as well as Equal Employment Opportunity guidelines
5.5.3 Provide professional development activities for staff, faculty, and administrators | Human Resources
Instruction
Student Services
Administrative Services
Academic Senate

Human Resources
Instruction
Student Services
Administrative Services
Academic Senate

5.6 | Take a pro-active approach to workplace and campus safety and emergency preparedness | 5.6.1 Review and revise the Emergency Operations Plan as necessary
5.6.2 Conduct and coordinate appropriate emergency training
5.6.3 Provide training and support designed to maintain a socially and physically safe campus experience
5.6.4 Support the activities of the Stop the Hate program, Inclusivity Committee, and others | College Police
Bias Incident Response Team
Emergency Action Committee
Inclusivity Committee

College Police
Bias Incident Response Team
Emergency Action Committee
Inclusivity Committee

5.7 | Use technology to enhance productivity and effectiveness | 5.7.1 Develop and implement a 3-year technology plan for NVC, including instructional technology
5.7.2 Draft, revise, and enact policies and procedures related to optimal and effective use of institutional technologies
5.7.3 Provide trainings to teach staff to utilize Datatel capacity effectively
5.7.4 Explore new technologies that improve student services and instruction
5.7.5 Expand use of existing technology to increase efficiency | Institutional Technology
Administrative Services
Instruction
Student Services

Institutional Technology
Administrative Services
Instruction
Student Services

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**Goal 6. Resource Development**

Napa Valley College will augment financial resources.

In order to achieve this goal the college will increase philanthropy from the community, develop contract education, expand fee-based education, and seek financial assistance from diverse sources.

<table>
<thead>
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| 6.1    | Secure additional funding from private sources through the Napa Valley College Foundation | 6.1.1 Implement the Napa Valley College Foundation Strategic Plan  
6.1.2 Annual reports by Foundation will measure success to goal completion including funding sources, funds raised and projects funded | President  
Foundation Office |
| 6.2    | Develop partnerships with business and industry that provide specialized, fee-based training for their employees | 6.2.1 Implement plan for Institute for Business Excellence.  
6.2.2 Enhance partnerships (Workforce Investment Board, Adult School, businesses, industry, etc.)  
6.2.3 Evaluate the success of Institute for Business Excellence programs | Instruction |
| 6.3    | Sponsor fee-based courses to meet community needs | 6.3.1 Promote personal development and community services classes as the Center for Life-Long Learning to improve marketing strategies | Instruction |
| 6.4    | Seek federal, state, and foundation funding, including Hispanic Serving Institution grants | 6.4.1 Submit proposals to support college goals  
6.4.2 Provide grant writing workshops and activities for faculty and staff  
6.4.3 Report number of proposals submitted each year  
6.4.4 Report total grant funds secured each year including funding source, funds secured and projects funded | Research, Planning & Development  
Foundation Office  
Instruction  
Student Services |

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### Strategic Plan - continued

- **6.5** Generate revenue or reduce costs by more efficient use of physical resources.
  - 6.5.1 Evaluate current fee structure for outside users and compare with other districts and facilities
  - 6.5.2 Evaluate and make recommendations for scheduling of in-house events to minimize overtime costs
  - 6.5.3 Maximize solar production by additional cleaning of panels

- **6.6** Pursue activities on renewable energy and sustainable resource management that generate income or reduce costs.
  - 6.6.1 Identify and implement options to reduce utility costs through energy management and digital control
  - 6.6.2 Support activities that encourage sustainability and ecologically sound practices

*Goals and Strategies are not in priority order*

Approved by the Board of Trustees on June 9, 2011
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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(c)]

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 2½ 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
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 of 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.
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.

1STATUTE 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.

Stage 1A: Complaint
- Student should discuss issue directly with faculty member to resolve matter.*

- Has this resolved the issue? Yes/No

  - If Yes, END.

  - Stage 1B
    - If No, student should meet with division chair and faculty member within the next 10 school days to resolve matter informally.*

    - Has this resolved the issue? Yes/No

      - If Yes, END.

      - Stage 1C
        - If No, student must inform the division chair and faculty member of his/her plan to pursue a grievance. Then, student may meet separately with the division chair to seek resolution and/or proceed with a formal grievance.*

        - Has this resolved the issue? Yes/No

          - If Yes, END.

          - Stage 2: GRIEVANCE
            - If No, you may appeal within 10 school days upon receipt of Stage 1C decision. Then, the matter is referred to the Vice President, Instruction, or designee, 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.
**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.

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* 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**

**Follow this procedure**

**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 (253-3330).

**Questions about grievances:**
Refer to the Student Complaint and Grievance Policy and Procedures available online under the Student Services website ([www.napavalley.edu/studentservices](http://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—3333**
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.