Dear Full Time and Associate Faculty Members:

Welcome to Mission College. Whether you are a returning or new faculty member to our college, this handbook is designed to provide information that will support your work as a faculty member at Mission College. It outlines Mission’s organizational and governance structure, faculty support services, and student services. To assist you in preparing for your classes and working with students, this handbook also includes sample forms you will commonly use. For additional information, don’t hesitate to contact your Dean, Department and Division Chairs, your colleagues, and the administration and staff in the Office of Instruction.

Thank you for your contributions to our student centered learning institution and the success of students at Mission. I look forward to working with you and hearing about the great things of accomplishment in the 2012-2013 year.

Daniel Peck
Interim Vice President, Instruction
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SECTION 1
INTRODUCTION

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INTRODUCTION

Mission College
Mission Statement

Mission College’s first priorities are students, their learning, and their success. Our college serves the diverse educational, economic and cultural needs of the student population of Santa Clara, the Silicon Valley and our global community by providing associate degrees, transferable, career and basic skills courses and programs, as well as opportunities for life-long learning. Through participatory governance in support of our first priorities, Mission College systematically commits to evaluating and improving educational programs, technological resources and student support services by making informed decisions, allocating resources, and establishing institutional policies and procedures.

This Faculty Handbook is designed to provide information to the Mission College faculty that allows them to most effectively serve the needs of students. The material presented includes information regarding District and College organization, relevant academic and procedural information, instructional services available to faculty, student services available at the College, and faculty and student rights and responsibilities. This Handbook should be used in conjunction with the agreement between the Association of College Educators (ACE) and West Valley-Mission Community College District and the current Mission College Catalog. Should any conflict arise between the faculty handbook and collective bargaining agreements, that latter shall prevail.

The material presented here is under continuous review. Suggestions for improvement are welcome from all members of the Mission College community, and should be sent to the Office of Instruction, or to the President of the Mission College Academic Senate.

This section presents background information on the West Valley-Mission Community College District and Mission College.

History of the District and Mission College
In July 1962, the first public meeting was convened to address the formation of the West Valley Community College District. In October 1962, the District’s formation was approved by the California State Board of Education. In January 1963, the District was established by voters residing in the Campbell, Los Gatos-Saratoga, and Santa Clara High School Districts.

West Valley Junior College became operational in September 1964 at the site of the former Campbell Grammar School in Campbell. During the 1964-65 academic years, the college accommodated 3,203 students at this 12-1/2-acre campus. The staff consisted of 10 administrators and 53 instructors with 100 courses being offered that first year.

In 1964, the present West Valley College 143-acre site at Fruitvale-Allendale was purchased. Funding was obtained through the State Junior College Construction Act. The campus was developed between 1964 and 1974, with the completion of the first building in 1968. The first
classes began in Fall 1968.

In 1966-67, land was purchased in Santa Clara for the construction of a new college. These 12 acres were located north of the Bayshore Freeway (Highway 101). In 1970, the total 164-acre parcel was acquired. Mission College began its educational operations at Jefferson Intermediate School in Santa Clara in 1975. The first phase of construction was completed and Mission College moved to its new facility in September 1979. This singular three-story 63 building was designed to reflect a learning philosophy that relied heavily on study labs. Other programs and services were housed temporarily in this building with the intent to move into four attached wings. The Passage of Proposition 13 in 1978 interrupted completion of the remainder of the college. To accommodate the increase in student enrollment, portable classrooms were added to the grounds.

The Hospitality Management program moved to Mission College from West Valley College in 1987 after construction of their new building was completed. The Hospitality Management Building is a 14,500 square foot facility with two self-contained kitchens containing top quality equipment. The Retail Floristry program joined the Hospitality Management department in 2000.

Mission's Gymnasium was opened in May 12, 1994. It has a multi-use floor plan with striping for professional and league basketball as well as badminton and volleyball. It is equipped with a state-of-the-art sound system, electronically retractable bleachers and a center-court divider for split games.

The College's Campus Center grand opening was held on October 29, 1999. The new facility houses the campus bookstore, a multi-use cafeteria, video lounge, and an arcade room on its first floor. Its upper level houses offices for the Associated Student Body and clubs, the Director of Student Activities, the Vice President of Student Services, a conference center with multiple meeting rooms and a 156-station computer lab with 4 group study/activity rooms.

The Library-Telecommunications Building opened its doors in April 2001. The library facility includes 60 computer research stations as well as reference stacks, multi-media instructional materials, a 50,124 book collection, and over 160 periodicals. Also housed in the building are five group study rooms, a copy center, a training classroom and offices for all library staff and acquisitions. The telecommunications facility has two television studios used for large meetings, video shoots and teleconferences. The college's office of audio-visual equipment and repair, the web master and instructional designer are all within the building as well.

Ground was broken for the Child Development Center on May 3, 2001 and it opened for service in August 2002. Within the 9,000 square foot center are meeting rooms, offices, observation rooms, play rooms, a laundry room, and kitchen. Surrounding the building are outdoor play areas with lawns, play equipment, and seating.

Physical Education Phase II, adjacent to the gymnasium, opened in October 2003. This new building houses new shower and locker rooms, meeting rooms, equipment storage rooms, team rooms, laundry facilities and offices for athletics staff.
Mission's Silver Anniversary Celebration was held on Saturday, May 18, 2002 at the Triton Museum of Art in Santa Clara. A special commemorative composition, "Celebration in Silver" was composed by Professor Keith Johnson.

President Christopher O'Hearn commissioned a new flag to be flown in honor of the college's next 25 years which was unveiled and raised in a ceremony with Vice Mayor Jamie Mathews on Friday, May 24, 2002 the day proclaimed "Mission College Day" by the City of Santa Clara. In August 2004, construction on Mission College's Science & Technology building was completed housing classrooms for Biology, Chemistry, Physics, Anatomy & Physiology, and Botany, as well as meeting rooms and offices for the programs.

Mission College began its 1979-80 academic year with 3,500 students, 8 administrators, and 73 instructors. Annually, the college has over 14,000 students served by over 100 staff members, 425 full and part-time instructors, and 19 managers. Mission College is a comprehensive educational institution that serves a diverse constituency in Santa Clara County and northern Santa Cruz County by providing university transfer preparation, workforce training, basic skills course work, vocational/career preparation, and counseling and guidance. The College grants Associate in Arts and Associate in Science degrees and Certificates of Completion in a wide variety of subject areas. Mission College is an accredited member of the Western Association of Schools and Colleges, and is regularly reviewed by the Accrediting Commission for Community and Junior Colleges. Mission College received reaffirmation of its accreditation in 2008.
STATEMENT OF PURPOSE FOR MISSION COLLEGE

Mission College is an institution of higher learning that is open to all. The mission and purpose of the college is to:

- Identify and anticipate students’ needs
- Provide opportunities for lifelong learning in a supportive environment
- Be responsive to the unique cultural and demographic diversity of a changing community
- Serve those seeking vocational skills, associate and baccalaureate degrees, a vocational education, and special needs

The Mission College community supports the three goals of the West Valley-Mission Community College Governing Board:

- Enhancing Learning – through provision of a targeted curriculum that emphasizes an interdisciplinary approach to learning and prepares students for careers in an information-based society
- Building Community – through recognition of the rich cultural diversity of the student body, students will experience opportunities that will prepare them for success in a global society
- Strengthening Resources – through growth and development in the innovative application of technology to the academic environment

Expectations for Faculty

The primary expectation for faculty at Mission College is teaching so that the student learns. This requires expertise in the teaching field and a plan for maintaining currency in the subject matter. Creative use of instructional materials includes the innovative application of technology to the academic environment. Interactions with the student demand that the instructor have an astute interest in the students’ welfare; exercise mature judgment; and maintain an open, nonjudgmental attitude.

The provision of quality learning experiences is our priority. The reputation of Mission College is based on the ability of the faculty to fulfill these teaching responsibilities with integrity, energy, concern for the student, and good humor. The major responsibilities for each faculty member are to follow State, District, and College policies and provide appropriate educational opportunities for the students. This includes:

- Being available to students through maintenance of office hours
- Informing students, in writing, at the beginning, about course requirements, grading standards, and policies
- Providing a classroom environment conducive to learning that will stimulate intellectual curiosity and foster respect for others
- Providing instruction in accordance with the statement of purpose of Mission College, established course outlines, and with the college catalog description
• Conferring with individual students regarding their progress toward course goals
• Helping students solve study problems and evaluating their potential achievement in fields familiar to the instructor, especially those in specific career and vocational areas
• Knowing the services available at mission college and referring students with physical, emotional, learning, or other problems outside the instructor’s area of expertise to resources on campus
• Providing students with job placement information, where appropriate
• Meeting each class at the regularly scheduled time for the full time allotted
• Maintaining accurate attendance and scholastic records of students and submitting required reports according to identified deadlines
• Communicating appropriately with students, peers, department and division chair, staff, and administration
• Maintaining professional, ethical standards of behavior
• Protecting district property from unauthorized use, theft, or abuse
• Observing safety rules, using good judgment to prevent accidents and reporting potential safety hazards to the department or division chair

Governance Model
General Principles:

1. Shared governance is a method of collegial interaction by the Board of Trustees, administration, faculty, classified staff, and students participate in the decision-making process. The paramount goal is consensual agreement on specific issues.

2. The Board of Trustees receives input from all appropriate constituencies through the shared governance model. The Board establishes District goals, adopts policies, authorizes the annual budget, awards bids and contracts, appoints and terminates personnel, and serves as an avenue of final appeal within the District for unresolved issues.

3. The Academic Council is composed of representatives of all appropriate College constituencies. This group is the primary advisory body to the President.

4. College committees, composed of all appropriate constituencies, continually review and analyze relevant issues, prepare alternate courses of action, and make recommendations to the appropriate administrator.

5. Faculty members perform duties as instructors, librarians, or counselors. They assess, develop, recommend, and implement activities related to District/College goals. They participate actively on College committees through the Academic Senate. They perform other contractually identified professional responsibilities.

6. Classified staff performs a variety of support services for which they possess appropriate training and experience. They participate actively on College committees to provide advice and counsel regarding relevant policies and procedures.
7. Students learn through completing in approved courses and other college activities. They participate actively on college committees and through ASB Senate and clubs to provide advice and counsel regarding relevant policies and procedures.

8. Administrators execute District/College policies and procedures. They receive recommendations from college committees and make appropriate decisions within their area of jurisdiction. They assume responsibility for ensuring implementation of activities based on District/College goals, and evaluate the effectiveness of the activities to support and facilitate the educational process.

9. The Academic Senate expresses the formal position of the Mission College faculty regarding academic and professional matters. They are responsible for selecting faculty to serve on College committees. They review and respond to changes in College regulations, administrative rules and procedures recommended by College committees. The Senate makes recommendations to the President regarding academic and professional regulations and procedures. They make appropriate operational decisions consistent with approved Constitution and by-laws.

10. The Associated Student Body (ASB) Senate is the official voice of the Mission College student body. They are responsible for nominating students to the President for service on college committees. The ASB Senate makes recommendations to the Dean of Student Services regarding academic and extra-curricular student concerns. They make appropriate operational decisions consistent with approved Constitution and by-laws.

11. Collective Bargaining units negotiate for their membership with the Board of Trustees through the Administration regarding salaries, wages, and working conditions. They work with Administration to fairly implement all aspects of negotiated collective bargaining contracts.

12. The Confidential Staff are represented by their administrative supervisors regarding salaries, wages, and working conditions.

**Governance Process**

1. In the domain of instructional and student services, shared governance is reflected in the relationships faculty have among themselves and with their Division and Department Chairs. Faculty teaches counsel students, plan and implement curriculum, prepare instructional materials, and assist in the hiring and evaluating of their colleagues.

2. Faculty and Staff concerns with compensation, load, and others aspects of working conditions are handled through the collective bargaining unit and formalized through binding contracts.
3. Policies and procedures of the college are determined by the educational philosophy of the institution, admission standards, degree requirements, curriculum, professional standards, teaching methods, staff development, and long range planning. Faculty expresses their opinion on academic issues through their elected representatives to the Academic Senate and the committees established by the Senate.

**Governance Plan**

West Valley-Mission Community College District strongly advocates a shared governance model that complies with AB 1725 and the California Administrative Code Title 5, Sections 51023 and 53200. The District policy is one of implementing a process of collegial participation between administration, faculty, students, and classified staff with regard to decision-making and policy recommendations.

Mission College Shared Governance Plan is based on the following concepts:

1. To provide a mechanism that empowers committees to contribute fully and effectively in the operations and policy decisions of the college.
2. To utilize fully the skills, talents, and interests of the staff through a process that encourages decision-making at the most appropriate level of the system structure.
3. To complement and support the college administrative structure.
4. To function efficiently through the establishment of committees based on functional activities.

**Sexual Harassment Grievance Policy**

It is the policy of The District to maintain a work and learning environment that is free of sexual harassment. In accordance with District policy, employee complaints of sexual harassment are referred to the Director of Labor Relations. For more information, the District Officer at Mission College is the Vice President of Student Services.

Student complaints of sexual harassment are defined in this section of the Discipline/Grievance Policy. Sexual harassment, as defined by Title VII of Civil Rights Act, Title IX of Educational Amendments of 1972, Office of Civil Rights, and current District Policies is defined as:

A. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, when made by a student to another student, or when made by a student to a staff member.

   1. Submission of such conduct is made, either explicitly or implicitly a term of condition of an individual’s employment or education; or
   2. Submission to, or rejection of, such conduct is used as a basis for employment or education decisions affecting such individual; or
   3. Such conduct has the purpose or effect of substantially interfering with an
individual’s educational or work performance, or creating an intimidating, hostile, or offensive employment or educational environment.

B. Sexual harassment may include, but is not limited to:
   1. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assaults, touching, impeding or blocking movement, leering, gestures, display of sexually suggestive objects or pictures or cartoons.
   2. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
   3. Implying or withholding support for an appointment, promotion, or change of assignment, suggesting poor performance report will be prepared; or suggesting probation will be failed. Within the educational environment, 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 denial.
   4. Coercive sexual behavior used to control, influence or affect the career, salary, and/or work environment of another employee, within the educational environment, engaging in coercive sexual behavior to control, influence or affect the educational opportunity, grades and/or learning environment of a student
   5. Offering favors or educational employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

**Complaints against College Employees**

Sexual harassment, as noted above, may take many forms. The goal of this policy is to have a process that is sensitive to the needs of students as well as the rights of those against whom allegations have been made. All complaints, both formal and informal, will be handled with the strictest standard of confidentiality.

The State Education Code, Title 5, Section 59334, requires that a single person investigate and report formal sexual harassment (and discrimination) complaints. That person for the District is the Director of Human Resources and Employee Relations.

The CSSO is designated as the Title IX responsible office for Mission College. The CSSO will assist students at both the formal and informal grievance levels and answer any questions or concerns.

Many complaints may be resolved at the informal level. Often discussion with the College employee will successfully change the behavior to the student’s satisfaction.

Sometimes the nature of the sexual harassment is so severe to the student that no contact with the individual or their supervisor is possible. In those situations the student should immediately report the incident directly to the CSSO or the Director of Human Resources and Employee Relations.
A. Informal Level
1. The Step 1 level encourages the student to approach the person who has caused the complaint. The student should specify the incident that caused the complaint and the action that, in the student’s opinion, would resolve the matter.
2. At the Step 2 level, the student approaches a third party, either the Department chair or the immediate supervisor of the employee. The student should specify the incident that caused the complaint and the action that, in the student’s opinion, would resolve the matter.

B. Formal Level
1. The Step 3 level is directly with the CSSO or the Director of Human Resources and Employee Relations. Appeal procedures beyond this level are determined by the District Personnel Policies. The student begins the formal discrimination procedure at this level if he or she believes it is necessary.

C. Timeline
1. Formal complaint must be filed in writing within 60 days of occurrence in the Office of Human Resources and Employee Relations.
2. Investigation will be completed within a 90 day period and complainant will receive a written notification of final disposition. If additional time is necessary, an interim notification will be provided to the complainant.
3. The District, through the Director of Human Resources and Employee Relations will report all formal complaints to the State Chancellor’s Office within 90 days of receipt of a complaint. (Title 5, Section 59336).

Complaints against Other Students

Sexual harassment is a violation of the Student Code of Conduct, and students are subject to disciplinary sanction for this behavior. Complaints are filed with the CSSO at each campus.

Discrimination Grievance Procedures

It is the policy of the District to maintain an environment that is free from discrimination on the basis of race, ethnic background, national origin, sex, age, sexual preference, or physical or mental handicap.

Any student may file a complaint against a student or staff member under the provisions of this procedure. As with other grievances, there are both formal and informal complaint levels. The complaining student may, however, file a formal complaint directly with the Director of Human Resources and Employee Relations at any time.

A. Informal Level

The lowest level of complaint is informal (Step 1), which is with the individual who caused the complaint. The student informally attempts to resolve the situation to his or her satisfaction. At this level, the student may meet with the supervisor of the employee who has created the complaint. The student may also meet with the CSSO for information or assistance at any time.
B. Formal Level
1. Formal complaints are filed with the Director of Human Resources and Employee Relations and must be filed in writing within 60 days of occurrence.
2. Investigation will be completed within a 90-day period and complainant will receive a written notification of final disposition. If additional time is necessary, an interim notification will be provided to the complainant.
3. The District, through the Director of Human Resources and Employee Relations, will report all formal complaints to the State Chancellor’s Office within 90 days of receipt of a complaint. (Title 5, Section 59336).
4. A student may appeal the decision of the Director of Human Resources and Employee Relations to the Chancellor and then to the Board of Trustees.

C. Timeline
1. Formal complaint must be filed in writing within 60 days of occurrence in the Office of Human Resources and Employee Relations.
2. Investigation will be completed within a 90 day period and complainant will receive a written notification of final disposition. If additional time is necessary, an interim notification will be provided to the complainant.
3. The District, through the Director of Human Resources and Employee Relations will report all formal complaints to the State Chancellor’s Office within 90 days of receipt of a complaint. (Title 5, Section 59336)
4. Appeal procedures are defined in the District policy.

Free Speech and Discriminatory Harassment
The District is committed to creating an educational environment that does not tolerate harassment or discrimination. At the same time, the College must protect the Constitutional Rights of free expression under the First Amendment.
SECTION 2
ORGANIZATIONAL STRUCTURE

Mission College/District Administration
State/District/College Relationships
State of California
West Valley-Mission College Community College District
District Support
District Employee Bargaining Groups
District Academic Senate
Mission College Academic Senate
Mission College Classified Senate
Mission College Instructional Administration
Curriculum Review Committee
College Goals
Mission College Organization Charts
MISSION COLLEGE ADMINISTRATION

2012 - 2013

Dr. Laurel Jones, President
Rick Bennett, Vice President, Administrative Services
Penny Johnson, Vice President, Student Services
Dr. Daniel Peck, Interim Vice President of Instruction
Mina Jahan, Dean, Business, Technology & Services and Applied Science
Timothy Karas, Dean, Liberal Studies and Language Arts
Dr. Danny Nguyen, Dean, Math, Sciences and Workforce Development, Applied Science
Daniel Sanidad, Dean, Student Services
Peter Anning, Director, Marketing/Public Relations

Division Chairs
Wael Abdeljabbar
Kathy Henderson
Keith Johnson
Clement Lam
Rod Pavao
(Interim Division Chair)
Thuy Trang

Senior Office Coordinators (SOC)
Beverly Gaitan
Gerry Oliver
Kena Rogers
Thuy Foot
DISTRICT ADMINISTRATION

2012 – 2013

Patrick Schmitt, Chancellor
Ed Maduli, Vice Chancellor

Board of Trustees

Nick Heimlich, President
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Nelson Pham, Mission College Student Trustee
David O’Shea, West Valley College Student Trustee
STATE/DISTRICT/COLLEGE RELATIONSHIPS

State of California
The California public community colleges are administered by a Board of Governors consisting of fourteen members, appointed by the Governor and approved by the State Senate. The Community College System is coordinated by a State Chancellor located in Sacramento. The Chancellor executes the duties and responsibilities delegated to him by the Board of Governors.

The California Community College Board of Governors through the State Chancellor’s office implements applicable legislation, appropriates monies to local colleges, approves all course and program offerings, and ensures compliance to the laws of the State of California. Quality education for the citizens of the State of California is offered through the local community colleges. Local community colleges are divided into districts governed by local governing boards. West Valley College and Mission College constitute the West Valley- Mission Community College District.

West Valley-Mission Community College District
A seven-member Board of Trustees elected at large to four-year terms and two non-voting student members (one from each campus) govern the West Valley-Mission Community College District. As stated in the 1995 Mission College Accreditation Report, The Board of Trustees “is responsible for the quality and integrity of the institution...selects a chief executive officer, approves the purposes of the institution, and responsibly manages available fiscal resources. It establishes broad institutional policies and delegates to the chief executive officer the responsibility to administer these policies.” The District is administered by the Chancellor, Patrick Schmitt, who reports directly to the Board of Trustees. Dr. Laurel Jones, President of Mission College, and Dr. Bradley Davis, Interim President of West Valley College, report to the Chancellor. Mission College organization charts are included at the end of this chapter.

District Support
The College receives the following support services from District offices:

1. Business Services
   a. Budget preparation, monitoring, and analysis
   b. Accounting
   c. Purchasing
   d. Payroll
2. Computer Services
3. Facilities/Planning and Operations
4. Grants and Development
5. Human Resources/Staff Diversity
6. Labor Relations
7. Police/Parking Safety
8. Economic Development Institute
9. Staff Development
10. Community Services  
11. Public Relations  
12. Advancement/Foundations

**District Employee Bargaining Groups**

The West Valley Mission Classified Employees Association (WVMCEA) represents basic unit non-supervisory classified employees. The Professional and Vocational Division, Teamsters Union, Local 856, represents supervisory employees. The Peace Officers' Association represents the public safety officers. The Association of College Educators (ACE) represents certificated faculty. These organizations are recognized by the Board of Trustees as the sole and exclusive representative of personnel within these areas.

**District Academic Senate**

The faculty is also represented at the District level by the District Academic Senate, composed of members of both the Mission College and West Valley College Academic Senates. It is presently co-chaired by the Mission College Academic Senate President and the West Valley College Academic Senate President. The Senate takes district-wide faculty positions by acting on resolutions from both college Academic Senates and recommending policy to the Board of Trustees.

The District Academic Senate meets once a semester with additional meetings as necessary. The co-chairs represent the faculty at Board of Trustees meetings and at the biweekly District Council sessions.

**Mission College Academic Senate President** – Dianne Dorian – ext. 5312

**West Valley College Academic Senate President** – Lance Shoemaker – ext. 2436

**Mission College Academic Senate**

The Academic Senate at Mission College is charged with representing all full-time and associate faculty members in academic and professional matters. The shared governance provisions of AB 1725 have greatly increased the role of the Academic Senate in college policy, and specify eleven broad areas in which the Board of Trustees must rely primarily upon the advice of the Senate. The Senate also consults with ACE on work-related issues to ensure a uniform faculty voice. Senators representing each division are elected by the full-time faculty in the division. Senators representing associate faculty are elected by the associate faculty at large. The Senate president represents the Senate on most shared governance committees and is elected by the full-time faculty at large. Recommendations of the Senate are regularly communicated to the College President, the Governance and Planning Committee; Chancellor’s Advisory Council, and the Board of Trustees.

**Mission College Classified Senate**

The Classified Senate at Mission College represents basic unit, confidential, and supervisory classified staff. The Senate provides a formal structure to ensure the role and participation of classified staff in the college's formation of campus goals, objectives, policies, procedures, and regulations.
Complementing the District/College administrative structures are a variety of organizations and committees designed to address specific issues. All faculty members are encouraged to participate in these organizations and committees as part of their professional responsibility. District-wide committees include:

ACE
District Load Committee
Benefits Review Committee
Budget Advisory Committee
Budget Task Force
District Council
District Budget Advisory Committee (DBAC)
Human Resources Committee
Sabbatical Leave Committee

Mission College has a number of standing committees and governing bodies. These include:

Academic Senate
Administrative Staff
Classified Senate
College Budget Advisory Committee (CBAC) Governance and Planning (GAP)
Curriculum Review Committee (CRC) Division Chair Council (DCC)
Financial Aid Appeals Committee
International Student Committee
Performance Goals Committee (PGC) Program Review Committee
Safety Committee
Staff Development Committee
Student Health Services Advisory Committee

**Mission College Instructional Administration**

With direction from the Vice President or the President (or designee), the Mission College Division Chair coordinates administrative functions and provides support and assistance to faculty colleagues in assigned area or merged areas. As primary leaders of instructional or service areas, Division Chairs accept full responsibility and accountability for:

1. The cultivation of proactive and creative approaches on all educational matters and concerns
2. Meeting college-wide deadlines
3. Providing requested data/information
4. Responding to needs in area(s)
5. Being present and involved in key governance meetings
6. Assisting the dean and president (or designee) with shared policy development and administration of the college
7. Promoting areas(s) with the college and to the external community
Curriculum Review Committee
The Curriculum Review Committee is composed of representatives from each division in Mission College. The committee is responsible for approving the entire curriculum prior to implementation.

College Goals

A. Strategic Focus: Community Life, Outreach, and Marketing
   Goal #1: Increase the community understands of the college, its value to the community, and its ability to meet the educational goals of students.
   Goal #2: Create a sense of community and collaboration at all levels across the college.
   Goal #3: Advance Mission College’s visibility and service to the community.

B. Strategic Focus: Curriculum and Program Improvement
   Goal #1: Ensure that the college’s curriculum responds to the 21st century needs of our students and the community.
   Goal #2: Increase the number of opportunities for students to transfer to a four-year institution.
   Goal #3: Increase the number of students who earn awards and transfer within Science Technology Engineering and Mathematics (STEM) disciplines.

C. Strategic Focus: Economic Development and Sustainability
   Goal #1: Provide market-responsive education, training, and services that are developed in conjunction with business, industry and community partners to address local workforce, economic and community needs.
   Goal #2: Establish Mission College as a community leader and partner for workforce and economic development in the region.
   Goal #3: Develop and implement a systematic and coordinated process for soliciting, evaluating and responding to workforce and economic development opportunities.
   Goal #4: Create a scheduling model which includes criteria for resource allocation model implications to ensure that college fiscal solvency equals enrollment solvency.

D. Strategic Focus: K-12 and Higher Education Articulation and Partnerships
   Goal #1: Strengthen collaborative partnerships with the local K-12 institutions to align programs and facilitate student matriculation to Mission College.
   Goal #2: Establish collaborative partnerships with local universities to align programs and provide students with a seamless transfer experience.
   Goal #3: Expand and enhance collaborative partnerships with international communities to increase the global diversity of the college.

E. Strategic Focus: Leadership and Professional Development
   Goal #1: Provide opportunities for all employees to receive professional development and skill building.
   Goal #2: Promote leadership growth and participation in community and college activities from all college constituencies.
F. Strategic Focus: Student Learning, Completion, and Institutional Accountability
   Goal #1: Facilitate student persistence, retention, and goal completion through effective student support and instructional strategies.
   Goal #2: Implement ongoing institutional assessment and evaluation that supports student learning and completion.

G. Strategic Focus: Technology
   Goal #1: Optimize technology to provide effective support for programs, services, and processes, with a focus on sustainability.
   Goal #2: Identify and foster partnerships with technology organizations to keep the college at the forefront of technological advances.
SECTION 3
INSTRUCTION, PROCEDURES & INFORMATION

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Census Roster Submittal for 16-Week Course
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PROCEDURAL INFORMATION

This section contains general information on College policies and procedures. The information is presented in alphabetical order except for the first section on emergency procedures, first aid and safety.

EMERGENCIES (IMMEDIATELY THREAT TO LIFE OR PROPERTY)

IMMEDIATELY CALL 9-1-1 – Also call 9-1-1 for severe illness or accident
Dial 9-1-1 from any campus phone. Dial 9-1-1 from any pay phone.
In the event of an illness accident follows with a call to the Student Health Services (ext. 5140) to obtain nurse assistance when the Student Health Services is open.
AED’s (Automatic External Defibrillators) are located in the Student Health Services Center, Main Building Welcome Center, Main Building – W2-402, Weight Room – W1-302, Campus Center – by Information Desk, Science Building – First Floor by elevator, Science Building – Second Floor by elevator, Library, Gymnasium, Hospitality Management and IS Building.

In the event of a non-emergency injury to an employee, the District has specific policies regarding work-related injuries and workers' compensation. These policies require that all non-emergency treatment be provided by:

Cupertino Medical Clinic OR Alliance Occupational Medicine
10050 Bubb Road 2737 Walsh Avenue
Cupertino, CA 95014 Santa Clara, CA 95051
(408) 996-8805 (408) 228-8400

These facilities are geared toward providing comprehensive, consistent treatment, with same day appointments if needed. They will automatically bill our Workers' Compensation Administrator, instead of you, and provide the District with a return-to-work date. This benefits both the District and the injured employee.

Since the District made these arrangements, all employees are required to receive care for the work-related injuries at this facility, for at least the first thirty days after reporting the injury. You may choose your personal physician only if you have notified the District in writing prior to the injury.

Use of these facilities will provide you with prompt, competent medical care with no worry about bills. It will provide the District with good communication regarding your return-to- work date so timely benefits will be provided to you.
**Child Abuse Mandated Reporting**

Per penal code PC 1165, all teachers and school administrators are Mandated Child Abuse Reporters. Mandated Reports must report known or suspected child abuse to the appropriate authorities immediately by phone and follow-up with a written report to the same agency within 36 hours. To file the required verbal and written reports, contact the District Police Department. The West Valley-Mission Community College District provides Child Abuse Mandated Training in the form of both classroom and self-study. To enroll or obtain additional information about Child Abuse Mandated Reporting, contact Human Resources or District Staff Development.

**Protocols for Locked Doors:**

The following protocols for having locked doors opened have been approved by the Mission College Facilities/Safety Committee (10/11/01).

Assumption: Not all doors are unlocked prior to class meetings. The lists are prioritized, that is, try (a) first, then (b), etc.

For Monday through Friday, 8.00 a.m. to 5.00 p.m.:

a. All division Senior Office Coordinators have keys to classrooms  
b. VP of Administrative Services (E1-604)  
c. Office of Instruction (S1-301)  
d. Contact District Facilities ext. 4121

For Monday through Friday, 5.00 p.m. to 10.00 p.m.:

a. Try division Senior Office Coordinators  
b. Evening/Weekend Administrator (E1-001) at cell phone (408) 590-2657

Saturday, 8.00 a.m. to 4.00 p.m.:

a. Contact Evening/Weekend Administrator (E1-001) at (408) 590-2657

Saturday, after 4.00 p.m.:

b. No one

Sunday: No one
SAFETY COMMITTEE

Statement of Philosophy
It is the intent of Mission college to provide an environment for its students, faculty, staff and visitors that will ensure their health and safety and will not subject them to avoidable risk or accidental injury. Appropriate health and safety standards as established by Federal, State and local agencies will be implemented. Safety is everyone’s responsibility and basic safety precautions should be practiced.

Charge of the Safety / Facilities Committee
1. Recommend, monitor and review policies and procedures that affect the health and safety of the college community to the President.
2. Continually evaluate the effectiveness of the policies and procedures which affect the health and safety of the college community.
3. Develop and update a Facilities Implementation Plan, an Emergency Plan, an Emergency Preparedness Plan and a Facility Rental Plan for the President’s review and approval.
4. Identify and prioritize facility and grounds maintenance, repairs, modification and signage projects for funding by CBAC or District Facilities.
5. Identify and prioritize Americans with Disabilities Act facility and grounds projects that make Mission College more accessible to students with disabilities.
6. Conduct regular inspections of our facilities and grounds and make recommendations to correct deficiencies noted to District Facilities or develop budget proposals to submit to CBAC.
7. In consultation with District staff, identify ergonomic furniture needs.
8. Identify and prioritize the upgrade of existing office furniture.
9. Receive and resolve complaints about facilities and grounds from the college community.
10. Keep the college informed about facility and grounds issues.
11. Review safety related incidents and accidents as reported by Student Health Services and Public Safety.

Composition of the Committee
Voting Members:
2 Classified   1 Science   1 General Faculty
1 District Police   1 Health Services   2 ASB
1 District Facilities   2 Administrative Staff   1 MC Communication Center
1 Facility/Space Reservation   1 Disabled Students Program   1 Fire Science/Environmental Tech

Non-voting Members:
2 JPA Safety Consultants
1 Human Resources Specialist

- Chair to be selected from the membership.
- From time to time members from the community will be invited to provide support and expertise to the committee.
- Appointment - The President shall appoint the members with the recommendation of the current safety committee.
- Length of Service - Two year term with opportunity for reappointment.
- Voting - Each committee member shall have one vote.
- Attendance - Members must be present at all meetings. If a member is unable to attend a meeting, he/she must contact the chair prior to the meeting.
- Meetings - The committee shall meet once a month. Special meetings may be called as necessary

ABSENCES

Instruction Office Absence Line Procedure (Faculty):
Faculty are expected to meet their classes as scheduled, hold scheduled office hours, and give final examinations at the designated time during the final examination period. Absences must be reported as specified in the current ACE Contract.
In the event you must be absent, the absence reporting procedure is as follows:

1. Faculty are expected to call the Absence Line (408) 855-5148 at least 3 hours prior to their class meeting. Leave the following information:
   a. Your Name,
   b. Course (ex: ENGL 905)
   c. Section #
   d. Class Time
   e. Room #

2. Additionally, faculty are encouraged to call their SOC/Department Chair. If you are missing a lab class with setup (e.g. Biology lab), you must notify the appropriate Instructional Lab Technician to avoid unnecessary lab setup and wasting of lab materials.

3. As a best practice, faculty should inform students of their absence via Angel.

4. Upon returning to work, obtain an absence report form from the division office. Return the completed form to the division Sr. Office Coordinator. If a substitute was used, his/her name should be included on the absence report form.

5. In the case that the absent member arranged with another full-time member or associate member to cover the class(es) in exchange for future reciprocal substitution, no absence or substitution forms are required; however, the absent faculty member shall notify his/her department chair or supervising administrator in writing (and when possible, in advance) of the effective date(s) of absence and substitution arrangements.

Instruction Office Absence Line Procedure (OI Office):
1. The absence line will be checked multiple times daily between 8am and 6pm

2. The OI and SOCs will post the absences on a centralized electronic notice board

3. SOC will obtain absence report form from faculty

Instruction Office Absence Line Procedure (Evening Administrator):
1. The absence line will be checked at 5:00pm and 6:30pm

2. Evening Administrator will post on centralized electronic notice board

3. SOC will obtain absence report form from faculty
Instruction Office Absence Line Procedure (Student Notification)

1. Signs will be posted in each classroom notifying students that class cancellation signs will no longer be posted and to check the message board in the lobby and the My Mission Portal for details. This message will also inform students that they can assume a class meeting has been cancelled if the instructor is not present 20 minutes after the class start time.

Changes in Schedule: Room Changes andCanceled Classes

Any change from the published class schedule, e.g., change of day, room or time, MUST have prior approval of the Department Chair and Division Chair. The Department Chair is responsible for coordinating such changes with the Division Chair and the Vice President, Instruction. The decision to cancel a class is ultimately made by the department in accordance with their WSCH/FTE plan. The Department Chair will assist with the cancellation.

Class Hour

Under the sixteen-week schedule, classes vary in length from 65 minutes to 200 minutes. Hours must be strictly followed with one, two or three breaks, depending on the length of the class. No breaks are included in classes held for 95 minutes or less. The scheduling grid showing the length of classes with start/stop times is available in division offices or the Office of Instruction.

Class Breaks

Classes at Mission College are based on the newly adopted 16-week schedule. Classes held for 65, 70, 75, 85, 90 and 95 minutes have no breaks; the breaks are already programmed into the stopping times of these classes. For classes longer than 95 minutes, the breaks are to be integrated into the class offering times, not saved until the end. The following class meeting intervals have the identified breaks:

<table>
<thead>
<tr>
<th>Class Meeting Minutes</th>
<th>Breaks</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - 149 minutes</td>
<td>one 10-minute break</td>
</tr>
<tr>
<td>150 - 199 minutes</td>
<td>two 10-minute breaks</td>
</tr>
<tr>
<td>200 - 249 minutes</td>
<td>three 10-minute breaks</td>
</tr>
<tr>
<td>250 - 299 minutes</td>
<td>four 10-minute breaks</td>
</tr>
<tr>
<td>300 - 349 minutes</td>
<td>five 10-minute breaks</td>
</tr>
<tr>
<td>350 - 399 minutes</td>
<td>six 10-minute breaks</td>
</tr>
<tr>
<td>400 - 449 minutes</td>
<td>seven 10-minute breaks</td>
</tr>
</tbody>
</table>

Class Rosters

You will receive temporary class rosters at the beginning of each semester. For short courses, which start later in the semester, temporary class rosters will NOT be in the faculty mailboxes a day before the scheduled first class meeting. Faculty are expected to print out their own copies
(which include add codes) and bring them to their first class meeting. Should any problem occur, please notify Admissions at ext. 5000 or 5015. The Admissions and Records Office provides information on registration, attendance, and grades. Please read Section 5 of this Handbook very carefully for additional information about attendance, rosters, and grades.

**Conference Attendance: Forms and Procedures**

Funds for conference attendance are available for full-time instructors. All conference attendance must have prior approval by the Supervisor, Dean, and the Vice President of Instruction. The Dean, in advance of the conference, must approve substitute coverage. All conference reimbursements are subject to the availability of funds.

Obtain a Conference Attendance Request and Reimbursement Form from the Sr. Office Coordinator. The "request portion" of the form must be completed and approved by the Division Chair and Vice President of Instruction prior to your departure. The account number must be included and will be assigned by the Office of Instruction.

The reimbursement portion of the form must be filled out completely. Attach receipts, including official registration receipts for conferences, to the form. It is not necessary to turn in meal receipts. If you have not completed one of these forms before, please see your Division Chair or Sr. Office Coordinator for assistance in completing the meal reimbursement section of the conference attendance form. There is no reimbursement for alcohol expenses. Receipts for hotels, airline tickets, bridge tolls, public parking lots, taxis, and shuttles must be attached. Reimbursement is based on the lowest cost form of travel. For example, increased costs associated with driving to Alaska, rather than flying, will not be reimbursed. Keep a copy of the form and attachments and submit the original form with attachment to the Finance Office at the District Office.

**Contracts**

Contracts are issued to all full-time non-tenured Instructors, associate instructors, and categorically funded program instructors. Your Senior Office Coordinator will process the contract; the Division Chair will approve, sign it and send it to Human Resources for completion. Your contract will then be mailed to you by HR for review and signature. Return your signed contract to Human Resources for final approval by the Chancellor’s designee. All these steps must be completed before you can be paid. All contracts are subject to approval by the Board of Trustees. Instructor Load Sheets are also issued to full-time tenured faculty as salary statements.

**Course Outlines**

The Education Code requires each department to have current course outlines on file in the Instruction Office. If you do not have a copy of the current course outline, you may obtain one from your SOC. The course outline is a content guide for the instructor that enables the institution to maintain standardization and articulation agreements. Course content is established by the course outline, and all faculty must teach according to the established outline.
Your course information sheet (also called a "green sheet" or syllabus) contains information about classroom procedures, requirements, and grading policies. This information should be explained to students in your class at the beginning of the semester. A copy of the information sheet for each course you teach should be provided to your SOC the first week of each semester so that it can be placed on file.

It is strongly advised that each instructor post on Angel their syllabus in advance so students may print their own copy. All instructors and students have Angel accounts.

Policy on Cheating

Dishonesty includes but is not limited to in-class cheating, out-of-class cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to College staff, faculty, administrators, or other officials. Following are definitions of in-class cheating, out-of-class cheating, plagiarism, and furnishing false information. These are not all-inclusive and the list itself is not meant to limit definition of cheating to just those mentioned.

1. In-class cheating: During an examination or on any work for which the student will receive a grade or points, unauthorized looking at or procuring information from any unauthorized sources, or any other student’s work.

2. Out-of-class cheating: Unauthorized acquisition, reading, or knowledge of test questions prior to the testing date and time; changing any portion of a returned graded test or report and resubmitting as original work to be regarded; or presenting the work of another as one’s own for a grade or points.

3. Plagiarism: Unauthorized use of expression of ideas from either published or unpublished work(s) as a student’s own work for a grade in a class. This also includes the violation of copyright laws, including copying of software packages.

4. Furnishing false information: Forgery, falsification, alteration or misuse of College documents, records, or identification in class or in laboratory situations.

When a student is charged with plagiarism or cheating related to a class, and the instructor has reasonable proof or documentation or the student admits the violation, the instructor may select one or more of the following options:

1. Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.

2. Issue an NC or a failing grade (“F”) or “0” for the assignment in question.

3. A faculty member may issue an “F” grade for a specific incident known for cheating on an examination or plagiarizing on the assignment. The failing grade is to be incorporated with the entire assessment of the final course grade earned. Therefore, “an instruction cannot automatically give a student an “F” grade for
the entire course where the student is only known to have cheated or plagiarized with respect to one of several assignments that count toward the final grade.”

4. Refer the student to the CSSO for disciplinary action.

Faculty Grievances
A student may file a grievance when he or she believes that a faculty or College staff member has violated College rules, policies, or procedures, or other local, state, or federal laws. There are two types of grievances: Academic and non-academic student grievance.

Academic Grievance
An academic grievance may be filed when a student feels that a faculty member has violated state law, federal law, or College policies and procedures relative to grading or other academic areas. All grade appeals are first with the specific instructor, then in order with the Department Chair, the Division Chair, the Dean of Instruction, the VP of Instruction, the President, the Chancellor, and the Board of Trustees.

The State Educational Code provides the following:

All grades awarded by the instructor of record shall be final. The California Code of Regulations Section 55760, permits a grievance to be filed with respect to grading only in situations where a grade was assigned due to “mistake, fraud, bad faith, or incompetence.”

Credit by Examination
Students may challenge only those courses that have been approved for challenge by the department. A master list of courses approved for challenge is available in the Admissions and Records Office.

A student wishing to challenge a course for credit by examination must file an Application for Credit by Examination form with the Records Office. The Records Office will evaluate the student's record to see that the basic requirements are met. This form must be filed before the end of the sixth week of the semester. Students may not challenge courses by credit by examination in summer sessions.

Additional information on credit by examination is available from Records at ext. 5000.

Dead Week Policy
Dead Week is the week immediately preceding the initial day of the final examination period. Classes are held as usual. However, during this period there will be no examinations, athletic events, club meetings, field trips, or student activities. Exceptions to this policy must be approved in advance by the Division Chair and the Vice President of Instruction.

Faculty Mailboxes/Voice Mail
Your mailbox is an important method for communicating with students and Mission College. Please make it a habit to check your mailbox before each class meeting. Many important
documents are routinely placed in your mailbox. All full time and associate faculty mailboxes are located in their respective Division Offices.

Telephone messages can be received by the associate faculty through voice mail. Each associate faculty member should request a Voice Mail extension by placing a request to IS (Information Services). This Voice Mail extension should be announced to students via green sheets during the first week of classes.

Field Trips: Excursions

All field trips must be scheduled and approved in advance (no later than 5 working days prior to the field trip) by your Division Chair and the Vice President of Instruction. Students must submit the completed Excursion/Field Trip Notice and Medical Authorization prior to the field trip. Field trip attendance is not mandatory for students, especially if the field trip requires a time longer than the regularly scheduled class. Field trips must be related to the course objectives. An alternative student assignment should be given in lieu of the field trip for students who do not participate in field trips.

Please note that trips over 200 miles total must be approved in advance by the Division Chair and the Vice President of Instruction and are subject to transportation administrative procedures dated January 7, 1987. Please be sure you have a Class II driver's license if you take a van with a capacity exceeding nine passengers.

Field Trips: Insurance

If you take a District vehicle, the District's insurance will be primary for District related travel. If a personal vehicle is used, the individual's insurance will be primary and District insurance secondary. The College does not encourage faculty to use their own vehicles to transport students on field trips. If students provide their own transportation and meet at the field trip site, District responsibility for the event starts at the site. The student's insurance would be responsible for the travel time.

Final Examination Schedule

All instructors are expected to give final examinations on the day and at the time they are scheduled. Exceptions to this schedule must have prior approval of the Dean. Please see the current Schedule of Classes for the final examination schedule.

Grading Policy

Faculty are expected to keep accurate and complete student records. When submitted at the end of the semester, it is recommended that grade or roll books show at least three substantiating grades in addition to the final grade. Grade/roll books should also include dates of withdrawal, and the "a" symbol for absences. All grade rosters must be filed at the completion of each course or by the deadline published by the Vice President of Student Services. The grade/roll books are historical documents indicating student participation and performance. They are also used to support course and attendance audit reviews. See Section 5 of this Handbook for additional information.
High School Student Enrollment in Mission College Classes

The West Valley-Mission Community College District has developed a policy in cooperation with local high school districts that allows a limited number of high school students to enroll in college courses for advanced academic or vocational classes. Faculty should maintain standard college level academic performance expectations and grading policies for the special high school student, even if the student has been authorized to receive high school credit for the College course. High school students will enroll the week before classes begin and must meet the same prerequisites. Enrollment forms can be found online at http://www.missioncollege.org/admissions/forms.

Instructional Supplies

Instructional supplies are furnished through each division office and may be requested from your division Sr. Office Coordinator.

Office Hours: Full-Time and Associate Faculty

Full-time faculty must schedule at least three (3) office hours per week outside of his/her regularly scheduled classroom hours. Office Hours for full-time faculty are a part of the workweek. The specific times, days, and location must be posted near the faculty member's office. The division Sr. Office Coordinator maintains a copy.

Associate faculty office hours are outside the regularly scheduled class hours. The hours consist of a total of thirty (30) minutes per week per section taught (i.e. 30 minutes per section per week). Associate faculty may hold office hours in their classroom before or after class, if there is no other class scheduled at that time, or in the Teaching and Learning Center. Office hours and location are to be on file in the division office.

All faculty may inform their students of their office hours through the green sheet or verbally at the first class meeting. Absences should be reported to the division secretary and reported as specified in the current ACE contract.

Teaching and Learning Center (TLC)

The Teaching and Learning Center (TLC) is located on the south wing of second floor of the main building. This Center serves all full time and associate faculties. Matters such as assignment of magnetic key cards for quick copying, department duplicating account numbers, time sheets, absences, substitutes, etc. are arranged through the division office. See "Office Hours: Full-time and Associate Faculty," above, for information on keeping office hours. Each associate faculty has a marked mailbox and receives mail in their division office. Please contact Office of Instruction for reserving the training room in this Center.

The following information describes other services provided:

Supplies

Selected supplies such as pencils, paper, etc. are available from the division Sr. Office
Coordinator. Overhead transparency masters will be provided when requested in advance from your division office.

**Quick Copying**
Walk-up photocopying machines are available in the Teaching and Learning Center (TLC) and in the hallway of N2-402, S2-402, E2-402 and W2-402 for making 1 to 10 copies. You will need a magnetic key card assigned through your division office in order to use the walk-up copiers. These machines are NOT designed for major duplicating orders. (NOTE: Copies made with a copy card cost double that of duplicating center copies.)

For more than 10 copies, obtain your duplicating account number from the division office. Take your completed Duplicating Work Order to the Duplicating Services Center in S1-601. Allow at least 1 to 2 days for completion. The completed work will be shelved in the Duplicating Center until picked up.

For emergencies, a one-hour turnaround service is sometimes available but will be limited to 200 total copies on a Duplicating Work Order. On occasion, this service may be temporarily suspended such as during peak demand times.

**Duplicating Services**
Special services for duplicating classroom tests and multiple-page instructional handouts are available when at least five (5) working days are allowed.

**Temporary Offices**
The Teaching and Learning Center (TLC) has limited work spaces available to be used as a quiet work area. The work areas are not assigned to any individual and should be used only for short periods of time.

Audio-Visual Equipment. Forms for requesting additional audio-visual equipment such as a slide projector, etc. are available from the AV department. (24-hour notice is required.)

Personnel Services. The Human Resources Office provides support services to our associate faculty in personnel matters. The Human Resource Office is located on the third floor (S3-201).

**Parking Permits & Parking Rules and Regulations**

**Primary Parking Permits**
Permits are supplied at no cost to salaried full- and part-time employees. Parking permit application forms are included in your hiring packet. It is a card stock form titled “Staff / Faculty Parking Permit Application.” If this form is not in your hiring packet please contact, your human resources specialist.

You may obtain your parking permit by either mailing in your Parking Permit Application to the District Police Business Office at: WVMCCD- Police, 3000 Mission College Blvd., Santa Clara,
Your primary parking permit is static-cling (non-adhesive) and can be transferred between vehicles. The permit goes inside the lower left (Driver’s) window, facing out. You will be cited for improper or non-display of your parking permit. Possession of a parking permit does not authorize parking:

YOU MUST PROPERLY DISPLAY A VALID PARKING PERMIT AT THE TIME THE VEHICLE IS LEFT PARKED. Failure to display a valid permit will result in a $35.00 fine.

If your primary vehicle is a convertible or a vehicle that cannot be secured, you must obtain an adhesive permit, contact District Police at 408-855-5435.

Second Faculty Parking Permit

The WVMCCD Police Office will issue a single adhesive permit to be used as a 2nd faculty parking permit. Permits will be issued only to a vehicle of a WVMCCD faculty registered by DMV at the same address as the employee. The WVMCCD Police Office will issue a single permit (adhesive) to be used as a second parking permit.

Full Time Faculty

When requesting a 2nd parking permit full time faculty employees will be asked to complete a Parking Permit Application designed specifically for the 2nd parking permit. Upon completion of the Parking Permit Application the full time faculty employee will either receive their 2nd permit in person or via US Postal Mail.

All full time faculty employees will receive a full time adhesive parking permit that will not expire. The permit may only be used on the vehicle specified on their Parking Permit Application for 2nd parking permits.

Part Time Faculty

When requesting a 2nd parking permit part time faculty employees will be asked to complete a Parking Permit Application designed specifically for the 2nd parking permit. Upon completion of the Parking Permit Application the part time faculty employee will either receive their 2nd permit in person or via US Postal Mail. All part time faculty employees will receive a part time adhesive parking permit that will expire December 31st of the given year.

The parking permit may only be used on the vehicle specified on their Parking Permit Application for 2nd parking permits. All part time faculty employees must re-apply annually for a 2nd parking permit.

Placement of Adhesive Permit

Adhesive Decals: decal backing must be completely removed and the decal must be securely adhered to the vehicle surface. Parking permits are not transferable to any other person or unregistered vehicle. Transferring permits is considered a parking violation and subjects the
vehicle to enforcement action and / or confiscation of the 2nd parking permit. Adhesive decals must be displayed in the lower corner of the driver’s side front window (windshield).

Reciprocal Parking
Reciprocal parking is a privilege enjoyed by all faculty and staff at WVMCCD. Vehicles displaying a valid WVMCCD parking permit may reciprocally park at both West Valley and Mission College.

Employee Responsibility
Finding authorized space: Drivers are responsible for finding an authorized parking space. Lack of available space or other factors do not justify parking violations. Employees who park in unauthorized spaces (such as loading zones, special permit, or fire lanes) will be cited. Current fines are $35 per violation. Parking in a handicapped space without a valid placard is a $285 fine! Employees who forget their parking permit need to obtain a temporary parking permit for the day from the District Police Business Office located in the Campus Center - lower level - across from Parking Lots A and B. Notes and business cards are not honored.

Guest Speakers
Visitor passes are available for guest speakers and any individual visiting the campus on official business. When inviting a guest please make sure you obtain a Visitor Parking Permit in advance for the District Police Business Office.

Appealing a Citation
Citations must be appealed in writing within 21 days of issuance. An appeal form may be obtained online, please visit: www.pticket.com/wvmc by telephone call 1-800-818-1832, by mail: Office of Parking Violations (WVMC) P.O. Box 11113, San Jose, CA 95103, or in person at Office of Parking Violations, 210 N. Fourth Street, Suite 150, San Jose, CA 95112. This information is also printed on the back side of the citation.

Lost or Stolen Permits
If your permit is lost, please contact the District Police Business Office immediately. Permits stolen must be reported.

Vehicle Disposal
In the event a vehicle is sold or disposed of, a substantial portion (50% or more) of the decal must be returned to the District Police Business Office before a replacement decal will be issued.

Changes in Employment Status
1. When terminating employment, employees must return their permits to the District Police Business Office.
2. Employee must notify the District Police Business Office with changes in position, classification code, assigned shift, or department information.
Change of Address
When an employee home address changes, he/she is responsible for contacting the District Police Business Office with this information. It is important that this information be kept current.

Liability Disclaimer
WVMCCD does not assume responsibility for any vehicle or its contents when parked on College property.

Prerequisite Challenge Process
Students may challenge prerequisites of courses by meeting with a counselor and presenting evidence of proficiency for state prerequisite courses.

Prerequisite Challenge Form
This form should be used by any student wishing to challenge a limitation on enrollment that prevents the student from taking a class with a prerequisite. Students must attach supporting documentation (i.e.: transcripts or placement test results from an educational institution, Degree from a U.S. College or University, a note from a professor) for consideration of approval.

Telephones, Mail Stop, and Office List
Current College extensions are listed in the Mission College Telephone Directory (http://www.missioncollege.org/gen_info/faculty/default.html) Check with your division Sr. Office Coordinator for information on faculty office locations and mail stops not listed in the college directory online.

Academic Freedom
With the exception of the first paragraph defining the scope of its coverage at West Valley-Mission Community College District, this policy is an almost verbatim rewriting of the California State University system's statement on Academic Freedom, with the name, "West Valley-Mission Community College District" inserted where needed. The CSU statement of Academic Freedom is, in turn, substantially based on the 1940 AAUP Statement of Principles of Academic Freedom and Tenure, while their statement on Professional Ethics is an exact transcription of the 1966 AAUP Statement on Professional Ethics. Please see pages 4, 5 and 6 for the complete policy statement.

*Adopted by the Board of Trustees on March 18, 1993

Faculty Ethics: Expanding The AAUP Ethics Statement*

Introduction
The Academic Senate for California Community Colleges adopted the “American Association of University Professors (AAUP) Ethics Statement” in 1987 and in April 1988 released a paper entitled, "Why the Academic Senate has adopted the AAUP Ethics Statement." The AAUP
statement and explanation for its adoption have been quite helpful to local senates in discussions of ethics. However, community college faculty faces situations that are distinctly different from those faced by university professors. Furthermore, since the time the ethics statement was adopted by the Academic Senate, AB 1725 has become law, and the bill's redefinition of the community college faculty profession has resulted in an abundance of ethical questions regarding faculty roles, responsibilities, and obligations. Hence, the purpose of this paper is to offer expanded discussions on the AAUP Ethics Statement focusing on issues that typically face faculty in California's Community Colleges.

The AAUP ethics document consists of five statements outlining faculty responsibilities to their disciplines, students, colleagues, institutions, and communities. The text of these statements is included in Section II of this Handbook. It serves as an excellent foundation in principles upon which decisions of ethical behavior can be based.

Those principles are expanded in Section III in the areas of scholarly competence, honest academic conduct of students, academic standards, cultural and gender sensitivity, the free pursuit of learning, avoiding exploitation of students, academic freedom, and contributing to the profession.

**AAUP Ethics Statement**

Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the
regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institutions in determining the amount and character of work done outside it.

When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Expanding the AAUP Ethics Statement

References in the following sections raise questions about how faculty interact with all members of the college community in carrying out their professional responsibilities and statements specific to students or colleagues should be interpreted as applying to all other individuals.

Developing Scholarly Competence

Every discipline requires scholarship. Faculty must keep up with new developments in their disciplines and in teaching methods just as doctors are obligated to keep abreast of new developments in medicine and attorneys are required to know evolving laws. It is a faculty member's ongoing obligation to pursue professional and academic development.

In addition, faculty has the obligation to pursue the truth. The intellectual virtues of being open-minded, fair, honest and objective in the consideration of differing views, being thorough in research, avoiding the manipulation of data, and reaching a well-reasoned viewpoint should all be fostered within the intellectual character of the faculty member.

These attitudes toward learning are precisely what faculty are trying to get students to acquire, therefore, faculty are obligated to teach and lead by example. Modeling and teaching critical thinking and attempting to instill in students intellectual virtues which foster critical thinking are key responsibilities for faculty.

In other words, modeling a democratic style rather than an authoritarian one is more appropriate. Instead of trying to control the beliefs, opinions and values of students, encouraging pluralistic dialogue is an ethical necessity. Teaching students to respect differing views and helping them to benefit from the wisdom often found in ideas with which they disagree can provide a profound learning experience.

Maintaining Honest Academic Conduct

Colleges should have a policy on honest academic conduct, developed by the Academic Senate working with the student leadership. Faculty are obliged to make sure that such a policy exists,
is published, and provides appropriate due process standards. In addition, faculty needs to adopt a zero tolerance policy toward academic dishonesty. Students who behave dishonestly should face retributive consequences consistent with the institution's policies.

Faculty have an obligation to prevent academic dishonesty by ensuring that students do their own work. Types of dishonesty include copying from others, turning in work that is not the student's own, and using references without appropriate citation. Faculty should provide a definition of acceptable academic conduct on the first day of class through discussion and in writing. An essential strategy for preventing academic dishonesty is to set up testing situations that minimize the potential for misconduct.

Finally, there are rules and expectations of proper academic behavior that should be articulated and taught within the framework of the respective academic disciplines. Respect for students requires that all be held to the same standard of conduct. Holding students to different standards is demeaning and insulting.

**Insuring Cultural and Gender Sensitivity: Respecting Students as Individuals**

Respecting students as individuals is an ethical imperative for faculty. All students, as individuals, deserve the respect of faculty regardless of their cultural background, ethnicity, race, gender, religious beliefs, political ideologies, disability, sexual preference, age, or socioeconomic status.

One of the challenges of being an educator is to reach students at their current point of understanding. When relating to students as individuals, faculty must recognize the unique circumstances of each student's life. In particular, some students may possess learning styles which hinder them from benefiting from traditional methods of instruction. Faculty have the responsibility to use all possible effective pedagogical tools to reach those students.

Students look to faculty as role models. Not only must faculty exhibit an appreciation and respect for students from all backgrounds, but it is also imperative that they teach and model behavior which is tolerant and shows appreciation and respect for others. Affirming individual students' abilities, strengthening their self-identities, and assisting them to reach their full potential are qualities of an effective faculty member.

**Encouraging the Free Pursuit of Learning: Securing Student Access and Success**

The concept of a community college as defined by the California Community Colleges' Master Plan is one of the best examples of an egalitarian educational model of a system of higher education in the world. One could say that the idea of open access is the quintessential expression of democracy in education and that open access exemplifies the free pursuit of learning.

As participants in the development of educational policies at our institutions, we must remain diligent to protect students' right to freely pursue their education, watching closely to prevent barriers to access, particularly to those from historically under-represented groups. These barriers may include restrictive or difficult to accomplish admission procedures, lack of access to counseling, or unjustified prerequisites. Faculty may incorrectly assume that references,
examples, or methodologies they use are part of the students' experience or cultural heritage. Methods should be sought which can make learning more achievable to students. Faculty have an ethical responsibility as educators to reduce as much as possible all barriers to the pursuit of education and to seek new methods to assure students' success.

**Avoiding Exploitation of Students**

Exploitation of students by faculty members can take many guises. Be it for personal financial gain, sexual gratification, or any other reason, such exploitation is totally unacceptable. It is a fundamental ethical principle that individuals possessing power and authority should not use their advantaged position for their own gain or to advance their own self-interest.

In light of the fact that the educational profession is one in which trust between faculty member and student maximizes the results of the learning experience, it is especially reprehensible for faculty to use their power and authority for such self-gratification or self-gain.

Faculty have power over students by virtue of their position. There is no greater violation of that power than when a faculty member exploits this relationship with students. Students may have fears and insecurities about their abilities and what the future holds for them. They may tend to view faculty with a sense of awe that is based on a projected expectation rather than personal experience of proven expertise or trustworthiness. They tend to trust faculty beyond areas of academic expertise. To take advantage of individuals under these conditions is ethically inexcusable.

For example, in cases where some students are being evaluated on the basis of academic standards while others are being evaluated on the basis of responsiveness to inappropriate advances or where personal services or favors are traded for grades, privilege or recognition, one can easily see that such behavior is a violation of ethics. Students must be evaluated solely on the basis of academic standards.

Faculty must be cognizant of the possible perceptions and interpretations their students may formulate in response to faculty-student interactions. Therefore, faculty members are obligated to create a learning environment free of insensitivity, hostility, and coercion. Faculty must realize that such an environment often can be more contingent upon the perceptions of students than on the intentions of faculty.

**Establishing Academic Standards**

California Community Colleges have the dual mission of preparing individuals for work and citizenship. Successful careers depend on acquiring the skills, knowledge and abilities to perform competently in the work place. To prepare students for the world of work and to avoid misleading them as to what they can expect once they leave the campus, it is important to evaluate students in a manner which is consistent with the academic standards of the discipline.

Academic standards should be determined in the context of one's academic discipline by the community of scholars within the discipline. They should not differ significantly from one faculty member to another within the same discipline. If, for example, there is significant
variation in grading criteria and standards among faculty who teach courses that are the prerequisites for courses further in a sequence, then clearly students, subsequent courses, and the disciplines, are harmed. While the mastery that faculty have of their own discipline and scholarship entitles them to the freedom of the presentation of their subject matter, it is unethical for a faculty member to persistently interject material unrelated to the course such that the instructor fails to offer the agreed upon subject matter of the course.

**Maintaining Academic Freedom**

By nature and definition, a college campus embraces the value of academic freedom. In order to pursue truth, survey the marketplace of ideas, and acquire knowledge and understanding, both faculty and students must have the freedom to express their views and be safe from reprisals. However, there are obligations which accompany academic freedom.

The first obligation in maintaining academic freedom is to create a learning environment which fosters the free exchange of ideas. In other words, faculty should encourage the expression of diverse views and the understanding of those views.

The second obligation which is required to maintain academic freedom is to clearly distinguish when one is speaking for one's self and when one is speaking as a representative of the educational institution. The classroom in particular should not be used as a forum for the advancement of personal causes. Our obligation is to inform, not to indoctrinate. If a stormy political issue arises, we can certainly encourage a lively discussion of all facets of the situation. However, we cannot present just our view or advocate only our own position unless we do so in the context of debate or other such pedagogical structures where opposing views may be presented.

As members of a profession that has a high degree of autonomy and flexibility in determining how work is accomplished, it is important that faculty discharge all of their responsibilities conscientiously.

A recommendation on a framework and processes for developing local faculty professional expectations and accountability processes is currently under consideration by the Academic Senate's Educational Policies Committee.

*From: Academic Senate for California Community Colleges*
How to Email Waitlisted Students

You can email your waitlisted students by selecting the option “Class Roster with Email Option” of the ‘Faculty Information’ section of the Faculty Menu.

This screen allows you to select the section:

This screen displays the active students: Note the two boxes at the bottom. One of them allows you to see the dropped students also and the other allows you to see the waitlisted students also.
I selected to display the waitlisted students (unfortunately there were none for this section). Please note the link below the meeting information that allows you to email a student or students.
This form allows you to select whom you want to send an email to. You can select all students listed or just a selection of them. In this case I have selected Email All Students Listed.

The ‘status’ column will let you know whether the student has Dropped the course or is Waitlisted for the course as well as New or Add Status(es).

This is the same screen above but I have select to E-mail Only Selected Students in which case I had to check off those I wanted to have the message sent to.
This screen will display the E-mail Recipients at the top of the form and will also allow you to e-mail others. The screen also allows you to enter the e-mail message.
Student Add Procedures

Adding Students

Only students on the Opening Day Rosters are officially registered in the class. Students who are on the waitlist are not officially registered in class.

Faculty wishing to add students before Census day should do the following:

1. Take roll in the first class meeting
2. Instructors may drop students who do not attend the first class meeting (this is at the discretion of the instructor)
3. Instructors may add students as early as the first class meeting by distributing Add Codes. Be sure there are sufficient seats available in the classroom.
4. Add Codes are found on the Opening Day Roster. This is accessed by going to My Mission Portal (aka My WVM Portal); click on the Faculty Class Information link in the right column; click on 1st Day Roster w/Add Codes Term Selection; select term and class; print out roster with Add Codes.
   a. For face-to-face classes, this roster is available one day prior to the first class meeting
   b. For face-to-face classes, students may register on or after the start date of the class up to the Friday before Census Day
   c. For online classes, this roster is available 2 days prior to the start date of the class
   d. For online classes, students may enroll one day before the class begins so that they will be added into the Angel system by start date – they can continue to add up to the Friday before Census Day
5. If instructors exhaust their Add Codes, additional codes may be generated by going back into the Portal and printing out another copy of the 1st Day Roster w/Add Codes – the Add Codes listed will be new – this can be done multiple times up to Census Day.
6. For instructors teaching more than one section of a course, particular attention should be paid to issuing Add Codes for the correct section

Common Problems Students Have with Add Codes

1. Entering the correct Add Code for the wrong class section #
2. Entering the correct class section # with the wrong Add Code
3. Using the Add Code too early or too late (2 days before class starts or after the Friday before Census Day)
4. Co-requisites or pre-requisites not satisfied

Late Adds

The only students who can add after Census Day are students who have attended class before Census, but had problems adding the class for whatever reason. All other students should be referred to Late Start Classes and instructed to register earlier next semester.

This practice is driven by the fact that allowing students into class after 20% of the class has elapsed creates a higher likelihood of failure for students to achieve required learning objectives and hours of attendance. Further, the state does not pay the district for the attendance of students who begin after Census Day.

Snk/12.2011
college cannot afford to provide free instruction to students given the high demand for our courses and services.

Students who want to add the class after Census Day and who have attended class before Census may ask their instructor to submit an Add Slip to the Dean with explanation as why student wasn’t able to register for course during the first two weeks of the term. If satisfactory, Dean will authorize for student to add course. Dean’s approval is not guaranteed.

**Add/Drop Forms for Late Adds**

After Census Day, *Add Codes no longer work*. The only way to add students is through **Add Drop Forms**.

For those students **who were in attendance** before Census, here is the procedure:

1. Complete the Add/Drop Form (student or instructor)
2. Enter the **First Date of Attendance** – this date must be before Census Day or the Add will not be approved
3. Instructor informs student that s/he may see if add is approved by signing onto the Portal and viewing registration activity within two business days of request.
4. Student must sign and verify that the information is correct
5. The instructor must sign and verify that the student attended before Census
6. Instructor delivers Add/Drop Form to Dean (can be done through SOC or directly)
7. Dean signs off and delivers to A&R
8. if not approved, Dean sends message to instructor and dept chair
9. For approved Add Forms, A&R registers student into section effective date of first attendance
10. Student is counted for enrollment reporting and the college receives apportionment for this student
11. Instructor must inform student if Add Form has been approved
12. Student must go onto Portal to see if they have been added to the class and then pay for the class
Registration ADD / DROP Form
Office of Admissions and Records

College ID#: __________________________

Last Name (Print): __________________________
First Name (Print): __________________________

Indicate Year & Semester: Year ______ Winter □ Spring □ Summer □ Fall □

<table>
<thead>
<tr>
<th>Add / Drop</th>
<th>Section Number</th>
<th>Course Name &amp; No.</th>
<th>First DATE of Attendance</th>
<th>Faculty / Instructor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADD □</td>
<td>DROP □</td>
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<td>ADD □</td>
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</tbody>
</table>

Student Signature: ____________________________ Date: ____________

Faculty / Instructor Signature: ____________________________ I verify that this student has been in class since before the Census Date.

Faculty contact info: Email ____________________________ Date: ____________

Counselor Signature (required if student is taking more than 18 units per semester): ____________________________

(Required after CENSUS DATE)

Dean’s Name (Print): ____________________________ Date: ____________

For Dean to complete

Reason for late add:

_____ Technology Error - explain:

_____ Student error – explain:

_____ Faculty error – explain:

_____ Other – explain:

It is the student's responsibility to officially withdraw from a course/s. Prerequisites and co-requisites are required for selected classes.

Late Add Slips Process

After Census Day, Add Codes no longer work. The only way to add students is through Late Add Slips.

For those students who were in attendance before Census, here is the procedure:

1. Complete the Late Add Slip (student or instructor)
2. Enter the First Date of Attendance – this date must be before Census Day or the Add will not be approved
3. Student must sign and verify that the information is correct
4. The instructor must sign and verify that the student attended before Census
5. Instructor delivers Late Add Slip to Dean (can be done through SOC or directly)
6. Dean signs off and delivers to A&R
7. If approved, A&R sends message to Instructor; if not approved, Dean sends message to Instructor and Dept. Chair
8. For approved Add Slips, A&R adds student on Census Roster
9. Student is counted for enrollment reporting and the college receives apportionment for this student
10. Instructor must inform student if Add Slip has been approved
11. Student must log in on the Portal to see if they have been added to the class and then pay for the class.
Positive Attendance Procedure

ADMINISTRATIVE PROCEDURES

DEFINITIONS:

Positive Attendance Class: any class that has fewer than 5 class meetings or meets irregularly for any number of class meetings during the term.

Positive Attendance Rosters: Official document submitted via WebAdvisor on the Portal confirming students enrolled and attending course for either of the following categories of courses:

a. Positive Attendance Classes - lecture or lab meetings are irregular or
b. Positive Attendance Classes – lecture or lab meetings are regular, but scheduled hours are irregular

Class roster information (cumulative hours and grade) is submitted on-line via WebAdvisor on the Portal, similar to census roster submissions.

Positive Attendance Supporting Documentation: Document (sign-in and sign-out or computerized listing) that outlines each hour of attendance for students for each session in course. This document is required as a means of proving to state and local auditors that a student actually attends a class session at a specific time period. Typically, this documentation is submitted to your Dean for the Office of Instruction to scan and store for a minimum of five years.

Positive Attendance Roster Submission Process

1. In the first 2 weeks of the semester, each Dean will submit to the Division Chair the following lists:
   a. List of Positive Attendance Classes
   b. List of classes with Scheduled Weekly Hours

2. The Division Chair will inform each faculty member through the Department Chair of the following reporting requirements for each of those lists:
   i. Instructor must have students complete Positive Attendance Roster (daily sign-in and sign-out sheet or electronic sign-in and sign-out through Tutor Trak) during each class
   ii. Instructor must total the attendance hours for each student
   iii. Instructor must submit online Positive Attendance Roster by deadline shown on WebAdvisor on the Portal
   iv. For classes with no electronic sign-in Tutor Trak set up, instructor must submit both printout of online Positive Attendance Roster with total student hours and hard copies of Positive Attendance Roster sign in sheets within 5 days after last meeting day of class/section to Dean

Common Problems with Positive Attendance Rosters

1. Hard copy roster hours do not match online roster hours
2. Students sign in for all hours at one time (detectable through handwriting)
3. Instructor signs in for all students (detectable through handwriting)
4. For one or two day classes, instructor forgets to have students sign-in and sign-out at all
5. Students sign-in but they don’t sign-out (hours cannot be included for apportionment reporting)
Positive Attendance Procedure

Letter to Faculty completing Positive Attendance Rosters and submitting supporting documentation

Dear Faculty Member,

Please be advised that you are teaching the following Positive Attendance Courses (a course with fewer than 5 meetings or a course that meets for irregularly scheduled hours during the term):


Because of this assignment, you are required to submit the proper documentation for student attendance in your class and/or during the Scheduled Hours.

If you are teaching a Positive Attendance Course with irregular lecture or lab meetings, the state requires that you submit the following documentation for your course(s):

1. Submit the online Positive Attendance Roster for your class by the due date established and shown on WebAdvisor on the portal. This roster is a report of the total hours attended by each student. Your submission of this roster online is a certification by you that the student has attended the reported hours under your supervision. This roster is used by the college and district to report legitimate student attendance in exchange for student apportionment dollars and thus is a legal document. The college expects that the information submitted is correct and valid.

2. Submit the hard copy sign-in rosters* for your class within 5 days of your last class meeting to your area Dean. For Positive Attendance Classes, submit these rosters with a printout of your completed online MyWebServices Positive Attendance Roster. These rosters are detailed documentation with student signatures verifying student attendance hours. These rosters should be completed by Instructor (top portion) and students (sign-in and sign-out portion) and student signatures and hours noted should be completed only for class meeting being attended at that time. This roster is used by the college and district to report legitimate student attendance in exchange for student apportionment dollars and thus is a legal document. The college expects that the information submitted is correct and valid.

If you are teaching a Positive Attendance course with irregularly scheduled Scheduled Weekly Hours, the state requires that you submit the following documentation for your course(s):

1. Submit the hard copy sign in rosters* with a printout of your MyWebServices class roster, for your class within 5 days of your last class meeting to your area Dean. These rosters are detailed documentation with student signatures verifying student attendance hours. These rosters should be completed by Instructor (top portion) and students (sign-in and sign-out portion) and student signatures and hours noted should be completed only for class meeting being attended at that time. This roster is used by the college and district to report legitimate student attendance in exchange for student apportionment dollars and thus is a legal document. The college expects that the information submitted is correct and valid.

*For those labs with the electronic “Tutor Trak” system, you are allowed to submit the summary pages with total hours for each of your enrolled students.

rev 01.06.12
Positive Attendance Procedure

OFFICE OF INSTRUCTION
Attendance Accounting for Positive Attendance Course
WITHOUT AUTOMATED TRACKING SYSTEM

Course Name: _______________ Section: _______________ Semester: _______________

Date: __________ Class Location: __________ Instructor (Please Print): _______________

<table>
<thead>
<tr>
<th>Student Name Printed</th>
<th>Student Signature</th>
<th>Date</th>
<th>Time In/Out</th>
<th>Total Hours</th>
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</table>

I, (Instructor Signature) ____________________________, hereby verify that all student attendance information on this document is true and attendance was conducted under my supervision.
Census Roster Submission Process – Short Term Classes

Before First Class
- Log into MC Portal
- Click on “Faculty Class Submittals”
- Click on “Dates to Complete Census Rosters”
- Select Term to see the dates on which to complete Census Rosters for each class
- If your section is not listed, inform your Senior Office Coordinator

Before Date to Complete Census Roster
- Open MC Portal page
- Click on “This is a private computer” (lengthens site timeout to 6 hours)
- Log into My WVM Portal
- Click on “Faculty Class Submittals”
- Click on “Faculty Drops for Web”
- Drop all students who have not attended any class sessions (Title 5 requirement)
- Drop any students who are no longer attending class (instructor discretion)
- If you accidentally drop a student, re-add student with Add Code or Add Form and notify A&R

Between Last Class Before Census Roster Due Date and Census Roster Due Date – do not wait until last minute
- Open MC Portal page
- Click on “This is a private computer” to allow a 6 hour site timeout window
- Log into MC Portal
- Click on “Faculty Class Submittals”
- Click on “Faculty Census Roster”
- Submit Roster for each class

Faculty: capture screen by clicking on “Print Screen” button on keyboard; paste image into email and send to Ed Greene in A&R on or before the due date with CC to Division Chair and Dean

Late Census Rosters
- Print the Census Roster, sign, and submit to Division Dean with justification for lateness

Division Dean signs Census Roster and submits to A&R
First Week of Classes
- Log into MC Portal
- Click on "Faculty Class Submittals"
- Click on "Dates to Complete Census Rosters"
- Select Term to see the dates on which to complete Census Rosters for each class
- If your section is not listed, inform your Senior Office Coordinator

After Last Class in Second Week of Classes
- Open MC Portal page
- Click on "This is a private computer" (lengthens site timeout to 6 hours)
- Log into My WVM Portal
- Click on "Faculty Class Submittals"
- Click on "Faculty Drops for Web"
- Drop all students who have not attended any class sessions (Title 5 requirement)
- Drop any students who are no longer attending class (instructor discretion)
- If you accidentally drop a student, re-add student with Add Code or Add Form and notify A&R

Between Last Class in Second week and Census Roster Due Date — **do not wait until last minute**
- Open MC Portal page
- Click on "This is a private computer" to allow a 6 hour site timeout window
- Log into MC Portal
- Click on "Faculty Class Submittals"
- Click on "Faculty Census Roster"
- Submit Roster for each class

Faculty: capture screen by clicking on "Print Screen" button on keyboard; paste image into email and send to Ed Greene in A&R **on or before the due date** with CC to Division Chair and Dean

- Datatel problems in submission by due date
- Late Census Rosters
- Print the Census Roster, sign, and submit to Division Dean with justification for lateness
- Division Dean signs Census Roster and submits to A&R
Portal Grading Procedure

Start at the www.missioncollege.org home page and look under “Top Destinations” to find the MC Portal link. Click on it.
USE THE SAME ID AND PASSWORD YOU USE FOR MYWEBSERVICES

Click on “Faculty Class Submittals”
Click on "Grades and/or Positive Attendance Entry".

Select "2011 Fall" from the Term menu.
Additional Information:

- When logging onto the Portal, choose “Private” computer if you can. The default, “Public,” will time you out after about 10 minutes. Choosing “Private” will give you around 6 hours of time to complete your submission(s).
- Please assign grades to all students on your list. A partial submission requires a manual grade change form after the fact to Admissions & Records.
- Pass/Fail grades can only be assigned to sections set up to accept Pass/Fail. If your section was not set up correctly, please work with your SOC or Office of Instruction staff to correct.
- If you need to assign an “I” for Incomplete grade, you may submit the “I” online but you must also complete the Incomplete Grade form and submit it with all required signatures to Admission and Records.
- If you need to submit your any hardcopy documentation after submitting total hours and grades online for Positive Attendance courses, please submit them directly to Patty Egusa in the Office of Instruction.
- If, after submitting your grades, you discover an error, you will need to submit a grade change form directly to Admissions & Records.
<table>
<thead>
<tr>
<th>Term (check one):</th>
<th>Year</th>
<th>Section #</th>
<th>Course Number</th>
<th>Request (check one):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
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<td>Add section</td>
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<tr>
<td>Winter</td>
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<td></td>
<td>Change of</td>
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<td>Spring</td>
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<td>Cancel</td>
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<td>Summer</td>
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</table>

Reason for Request: ____________________________________________
Start Date: _______  End Date: _______

Associate member's total load within the District shall not exceed sixty-seven (67%) of a full time assignment at any time. Regular member's total overload within the District shall not exceed a maximum of .40 overload.

(Include only instructors teaching section:)

<table>
<thead>
<tr>
<th>Instructor Name(s):</th>
<th>Colleague ID / SSN:</th>
<th>PT or FT</th>
<th>Lecture Load</th>
<th>Lab Load</th>
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Total: | | |

(Include any instructor involved in this change:)

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<thead>
<tr>
<th>Instructor Name(s):</th>
<th>PT or FT</th>
<th>Instructor Pre-Revision Total Load</th>
<th>Instructor Post-Revision Total Load</th>
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</tbody>
</table>

Room/Location: Original Info | New Info
| | |

Start / Stop Times: Original Info | New Info
| | |

Days of week: Original Info | New Info
| | |

# of weeks: _______

# of class meetings: _______

Materials: _______

Fee: $______

Location (check one): On Campus | Online | Television |

Schedule Type (check one): Day | Evening | Weekend |

Section Capacity: _______

Global Capacity: _______ (For cross-listed sections ONLY)

Attendance/Funding Acct Method (check one):

<table>
<thead>
<tr>
<th>W</th>
<th>(18 weeks/Weekly Census)</th>
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</thead>
<tbody>
<tr>
<td>D</td>
<td>(less than 18 weeks/Daily Census)</td>
</tr>
<tr>
<td>PAC</td>
<td>(less than 5 meetings OR class has hrs by arr)</td>
</tr>
<tr>
<td>Panc</td>
<td>(Non Credit Positive Attendance)</td>
</tr>
<tr>
<td>X</td>
<td>(Not Reported)</td>
</tr>
</tbody>
</table>

IW (Ind Study/Work Exp-Weekly/full term Online and TV)
ID (Ind Study/Work Exp-Daily/short term Online and TV)
IWL (Ind Study/Work Exp-Weekly/full term Online and TV LAB)
IDL (Ind Study/Work Exp-Weekly/short term Online and TV LAB)

Notes for Section: (this will appear on MyWebServices for students to read)

Required Signatures

(1) Department Chair signature: _______ date: _______

(2) Division Chair signature: _______ date: _______

(3) Senior Office Coordinator Initials: _______ date: _______

(4) Dean of Instruction's Initials: _______ date: _______

(5) FOR CO-TEACHING ONLY (Required)
Dean of Instruction's Initials & Date

(6) FOR ADDS ONLY (Required)
PCC Chair's Initials & Date

(7) INPUT INTO Datatel
Initials & Date

revised 6/18/10
Administrative Procedures for the Selection of Mission College Textbooks

Selection
The department is responsible for the evaluation and selection of course materials. All course materials must comply with the provisions of the Americans with Disabilities Act.

a. Required Textbooks
   • Textbook selections support the content of each course as reflected in its official course outline. Textbooks include printed books, open source materials, e-books, and duplicated materials. Where possible, like textbooks should be used for each class section offered at the college.
   • Textbook selection should be based on consideration of the following criteria:
     • College grade level readability.
     • Student learning outcomes (supports the attainment of student learning outcomes).
     • Bias-Free (job designation; sex-role stereotyping; age discrimination; racial, ethnic, and/or religious bias; all other discriminatory characteristics).
     • Accuracy (factual, up-to-date; sufficiently detailed to minimize misinterpretation).
     • Appropriateness and versatility (appropriate to learners with varying levels of maturity; suitable for a variety of learning environments; language and/or visuals are easy to understand, challenging, but not beyond ability of learner; important and relevant to subject matter area).
     • Verbal and visual effectiveness (attractively designed; logical development of ideas; stimulating; develops critical thought and creativity).
     • Cost (available at a cost commensurate with value and probable use, based on comparable texts).

b. Supplemental Textbooks
   • In courses which require extensive reading from several sources, a list of supplemental textbooks may be developed by instructors teaching those courses.
   • Instructors shall coordinate the procurement of specific supplemental textbooks with the Vendor.
   • When supplemental textbooks are used, the course syllabus shall indicate that supplemental textbooks are not required to be purchased by students, and that their use will not have any bearing on the determination of a final grade in the course.

Desk Copies
Desk copies should be ordered directly from the publisher by Faculty. Alternatively, Faculty may purchase a copy of the textbook from the Vendor.
Examination/Review Copies
It is the responsibility of the instructor to initiate contact with publishers to obtain examination/review textbook copies (allowing 6-8 weeks for delivery).

Copyrighted Materials
District employees shall follow all applicable copyright laws affecting the use of textbooks and other classroom materials.
SECTION 4
INSTRUCTIONAL SUPPORT

Administrative Services
Bookstore: Textbooks, Instructional Packages and Text Requisitions
Mail Procedures
Custodial Services
Audio-Visual Services
Community Education
Copying/Duplicating Services
Quick Copying - 1 to 10 copies
Duplicating - 11 to 1,000
   Copyright Handbook Lines
Disability Students Program and Services (DSPS)
Emergency Procedures
General Considerations
Instructional Services for Students
Angel Learning Course Management System
Library
Media Materials
Publications
Graphics/Printing Requests
Selling Instructional Materials
Instructional Technology Services
Instructional Computers
Staff Development
Technology Center
Vocational Education
INSTRUCTIONAL SUPPORT

Administrative Services

Bookstore: Textbooks, Instructional Packages, and Text Requisitions

Faculty need to order textbooks and instructional materials packages published by the Bookstore, through the Division Chair. Use the Mission College Course Book Information Request, available from the Bookstore or a Senior Office Coordinator (SOC), for this process.

Book orders or Textbook Requisitions for hard copy books, or electronic rentals may also be submitted at the Bookstore website: http://mc.bkstore.com under the Faculty Services tab.

Text Requisitions are due in the Bookstore approximately six (6) weeks before the end of the current semester. A requisition must be submitted for each scheduled course. A copy of the requisition should be kept in the Division office.

Faculty who need to have simple (stapled, 3-hole punched, plastic wrapped) instructional packages available for students to purchase in the Bookstore should:
• Contact the Bookstore Manager at ext. 5080 for planning purposes, or email to mc.bookstore@wvm.edu for planning purposes
• Provide a camera-ready master;
• Be prepared to sign a form acknowledging copyright responsibility;
• Remember to process a Text Requisition that shows the Bookstore as the publisher; and
• Allow at least six (6) weeks for publication.

Mail Procedures

Inter-Office Mail

Inter-Office mail should always be placed in Inter-Office mail envelopes available from the division Sr. Office Coordinator or the Teaching and Learning Center. Print the name, mail stop, or department and campus on the Inter-Office Envelope, along with your location.

U.S. Mail

All outgoing U.S. mail must be clearly addressed and must include the zip code. The sender's name and department must appear above the District or College address.

Special Mail

For special mail services including bulk mail, registered mail, mail to be wrapped or packaged, see your division Sr. Office Coordinator.

Foreign Mail

Please paper clip a large identification note to the front of all outgoing mail destined for foreign countries to identify it as foreign mail.
**Custodial Services**

Any maintenance or repair services should be reported to your division Sr. Office Coordinator (or Division/Department Chair) for entry into the District Facilities work order system. For emergencies, whether in the daytime or evening hours, call 9-911. For non-emergencies in the evening hours, feel free to contact MC Evening Supervisor line at (408-590-2657). If you wish to move furniture/equipment, an online work order to District Facilities should be completed by the division Sr. Office Coordinator or the Division/Department Chair.

**Audio-Visual Services**

You will find much of what you need already in the classroom at Mission College. Most of the classrooms have been converted to multimedia or smart classrooms. Installed equipment includes a control system, LCD projector, a projector screen, a college PC, laptop input for your own devices, document camera, and a DVD/VCR player. If you need any other AV equipment, please notify AV Coordinator by E-mail (mike.fee@wvm.edu). Details should include date of request, date of event, start and finish times, and the equipment needed. If unsure or you have questions, please email for assistance. To help provide you with the best services, please notify AV of any malfunctioning equipment or other problematic issues.

The following services AV are available:

**Daytime:** Equipment may be checked out directly from AV Services during the hours of 7:00 a.m. to 4:00 p.m. Monday through Thursday. Previous arrangements need to be made to ensure that the equipment is ready for pick-up. Please reserve equipment at least 24 hours in advance to insure its availability. Return all equipment to AV Services as arranged.

**Evening:** Previously reserved equipment will be identified with your name on it. It will be located in the AV pick up room on the west side of the Telecommunications Building. Please return all equipment to that room as arranged. Contact the Evening Administrator (408-590-2657) if you do not have the key to access the equipment pick up room.

**Friday:** Please contact Multi Media Coordinator (x5132) at the TV studio to pick up previously reserved equipment. Please return all equipment to AV as arranged.

**Saturday:** Please pick up reserved equipment from the AV pick up room. Call the Saturday administrator (408-590-2657) between the hours of 7:30 a.m. to 1:00 p.m. if you do not have the key. Please return all equipment to the AV pick up room as arranged.

**Portable Equipment:** AV equipment including digital video cameras, laptops, Document Cameras, and LCD projectors are available by arrangement and must be picked up and returned to AV when due. Please call if you are not able to return on time or need equipment for a little longer.

**Special Events:** The setup for special events usually requires sound systems and other AV equipment. Please make arrangements well in advance of your event. You will need to pick up and return the equipment to AV Services. ITS will show you how to setup and operate the
equipment. Some events will require our setup of the system. Make arrangements early.

**Instructional Technology Services**

Mission College provides instructional technology and telecommunications services to all faculty. The instructional technology and telecommunications staff are housed in the Telecommunications Building across from the Campus Center.

The instructional technology staff provides the following services:

- Video Production
- Videoconferencing
- Distance Learning
- Lecture Capture
- Web Development
- Instructional Design

**Video Production:** Full production, editing, and duplication facilities are available for the production of marketing, orientation, instructional and information media. Media production equipment is available for faculty who wish to develop their own multimedia materials, under the guidance of the instructional design staff. Contact Multimedia Coordinator ext. 5132

**Lecture Capture:** Interactive media can be created for course materials or lecture archiving using our Lecture Capture systems. Recording devices are installed in the HM121 and HM123 classrooms, and the Television Studio. A portable unit is available for single event recording. Contact Multimedia Coordinator ext. 5132

**Videoconferences:** Multi-point or single interactive videoconferences are available for faculty and staff. Videoconferencing may be setup in television studio, President’s conference room, TAV124 conference room, or TAV130 presentation hall. Skype or CCConfer conferences can be arranged for the TAV124 conference room. Contact Multimedia Coordinator ext. 5132

**Web Development:** IT&S provides the Content Management System platform for inclusion on www.missioncollege.edu; creates Content Management System user accounts and permissions, training, and new content pages for web page modification and updating by non-technical owners of missioncollege.edu web pages. For more information, contact the Mission College Web Master at ext. 5036 or via email to ken.oda@wvm.edu.

**Instructional Computers**

The Instructional Technology and Services Department at Mission College manages over 1200 networked instructional computers and printers which are available for faculty and student use. These include:

- Multipurpose 'hands-on' computer labs.
Technology Center "drop-in" computer lab for active students with appropriate identification on the second floor of the Campus Center.

- Dedicated computer classrooms/labs with 20-30 computers.
- Student service areas with 5 or more computers each.
- Multimedia Classrooms are prevalent throughout the campus. Each of these classrooms is equipped with a projector, computer (PC and/or Mac), VCR/DVD deck, a controller unit, a closed captioning unit and access to the Internet. Some multimedia classrooms include document cameras and lighting controls.
- Laptop computers and LCD projectors on carts are available for faculty use in any classroom. Please contact Mike Fee at x5135 for more information.

Copying/Duplicating Services

Quick Copying: 1 To 10 Copies

Quick "walk-up" copying machines for 10 copies or less are available in the Part-time Center (SE2-101) and in the hallways of E2-402, S2-402, N2-402 and W2-402.

You will need a magnetic key card assigned through your division Sr. Office Coordinator in order to use the walk-up copiers. Legal size paper (8-1/2" x 14") will be available in white only. The operating instructions are posted on each copy machine.

Duplicating Services (S1-601): 11 To 1,000 Copies

The Duplicating Services Center reproduces materials that are used in the instructional programs or are necessary for the operation of the college. Duplicating Services provides copies in black ink printed on 8-1/2" x 11" white paper. Specific color bond paper will be used for copies; it must be supplied by the requestor. Minimal use is recommended for ecological purposes. Your department must have adequate funds to cover the expense of duplicating.

For more than 10 copies, obtain your department's duplicating account number from the division office. Mission College’s preferred method for processing orders is digital submission directly to the Duplicating Center. Faculty can supply a pdf document of the material needed copying with instructions via email, eliminating trips back and forth to the Duplicating Center. Duplicating staff can process orders more efficiently with improved copy clarity and turnaround time. The documents will ready for your pick up according the procedures found in this document. Alternatively, you may take your completed Duplicating Work Order to the Duplicating Services Center in S1-601. Please allow at least one (1) to two (2) days for completion. Completed work will be shelved in the Duplicating Center until picked up.

Although the normal turnaround time for Duplicating Services is one day, the size of the job affects the turnaround and instructors should allow ample time when submitting requests. Always give a specific due date for each work order. Do not use "ASAP". Time allowances for all work begins from the time the job is received at Duplicating Services to the time it is completed.

The busiest time periods for duplicating are at the beginning of the semester, mid-terms, and finals. Plan your duplicating needs as early as possible, allowing at least five (5) days
turnaround during these peak times. For emergencies, a one-hour turnaround service is sometimes available but will be limited to a total of 200 copies. An additional rush order charge is required for these circumstances. Occasionally, this service may be temporarily suspended.

Duplicating Services reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order involves violation of copyright laws. Such orders will be returned to the faculty member with an explanation of why the job was not completed. For questions regarding duplicating copyrighted material, please refer to the Copyright Handbook lines and/or check with your Division Chair, Dean or the Vice President of Instruction. All completed jobs that can be carried by hand should be picked up at Duplicating Services. For questions, please call extension 5410.

Copyright Handbook Lines

Handbook lines have been established by the U.S. Congress on permissible photocopying of copyrighted works. Observance of these handbook lines is important for both the faculty and the College. Because of potential liability, Duplicating Services has instructions to return all reproduction requests that appear to be in conflict with the congressional handbook lines. Questions regarding copyright handbook lines should be directed to a Division Chair, Dean or the Vice President, Instruction. A summary of these handbook lines is included. These are standards of educational fair use under section 107 of H.R. 223.

1. An instructor may:
   • Make a single copy for use in scholarly research, in teaching, or in preparation for teaching a class, of the following:
     • A chapter from a book.
     • An article from a periodical or newspaper.
     • A short story, short essay or short poem, whether or not from a collective work.
     • A chart, diagram, drawing, cartoon or picture from a book, periodical or newspaper.
     • Make multiple copies for classroom use only, not to exceed one per student in a class, of the following, provided that each copy contains a notice of copyright [This material may be protected by Copyright Law (Title 17 U.S. Code).]:
       • A complete poem, if it is less than 250 words and printed on not more than two pages.
       • An excerpt from a longer poem, if it is less than 250 words.
       • A complete article, story, or essay, if it is less than 2,500 words.
       • An excerpt from a prose work, if it is less than 1,000 words or 10 per cent of the work, whichever is less.
       • One chart, graph, diagram, drawing, cartoon, or picture per book or periodical.

2. An instructor may not:
   • Make multiple copies of a work for classroom use if it has been copied for another class in the same institution.
   • Make multiple copies of a short poem, article, story, or essay from the same author more than once in a class term or make multiple copies from the same collective work or periodical issue more than three times in a term.
• Make multiple copies of works more than nine times in the same class term.
• Make a copy of works to take the place of an anthology.
• Make a copy of "consumable" materials such as workbooks

3. As per the Handbook lines for the proviso of subsection 108 (9)(2), the Library, for inter-library loan purposes, is allowed to do the following provided that each copy bears a notice of copyright:
• Make up to six copies a year of a periodical published within the last five years.
• Make up to six copies a year of small excerpts from longer works.
• Make copies of unpublished works for purposes of preservation and security.
• Make copies of published works for purposes of replacement of damaged copies.
Make copies of out-of-print works that cannot be obtained at a fair price

**Community Education**

The Community Education Office staff is in S1-202 and can be reached at ext. 5105 or (408) 855-5105. Community Education provides classes and special events in three areas:

• **Community Service Classes** - These are fee-based classes as advertised via brochure mailing, online, and direct marketing flyers. Offerings range from vocational training programs (e.g., Pharmacy Technician) to mandated classes (e.g., Drug Diversion, Anger Management), to personal and professional enrichment classes (e.g., Financial Planning).

• **Noncredit (Adult Education)** - These are state-funded non-credit FTES courses that offer education to nontraditional, non-academic and underserved populations in areas such as health and safety, basic skills, older adult education and career technical education. Current offerings include parenting courses, courses for older adults, and basic skills.

• **Grant Funded Programs** - These are state-supported programs that provide life skills education to the developmentally disabled students of our community.

• **Institute for International Studies (IIS)** - IIS is an intensive language program for students from countries outside of the US. It prepares international students with the English language skills they will need to succeed at Mission College, West Valley College, or other colleges and universities. It is self-supporting from non-resident tuition collected from its students.

Participants may register on a first come, first served basis by mail, fax, online or in person. Discounts are available for District employees and senior citizens. Late registration at the start of class is permissible if space is available.

For those wishing to propose or teach a fee-based community service or noncredit class, please contact the Community Education Office or request a course proposal form.
Faculty participation in classes is also encouraged. The class fee usually charged to students will be waived in return for completing an evaluation of a class. The waiver will not apply when there are contractual obligations to vendors, e.g. participants must pay for any supplies, transportation cost, entry fees, or any costs beyond payment of the instructor.

More information is available at: www.missioncollege.org/community/comm_ed

**Disabled Students Programs and Services (DSPS)**

Disabled Students Programs and Services (DSPS) offers support classes under Learning Services for students with disabilities, such as vision, hearing, orthopedic, health impairments, speech/communication, and/or learning disabilities. The program provides support not only to the student, but also to the college community. For further information, please contact:

- DISC office: (408) 855-5085
- TTY: (408) 727-9243
- FAX: (408) 855-5449
- DISC Coordinator: (408) 855-5274
- DISC Program Specialist: (408) 855-5086
- DISC Alternate Media Instr. Lab Assistant: (408) 855-5384

Emergency Procedures: Follow the standard emergency procedures found in this handbook. In addition, medical history and medication records of the student with disabilities are on file in the Disability Instructional Support Center, Room S2-201.

**General Considerations:**

What Faculty Can Do In Their Classes?

1. In your course syllabus or first day handout, include a statement inviting the student to discuss their academic needs.

   For example, “If you have a documented disability and wish to discuss academic accommodations, please contact me or the Disability Instructional Support Center at 855-5085 as soon as possible.” Implementing this suggestion will help meet the Title 5 Section 56020 that states “each community college district...shall employ reasonable means to inform all students and staff about the support services or instruction available.”

2. Provide clear and written expectations, grading, material to be covered and due dates.

3. Know about services available on campus for students with disabilities.

4. Make lectures and notes easy to understand and make assignments clear.

5. When writing on the chalkboard, turn toward the class. Students with hearing impairments will be able to see the words you speak.

6. Allow preferred seating for students with disabilities.
7. If you are going to show educational videos during the semester, make sure they are closed-captioned. If you need assistance, please contact the Program Specialist at ext.5086 or (408) 855-5086.

8. Do not remove signs reserving chairs or other furniture for students with disabilities.

9. Do not remove this furniture from the classroom. It is imperative that the furniture stay in its original placement during the semester.

10. If a student requests an accommodation without an accommodation form from DISC, refer the student to the DISC office. You are not obligated to provide any unauthorized accommodations at a student’s request.

11. Be flexible with the content and format of assignments and exams (e.g., oral exam, Braille, audio taped, closed captioned).

12. Be supportive, but not overly solicitous.

13. Do not accept work of a lower quality from student with disabilities.

14. If a student has not approached you for an accommodation, call DISC for advice on whether or how to approach the student.

15. Support student interests in taking your course. If you foresee problems, discuss the issues, but let the student make up his/her own mind.

A resource handbook describing specific disabilities and suggested accommodations are available through DISC.

**Instructional Services for Students**

**Programs and Services**

Educational Television (ext. 5132)
Broadcasting College by Television classes
For broadcasting schedule, please contact Gregory Shaw, Multimedia Coordinator, at Ext. 5132.

Educational Transition (ext. 5030) Emphasizes academic skills, communication skills and advising for students re-entering college.

**Tutorial Services (ext. 5085) Math (ext. 5320)**

Tutoring in both academic and vocational subjects by trained tutors who have received recommendations from their faculty in their subject areas.

**Angel Learning Course Management System**

Who has access to Angel Learning?
Angel Learning is a district-wide course management system available to all courses for both
full and part-time faculty. This system is integrated with our registration system. That means that the teacher on record for the course automatically receives a “course shell” and students are automatically enrolled into the course shell as they enroll into a course.

Angel is the district supported system for distance learning. Faculty can use other systems as long as the system is password protected with a secured login system. If faculty choose to use a system other than Angel Learning, the faculty must know that the district and college does not offer training or support for systems other than Angel. Since students will look for their distance learning course in Angel; if a faculty chooses to use another system, they should post this information in Angel with directions on how to access any alternative system.

**What is a course management system?**

A course management system (CMS) sometimes referred to as a learning management system (LMS), is a suite of tools that allow faculty to post to a course shell course materials such as syllabi, schedules, announcements, lecture notes, quizzes, send group e-mail, automate grading of quizzes, and hold “real-time” online office hours or tutorials. The CMS also tracks students’ use in the system and conveniently allows faculty to see which students may require additional assistance based on teacher selected criteria such as completed homework or test results etc. Students can check their grades, conveniently communicate with their instructor and classmates, and review or preview course material if their instructor chooses to use the CMS and post documents.

**How do I find out more about Angel Learning?**

You can log into Angel by going to this URL: http://wvmccd.angellearning.com/default.asp. Your username is your 7 digit employee ID# and your password is your 6 digit birthdate in this format mmddyy. The icon that looks like a question mark provides an extensive help system for Angel. Read your e-mail to find out about training opportunities to maximize your use of Angel or contact Cindy Vinson with questions related to Angel.

Angel Learning faculty contacts are Cindy Vinson, Distance Learning Coordinator, cindy.vinson@wvm.edu (ext. 5541) and Curtis Pembrook, Instructional Designer curtis.pembrook@wvm.edu (ext. 5275).

**Library**

Library Privileges are granted to any faculty member who is registered in the library’s patron database. To register, come to the library check out desk, or telephone the library @ 855-5150 and give your name and Datatel ID number. Books generally circulate for three weeks and may be renewed. Periodicals are available for a one-week loan to faculty and staff only. Reference materials and current issues of newspapers may be read in the library only. Media materials may be viewed in the library only except when they are needed for classroom showing. Online databases licensed by the library may be accessed by all registered users on or off campus on a 24/7 basis. Phone 855-5150 for more information.

**Reserves:** Faculty may put their own instructional materials on reserve for use by students of a particular course. The library acquires selected required textbooks for the reserve collection. Reserve items are kept behind the check-out desk and are available for use in the library only.
Faculty are asked to allow at least 48 hours for processing new reserve items. Unless specifically requested otherwise, all reserve items are removed and returned to the faculty or library collection at the end of each school year. Phone 855-5159 for more information.

**LINK+:** Faculty have direct borrowing privileges from over 45 California academic and public libraries through the Mission College Library’s membership in the LINK+ state-wide resource sharing consortium. The LINK+ union database contains more than 15 million books and media materials, and is searchable through the library’s own catalog. Faculty may also visit most LINK+ libraries and borrow materials directly as a Visiting Patron.

**Lost, Damaged or Stolen Materials:** Faculty are responsible for any materials checked out to them, whether from our library or another institution. Faculty are also responsible for payment of any overdue interlibrary loan charges and, if the material is lost or damaged, the replacement or repair cost. For each item overdue, lost or damaged, the faculty member will be notified, in writing, of the amount due and payable.

**Library Instruction:** Faculty are encouraged to provide their students with an orientation to the library, its resources and services, including on-line database and Internet research techniques. Orientation sessions are conducted by librarians and may be tailored to the specific needs of a class or group of students. Faculty may also wish to encourage students to take the Information Competency credit course to improve their research skills. To discuss specific needs with a librarian or to schedule an orientation session, phone 855-5162 or 855-5151.

**Reference and Information Retrieval:** These services are available through the information desk which is open during all hours the library is open. To discuss specific needs with a reference librarian, phone 855-5151.

**Media Materials**

Classroom Showing: A collection of course-related videocassettes, DVD’s and slides, are available for use in the library. Instructors may borrow them for 24 hours in order to show them in classes. Upon faculty request, an additional six days may be added to the loan period for a total of one week. We also have a small collection of circulating videocassettes, DVD’s and compact discs that may be borrowed for three weeks.

**Borrowing West Valley Media Materials:** Media materials, primarily 16mm films and videocassettes, may be borrowed from the West Valley College media collection. Faculty must request media materials at least two weeks in advance by contacting Pat Hernas, Room L-223, MS 24 (855-5163). Faculty will be notified as to the delivery and return dates. All material should be picked up from and returned to the library. Direct scheduling with the West Valley College library is discouraged since there is no guarantee that delivery will occur by a specific date.

**Purchasing/Previewing Media Materials:** The Library has a limited budget to purchase media materials and will consider all faculty requests. Media materials must be previewed before purchase. Faculty wishing to request a media item should contact Pat Hernas, MS 24 (855-5163). Faculty are required to fill out an Evaluation Card for each item previewed. Preview
periods vary anywhere from one day to four weeks and the items usually arrive at the
convenience of the distributor. Media materials must be close-captioned.

**Copyright Compliance:** The copyright law of the United States (Title 17, United States Code)
governs the making of photocopies or other reproductions of copyrighted material. The library
does not accept for its collection any reproduced material from a copyrighted original without
proof of copyright clearance. Faculty members wishing to place such materials in the library for
use by students are responsible for securing written permission from the copyright holder and
depositing a copy of the permission with the library.

**For More Information:** More information about the library, its resources and services or
electronic resources, including licensed databases is available at the library’s website
[http://www.missioncollege.org/lib/default.html](http://www.missioncollege.org/lib/default.html)

For additional information or to make comments or suggestions, contact Tim Karas, Dean of
Liberal Studies and Language Arts, anytime in person in Room L-226, by phone at (408) 855-
5160, or email at tim.karas@wvm.edu

**Publications**
Publications are produced in Office of Instruction S1-301, Mailstop 11. The staff produces
informational publications such as the:
- Mission College Schedule of Classes
- Mission College Catalog
- Mission College Faculty Handbook

**Graphics/Printing Requests**
A Mission College Graphics/Printing Work Order form for requesting graphics or computer
graphics, printing and/or bindery, business cards, etc. These forms are available from division
secretaries and are to be processed through the Division Chair. A nominal amount is charged to
your department for these services.

**Selling Instructional Materials**
Instructional material packages are published by the Mission College bookstore. Selling
instructional materials and books in the classroom is prohibited. For additional information, refer
to "Bookstore" in this section.

**Staff Development**

**Staff Development Philosophy & Goals**
The Mission College Staff Development Plan has been formulated in response to the ongoing
need for training programs and activities to support the professional growth of the college
community. It is based on the concept that faculty, classified staff, and administration — as a
whole — are responsible for the delivery and maintenance of a quality collegiate program that
meets the needs of all students. These needs can only be met by a staff that stays current and
demonstrates enthusiasm for the education and service of their students. Therefore, the major goals of this plan are:

- To support the instructional needs of faculty
- To enhance communication among all areas of service
- To increase job satisfaction
- To facilitate professional and personal development
- To maintain a dynamic organizational structure
- To enrich the college community
- To support the District and Colleges Strategic Planning

These goals are accomplished through a variety of activities offered by a comprehensive Staff Development program. This program is formulated and executed by the Organizational and Professional Development Committee in response to the annual needs assessment of the college community.

**Technology Center**

Mission College Technology Center is a state-of-the-art computer center with over 80 PCs and MAC computers. The Center is the main "drop in" computer lab on campus.

**Technology Center Hours:**
Please check the following website for the latest Center hours:
http://www.missioncollege.edu/technology/techcenter/

**Location:**
Campus Center 240 (above the Bookstore)

**Services for Students:**
- Computers loaded with all software used in classes
- Printing and scanning
- Internet access
- Group Study room
- Assistance with basic computer needs
- Disabled students stations

**Services for Instructors**
- Computer room to be used on occasional basis for training. Please contact the Center for room reservation.
- Tech Center orientations for your students

**Vocational Education**

Vocational education fulfills several functions, including:

- Representing Mission College to the state and federal governments and the local community on vocational education;
• Representing Mission College on the Bay Area Occupational Dean’s Committee;
• Identifying and informing vocational faculty and staff of opportunities in vocational education grants, sponsorships, etc.;
• Monitoring state and federally-based vocational education program budgets; and,
• Presenting new programs and curricula for approval by Bay Area Occupational Committee and State Chancellor’s Office.
SECTION 5

STUDENT SERVICES, STUDENT RIGHTS AND RESPONSIBILITIES, GRIEVANCE PROCESS

Student Services
ACCESS
Admissions & Records Office
Assessment
Career/Job Placement Services
Career Center
Transfer Center
CalWORKs
Counseling Services
Disability Instructional Support Center (DISC)
Extended Opportunity Programs & Services (EOPS)
Financial Aid
Intercollegiate Athletics
Academic Support Center (ASC)
Math Engineering Science Achievement (MESA)
Matriculation
Student Government and Activities
Student Health Services
Attendance Accounting Functions
Rosters
Positive Attendance Accounting
Student Adds
Student Drops
Schedule Conflicts--Students Enrolled at Concurrent Times
Audit Policy
Grade Reporting
College Catalog
Book and Food Services
   Bookstore (Student Center)
   Cafeteria (Student Center)
   The Mission Bistro (HM Building)
Drug Free Schools and Campuses and Drug Free Workplace
Gender Equity
Sexual Harassment
Student Parking Fee
Faculty Parking Lot
Student Rights and Responsibilities
Affirmative Action
Student Assembly
Freedom of Inquiry and Expression
Student Participation in Institutional Government (ASG)
Exercise of Rights of Citizenship
Student Membership in Organizations
Student Production of Goods and Service
Vandalism
Drug-Free Schools and Community Act
No Smoking Policy
District and/or College Authority and Criminal Records
Care of District Property
Distribution of Literature and/or Soliciting Petition Signatures to Students on District Property
Discipline Process
Complaint
Chief Student Services Officer Hearing
Hearing Board Review
Appeal to President
Appeal to the Chancellor
Hearing Board
Discipline Timelines
Student Conduct Code
Sanctions
Exclusion, Suspension, Expulsion
Grievances
Grievance Process
  Step 1: (Informal Meeting)
  Step 2: (Formal Grievance)
  Step 3: (Appeal)
Grievance Timelines
STUDENT SERVICES

Student Services encompasses the following areas, which provide a wide variety of services and support programs to students to assist them in successfully completing their educational goals.

- ACCESS
- Admissions and Records, and Cashiering
- Assessment
- Career/Job Placement Services
- Career
- CalWORKs
- Counseling Services
- Disability Instructional Support Center (DISC)
- Extended Opportunity Program & Services (EOPS)
- Financial Aid
- Intercollegiate Athletics
- Academic Support Center (ASC)
- MESA
- Matriculation
- Student Government/Student Activities
- Student Health Services
- Transfer Center

Access

ACCESS is an award-winning, federally funded TRIO Student Support Services program focused on increasing the graduation and transfer rates for low-income and/or first-generation and disabled college students by providing educational resources and support to advance their educational goals.

ACCESS program participants will have a variety of services available to them that include:
- Use of the program office (including computers, internet access, free printing)
- Personal and academic counseling
- Priority registration
- 1:1 tutoring
- Student success counseling course (Counseling 102)
- Scholarship searches and assistance with applications
- Transfer and goal development activities and workshops
- Career exploration
- Assistance with transfer applications, transcripts, and financial aid forms

The ACCESS Program is specifically tailored for students who are enrolled in at least 9 semester units and are motivated and serious about their education. Applications are accepted on an ongoing basis (pending space availability). In order to qualify, you must be among the first generation in your family to attend college (parents have not received a BA/BS degree), OR qualify as “low-income,” OR qualify as “disabled.”
For more information about ACCESS, please visit us in the main building, room C1-117 (directly across from Financial Aid and Counseling), call the ACCESS Program office at (408) 855-5192 or visit our website at: www.missioncollege.org/student_services/access/index.html

Admissions and Records Office
This office provides numerous student services in three main areas: Admissions, Cashiering, and records.

Admissions
- Provide admissions information
- Residency determination
- Course registration (in-person, telephone and web)
- Facilitate enrollment for veterans
- Process CSU cross-enrollment petitions
- Generate class rosters
- Verify enrollment

Cashiering
- Collecting/refunding/reconciling fees
- Selling parking permits
- Distribute paychecks

Records
- Provide Mission College transcripts
- Evaluate transcripts from other colleges
- Collect course rosters (faculty will post grades on-line)
- Process degree/certificate applications
- Process petitions (academic council, course conflict, pre-requisite challenge)

Assessment
The College Assessment Center conducts skills assessment tests for English, English-as-a-Second Language, Reading and Math. Academic skills assessments are mandatory for all new students and students seeking a degree, certificate, or who are intending to transfer to a 4-year institution. Students enrolling for the first time in any English, ESL and/or Reading class need assessment testing for proper course placement. Students do not need to make appointments for testing; the Assessment Center is open most weekdays. Updated hours, as well as additional information on testing including sample tests, may be found at http://missioncollege.org/student_services/assess/index.html. The Assessment Center is located in E1-101. Students may use assessment test results from other school: please contact the Counseling Office for further assistance/information.

Career/Job Placement Services
Job listings and referrals are provided through the Career/Job Placement Office (Room C1-
The Career Placement Office posts job openings, provides resource information, labor market information, pre-employment information, and advisement covering application preparation, résumés, cover letters, interviewing techniques, on-line job search, and resume scanning and faxing.

**Career Center**

The Career Center provides a variety of services to assist students with the career exploration and decision-making process. Utilizing the Career Center services, students will gain an understanding of the occupational outlook, salary and qualifications of various professions. The Eureka Career Information System (a computerized up-to-date library of occupational and educational information) and other career-related books and pamphlets are readily available. Along with the Transfer Center, the Career Center sponsors the Annual College Day each fall semester. The Career Center is co-located with the Transfer Center in Room E1-201.

**CalWORKs**

CalWORKs is the California Work Opportunity and Responsibility to Kids program serving families in need. In collaboration with Santa Clara County Department of Social Services, Mission’s CalWORKs program provides: academic and career counseling, college priority registration, job readiness skills, on-campus CalWORKs work study positions, and book vouchers. Counseling services include assistance with welfare-to-work plans, education plans and 32/35 hour weekly schedules. We also provide coordinated referrals to on-campus and community resources (Catholic Charities, Outreach, Career Closet, etc.).

If you are the parent of a child under the age of 18 and want to determine if you qualify for county cash assistance, please visit: www.benefitscalwin.org or visit the CalWORKs office located in the main building, Room C1-114. Phone: (408) 855-5228

www.missioncollege.org/workforce/calworks/index.html

**EDD**

Program participants enrolled in a Mission course of study and needing bi-monthly signature on EDD forms please come to the CalWORKs office or call (408) 855-5226.

**Counseling Services**

The Counseling Center has professional counselors who provide academic, career and crisis counseling services within both individual and group counseling settings. Counseling Faculty instruct a number of counseling courses including, Study Skills, Strategies for Success, Careers & Lifestyles, University Transfer Planning, Valuing Diversity, and Orientation to Mission College. Counselors assist students in completing their educational plan, preparing transfer agreements, selecting classes, choosing a major or career, and solving problems. Counselors are available by appointment or on a drop-in basis. The Counseling Office is located in E1-301, extension 5030 (408-855-5030 from off campus).
**Disability Instructional Support Center (Disc)**

DISC offers support services to students with disabilities such as vision, hearing impairments, orthopedic problems, health impairments, speech and/or communication disabilities, and learning disabilities. Examples of services include note-takers, readers, sign language interpreters, real-time captioners, liaison with community members and faculty, priority registration and test-taking arrangements. The program also provides special classes in adaptive physical education, assistive technology and intervention strategies and LD Assessment. The DISC Office is located in S2-101/201, extension 5085 (408-855-5085 from off campus).

**Extended Opportunity Program and Services (EOPS)**

EOPS offers educational support services and grants to students who have historically experienced economic, social, or language disadvantages. Often these are individuals who are within the first generation of their families to attend college. The intent, purpose, and resources of EOPS are directed at assisting EOPS students achieve their academic and career goals.

Educational support services include:

- Academic, career, and personal counseling
- Priority registration
- Educational planning
- Student progress monitoring
- Tutorial assistance
- Peer advising
- Financial aid information
- Book service and school supplies
- Transportation service
- Emergency loans
- Transfer information and assistance
- Motivational workshops
- Care, a support program for single parents
- Assistance with child care costs
- Cultural and other special activities

EOPS students are eligible to receive a grant above and beyond that which is awarded to them by the Financial Aid Office. Students interested in further information are encouraged to visit or call the EOPS Office in E1-403, (408) 855-5055.

**Financial Aid**

The Financial Aid office provides current and potential students with complete information on various student financial assistance options. It coordinates and provides information about grants, waivers, part-time employment, scholarships and student loans available from federal, state and local agencies. The Financial Aid Office is located in E1-401 or call extension 5067 or (408) 855-5067 from off campus.

**Intercollegiate Athletics**

Mission College is a member of the Coast Conference in the California Community College Association known as the CCCAA. The college competes in conference competition in the
following sports: Tennis (men and women), Soccer (men and women), Baseball (men), Softball (women), Badminton (women) and Basketball (women).

**Academic Support Center**
The Mission College Academic Support Center (ASC) provides free tutoring for Mission College students. The program also assists students with academic strategies and study skills related to their college courses. Students may use computer software, audiovisual aids, and web-based resources to help them build skills and learn how to improve their success with course-related materials. Courses offered through the program include credit and non-credit academic skills labs, tutor training, and college study skills. Students can meet with tutors after completing a brief referral and enrollment process. Drop-in, group, and individual tutoring are provided. Tutoring is provided for most subjects. The ASC is located in the Main Building in rooms S2-401 and S2-201.

**MESA (Mathematics Engineering Science Achievement)**
MESA CCP (Mathematics Engineering Science Achievement Community College Program), part of the MESA Undergraduate Program, provides support to community college students who are majoring in math, science, and engineering so they excel academically and transfer to four-year institutions. MESA CCP is a partnership with the California Community College Chancellor's Office.

Historically, the MESA program has resulted in outstanding results, providing a diverse pool of transfer-ready students who are prepared to excel in math, engineering, and science majors. MESA CCP's rigorous academics, leadership preparation, and collaborative problem-solving training have helped produce transfer students who graduate as part of the high-tech workforce that is so urgently needed by industry.

The main components of the Mission College MESA Program include:
- Study Center (C1-118)
- Tutorial Center which encompasses individual and group tutoring services in the following disciplines: Math, Physics, Biology, Chemistry, Computer Science, Engineering and English (C1-120)
- Stem Center (SCI-131)
- Academic Excellence Workshops
- Campus and Industry Tours
- Leadership Retreats
- Assistance in the transfer process
- Career advising
- Links with student and professional organizations
- Professional development workshops

In addition to the activities mentioned above, the Mission College MESA program has a number of benefits to students who qualify including: priority registration, internships, MESA program positions, scholarship assistance, and on-going support throughout their college career.
Matriculation

The Mission College Matriculation Plan emphasizes a process that provides the necessary support services and follow-up that students need to successfully complete their educational goals. This process seeks to provide students with access to the college and educational success once they are enrolled. The primary goals of matriculation are to increase the extent to which students attain their educational objective and to increase the effectiveness with which the College and the District deliver our educational programs.

Matriculation consists of eight inter-dependent components. The implementation of these components brings major changes in the way we enroll, orient, assess, counsel, follow-up and track students. These changes will increase students’ ability to make sound academic decisions and complete their educational goals in a timely manner. The eight components of matriculation are:

• Admission
• Orientation
• Skills Assessment/Student Evaluation
• Counseling/Advisement
• Student Progress/Follow-up
• Coordination and Training
• Institutional Research/Evaluation
• Pre-requisite, Co-requisite and Advisories

It is expected that matriculation will be accepted for what it is, a coordinated effort of the college staff to implement a process that will provide students with access to the college and every opportunity for academic success.

Each identified non-exempt matriculating student is required to:

• Express at least a broad educational intent upon admission;
• Declare a specific educational goal during the term after which the student completes
• 15 semester units of degree applicable credit course work;
• Participate in counseling and/or advisement;
• Diligently attend class and complete assigned course work; and
• Complete courses and maintain progress toward an educational goal according to standards established by the district.

Faculty should be aware of the following Matriculation Process:

**Assessment:** All first time college students and any student who plans to earn a degree and/or certificate and/or to transfer is required to complete the Academic Skills Assessment. Continuing students who have not taken the assessment tests are taking courses with a
prerequisite in English, English-as-a-Second Language, Reading and/or Math will be required to complete the assessment tests before registration. The purpose of the assessment is to help students and their counselor select courses that are appropriate for their skills and goals.

**Orientation:** Orientation is required of all new students and all continuing students who have not completed orientation during their first semester. Orientation is a process that provides students with information about the college’s programs and services, academic expectations and procedures, transfer requirements, campus facilities and registration materials.

**Counseling/Advisement:** Students are required to declare a specific educational goal during the term after which the student completes 15 semester units of degree applicable credit course work.

**Student Government and Activities**
Student government is represented by the Associated Student Government (ASG). It provides students with practical leadership training and education in government and leadership functions. The ASG elects the student trustee to sit on the District Board of Trustees. Student activities include both educational and social events sponsored by the ASG and the many diverse students clubs.

**Student Health Service**
Student Health Services is a multi-dimensional program consisting of clinical services, health education and promotion, and web-based services.

Clinical services include, but not limited to, first-aid, urgent care for illnesses, health screening, laboratory testing, health counseling, personal counseling, and referrals to community health resources. Clinical services are provided by the college physician, registered nurses, and personal crisis counselors. Health education and promotion activities include special presentations and a campus-wide health fair each year. Web-based services include “Student Health 101,” an e-health magazine which features a new issue each month. In addition, the Student Health Services support special events that benefit the wider community such as the American Red Cross Blood Donor Program.

The Student Health Services is supported by the student health fee which is charged at time of registration. Students pay $19 health fee for Fall and Spring semesters; $16 for Summer Session. Some limited health services are provided to employees, such as the flu vaccine and tuberculosis skin test, but a nominal fee will be charged.

Fall/Spring Semester hours:
Monday/Tuesday: 9:30 am to 7 pm
Tuesday/Wednesday: 9:30 am to 6 pm
Friday: 9:30 am to 1 pm.

In case there is a medical emergency on-campus, the procedure is to call 911. If the Student Health Services office is open, a follow-up call to ext. 5142 or 5143 may be made or press the
“Medical” button from the classroom phone.

The Student Health Services also supports an accident plan for student on-campus injuries. However, this plan is secondary to the student’s primary health insurance. All on-campus accidents or medical incidents should be reported to Student Health Services within 24 business hours.

The Student Health Services is located in the Main Building – room W1-303 (outside door that faces the MT classrooms). Main phone number is 408 – 855 – 5140. Rosalyn Chan is the Coordinator, Student Health Services; she may be reached at 408-855-5141.

**Transfer Center**

The Transfer Center provides a variety of services to assist students interested in transferring to four-year colleges and universities. Services to students include:

- Transfer advising
- A library of college catalogs and brochures
- A library of major and college search reference guides
- Transfer Admissions Guarantee (TAG) advising
- Transfer-related workshops on topics such as completing admission applications, completing TAG applications, exploring transfer options and what to do after being admitted to a four-year school.
- Appointments with visiting university representatives
- Transfer Day event each fall semester
- WACAC College Fair host site each spring semester
- Scholarship search software

The Transfer Center is co-located with the Career Center in Room E1-201.

**Attendance Accounting Functions**

Rosters are not provided by Admissions and Records. Each instructor is required to print out his or her own copy to take to the first class meeting. Add Codes are located on the rosters which can be printed from MC Portal, using your account and password.

The following is a list of the various documents that you will receive from the Admissions Office throughout the semester. We will attach a cover letter to each document. Please read these letters carefully. They will provide you with valuable information.

**Opening Day Rosters with Add Codes**

Again, print your copy through My Web Services. This roster will allow you to assign Add Codes to students who wish to add your class. At this time, Add Codes can only be used in TReg and MC Portal.

**To ADD a Student:**
You will find a set of twenty unique codes on the right hand side of your Opening Day Roster. Assign a code to each student that you wish to add to your class. For reference, write the student’s name in the space provided next to the Add Code on your roster.

**To DROP a Student**
Go to MC Portal. In the Faculty Menu, select Faculty Drop and drop inactive students. (Students are responsible for withdrawing from classes; faculty should drop those who are considered a “no show” to class.)

**Positive Attendance Rosters (Green)**
Positive Attendance Rosters are provided through My Web Services. Again, faculty must print them for the first class meeting. Use this roster to record hours of attendance for early ending classes. Not all early ending classes are positive attendance. If in doubt regarding the attendance reporting method for your class, contact your Dean or the Office of Instruction. Positive Attendance Rosters must be submitted online to the Admissions and Records Office, together with the Official Roster, after the last class meeting.

**Online Submittals via MC Portal**
For short-term classes you must drop all inactive students before 10% of the scheduled class meetings have elapsed.

**Census Rosters:** All instructors will be required to process this roster on-line by the census drop date. In addition to online submittal of rosters, instructors are required to sign and date a hard copy of their rosters by First Census and to turn it in to Admissions and Records.

**Early Alert:** Instructors teaching full term classes are required to post Early Alert codes via MC Portal during the fifth week of the semester. If you have any questions regarding the ‘Early Alert’ process, please contact your Department Chair.

**Online Grading & Positive Attendance:** All instructors are required to post their final grades and positive attendance hours (if applicable) online via MC Portal.

If you have any questions regarding on-line services, registration, grades, etc. Please contact Ed Green, Assistant Director of Admission and Records at ex. 5015 or Ana Liza Bibat at ex. 5011

**REMINDERS:**
You may drop students throughout the term via MC Portal at www.missioncollege.org

You may review your class enrollment via MC Portal.

Calculating Positive Attendance Hours:
A. **To ensure that you report attendance hours correctly:**
1. Take roll at every class meeting and record on Positive Attendance Roster
2. Count hours for all students, including those who have dropped the class.
3. Include all hours – including lecture, laboratory, and “by arrangement.”
   • It’s generally safe to assume that if a student is attending class and
     completing his or her assignments that he or she has been doing their lab
     assignments.
   • If a student, in working on his or her lab assignments, spends more time
     than the maximum hours in the laboratory, those additional hours
     should be reported and will be funded by the State.
4. Sign each page of your Positive Attendance Roster.
5. Post Positive Attendance hours in MC Portal “on-line grading”.

B. Example:

POSITIVE ATTENDANCE ROSTER
T 7-10 pm
+ 2.0 scheduled weekly labs
+ 1.0 scheduled weekly hours by arrangement
Lecture (lab) [hrs. by arrangement]

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Notes: * Celia completed more lab hours than the maximum. Report these extra hours.
** Shelmae dropped the class after the second week of the class = 12 hours.
*** Mike added the class on the second week and began with the 2-hour lab.
Submitting Completed Positive Attendance Rosters

Submit completed Positive Attendance Rosters to Admissions and Records (NOT to your DC’s) no later than two weeks after your last class meeting and at least two days before the end-of-term rosters and grades are due to the Admissions Office. Please submit the rosters via efile in pdf format to Rita Grogan (rita.grogan@wvm.edu) and Ed Greene (ed.greene@wvm.edu) of Admissions and Records and to the Instruction Office (patty.egusa@wvm.edu). Please submit the hard copy of the Positive Attendance Roster to the Instruction Office.

If you need additional information, contact Rita Grogan at 855-5072 or Ed Greene at 855-5015.

Student Adds

Students add in each section during one of three phases.
1. The first phase is called Open Enrollment, which concludes at midnight on the night before the first class meeting.
2. The second phase is called Late Add and it concludes after 10% of the class has passed (Census Date). Late Add Authorization Codes are valid only during this period, after which they expire. It is during Late Add that student use Add codes given by the faculty member.
3. The third phase is the time after Late Add concludes, beginning after the “Census Date” for a particular section.

The Enrollment “Grace Period”

California law and district policy requires that we institute a clear process for the adding of classes. This third phase can be considered as our “Grace Period”. If a student has not added a class by the Census Date for a section, a Late Add Form needs to be submitted to the Division Dean for consideration. Establishing a clearly delineated Grace Period allows more time for faculty and students to sort out final enrollment while still allowing the college to comply with State law and District policies.

THE FIRM DEADLINE TO DELIVER THE LATE ADD PETITION TO DIVISION DEAN IS FIVE (5) BUSINESS DAYS AFTER THE CENSUS DATE FOR THE COURSE.

What must be provided on the form?
You, the student, must provide a detailed reason for registering after the deadline.
Your instructor must provide:
- A signature recommending approval or disapproval
- A reason for the recommendation
• Your first date of attendance in the class

Student Drops
Students may drop or withdraw from class(es) via T-Reg or Web through the end of the fourteenth week (or for short courses, through the first 75% of the course).

Schedule Conflicts--Students Enrolled in Classes with Overlapping Times: The College generally does not approve a student schedule with time overlaps. Such overlaps, however, may be permitted when approved by the instructor(s) of the class(es) whose time(s) will be partially missed. The specific procedures set forth by State Attendance Accounting regulations are as follows:

A. There must be rational justification that the schedule conflict is necessary. Personal convenience is not considered appropriate justification.

B. The student must petition for the schedule overlap on the proper Admissions forms and obtain signatures from both instructors.

C. The instructor must maintain documentation that the student made up the hours of the overlap for the class time not attended. Make up times must be scheduled at some other time during the same week and must have appropriate supervision. This documentation will be turned in to the Admissions Office at the end of the term.

Audit Policy
An audit student is a student who is specially registered to attend a class without the requirement of taking tests or completing assignments. Each College department shall determine which courses may be audited. Specific sections must have the approval of the instructor. Students should be referred to Admissions for the necessary "Audit of Credit Class" form. Students may register as auditors at the end of the third week of the semester and not before:

A. Enrollment:
   A student may audit selected community college courses. However, priority in class enrollment shall be given to students desiring to take the course for credit.

B. Fees:
   1. The fee for auditing a class shall be $15.00 per unit per semester.
   2. Students enrolled in classes to receive credit for six (6) or more semester units shall not be charged an additional fee to audit three (3) or fewer semester units per semester.
   3. Fees must be paid prior to auditing a course.
   4. Fees are non-refundable after two weeks of audit attendance.

Grade Reporting
All instructors will be required to post their final grades on-line via MC Portal at the end of their class. For more information regarding on-line grading, please contact your Department Chair or the Admissions & Records Office.
All graded work for a class (e.g., tests, quizzes, term papers, and reports) should be recorded accurately on the official roster provided by Admissions and Records to serve as resource documentation to support attendance audits in the Admissions and Records Office. Computer-kept records will be accepted when attached to the Official Class Roster. The official roster is invaluable in substantiating criteria used by the instructor to award a final grade, particularly when a student disputes a grade. It is the responsibility of every faculty member to submit forms and rosters by the specific due dates.

A. Credit (CR)/No Credit (NC)
Grades will be posted only in those courses expressly authorized to issue such grades in lieu of regular letter grades. Please check the Catalog and your grade roster to see whether or not a course qualifies for this option. The "CR"/"NC" symbols represent confide rates. Students are required to complete all the requirements of a course to be evaluated with a final grade of Credit or No Credit. Students must notify the instructor of the selection of the “CR/NC” or a letter grade option, no later than the end of the sixth week of the semester or one-third of the class duration for other than semester-length courses.

B. Faculty may award an "I" for incomplete academic work due to an unforeseeable emergency or justifiable reasons near the end of the term. The instructor must state the condition(s) for removal of the "I" on the "INC" form. The form must also contain the deadline for work completion and the letter grade to be assigned if the student fails to satisfy the conditions for removal of the "I". The deadline to complete missing work may be less than one year. A copy of this record must be filed with the Admissions and Records Office and an additional copy goes to the student preferably from the instructor at the time the verbal agreement is made. A final grade will be assigned when the stipulated work has been completed and evaluated or when the time limit for completing the work has expired. The student must not enroll in the class for the subsequent semester.

An incomplete must be made up within one year following the end of the semester of term in which it was assigned. In unusual circumstances, a student may petition the Academic Council for a time extension. If a grade other than the “I” is not reported by the instructor to the Records Office by the end of the one year and the student has not submitted a petition to the Academic Council, the grade will be changed to “F”, “NC” or the default grade issued by the instructor at the time the course grade scan was submitted.

If an instructor needs to change a student’s grade, the Academic Record Change Form must be completed and submitted to Admissions and Records.

For explanations of Mission College’s grading system, please refer to the Grade Legend. Additional information on grade reporting is available by contacting the Dean of Student Support Services, ext. 5016.

**College Catalog**
The official Mission College Catalog is revised and published annually. The Catalog contains
information regarding the following:

- General admissions and residency requirements
- Advanced placement and credit by examination
- Registration fees and charges
- Academic regulations and grading system
- Final examinations
- Academic probation and disqualification
- Graduation requirements, including proficiency
- Code of student conduct and disciplinary sanctions
- Student family educational rights and privacy act
- Student grievances

Faculty needing additional information in these areas should contact the Dean of Student Support Services (ext. 5016). A copy of the most current catalog may be obtained from the division secretary.

**Book and Food Services**

**Bookstore (Student Center)**
The Bookstore is open Monday-Thursday 9:00 a.m. to 7:00 p.m. It will also be open on Fridays from 9:00 a.m. to 1:00 p.m. For more information call ext. 5080 or (408) 855-5080. Hours are subject to change. For extended hours at the beginning of a semester, please visit the bookstore website at http: mc.bkstore.com. Students may also order their textbooks online.

**The Cafeteria (Student Center)**
The Cafeteria is open Monday-Thursday 7:00 a.m. to 8:00 p.m. It is also open Friday from 8:00 a.m. to 1:30 p.m. and on Saturday 8:00 am to 1:00 p.m. Vending machine service is also available.

**The Mission Bistro (HM Building)**
Mission Bistro (Hospitality Management Building): Support Mission’s Hospitality Management Program by stopping in for a delicious lunch; cafeteria-style during fall semesters and full service restaurant-style during spring semesters. Each lunch is planned and prepared by students and is typically served on Tuesdays and Thursdays from 11:30 am to 1:00 pm. The price for a full lunch ranges from $8-$11 with all proceeds going directly towards program operations. Keeps an eye out for emails announcing the weekly menus! For more information, contact Haze Dennis (ext. 5252), Scott Brunson (ext. 5251), or Sandy Rice (ext. 5246).

**Gender Equity**
Building Fairness is a statewide campaign sponsored by the Chancellor's Office of the California Community Colleges to increase students' awareness of, accessibility to, and success in all vocational programs, thereby strengthening their potential for personal fulfillment and economic self-sufficiency. In the past, certain careers were thought to be “men's careers” (e.g. automotive mechanic, fire fighter, plumber) or “women's careers” (e.g. nurse, childcare worker, cosmetologist). Today, community colleges are building fairness and breaking down these
Stereotypes.

**Sexual Harassment**

Harassment and discrimination are violations of the federal Civil Rights Act of 1964, Titles VII and IX of the Educational Amendments Act of 1971, laws and regulations of the state of California, and official policy of the West Valley-Mission Community College District. The policy and its supporting regulations stand behind the District’s philosophy that all students and all employees should be able to enjoy a working and learning environment free from any form of discrimination, including sexual harassment or gender discrimination. Section 6 contains information regarding filing a grievance against a college employee or student.

**Student Parking Fee**

All students will be required to pay to park on campus ($40.00 for automobiles). Permits may be purchased online at [www.missioncollege.org](http://www.missioncollege.org) or at the Admissions Office (E1-501). Students may also pay for daily parking permits that can be obtained through the parking permit machines available in the Parking Lot D.

**Faculty Parking Lot**

Faculty may park in the parking lot “E” on the South side of the Main Building.

**Student Rights and Responsibilities**

Students have not only the right to an education, but to the rights of citizenship as well; therefore, no student shall be deprived of equal treatment and equal access to educational programs, due process, presumption of innocence prior to proof otherwise, free expression and association, or privacy of thought.

Students bring to college various interests and values previously acquired and they develop new interests as members of an academic community. They shall be free to organize and join groups, in the pursuit of those interests, subject only to regulations and procedures which are intended to preserve the integrity of the District and which are consistent with constitutional guarantees.

In keeping with the ideals of a democracy, students shall be granted the rights and responsibilities of self-government. In the activities of student groups and the conduct of student government, discrimination based on race, ethnic background, national origin, sex, age, sexual preference, or physical disability shall be expressly prohibited.

Students and recognized student organizations shall be free to examine and discuss questions of interest to them and to express their opinions publicly and privately without fear of reprisal. They shall be free to support legal causes by orderly means that do not disrupt the operation of the College. College documents are subject to the Family Educational Rights and Privacy Act (Public Law 93-980).

Attendant upon the right guaranteed to each student are certain responsibilities, which are respect for the rights of others, acceptance of properly constituted authority, and compliance with the policies, regulations and procedures of the District. Each student bears full responsibility for his
or her actions.

*Adopted by the Board of Trustees on March 18, 1993

**Affirmative Action**

It is the policy of the West Valley-Mission Community College District (the District) to not discriminate against any person on the basis of race, color, religion, creed, national origin, gender, sexual orientation, marital or parental status, or within the limits imposed by law, age, or disability in all of its educational and employment programs and activities, its policies, practices, and procedures. This complies with Title IX of the 1972 Educational Amendments, the Equal Employment Opportunity Act Of 1972 (Title VI and VII of the Civil Rights Act of 1964, as amended), Section 504 of the Rehabilitation Act of 1974, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. It is further the policy of this District to support diversity through affirmative action in all of its programs and in all aspects of employment where persons with a disability or of a particular race or sex are underutilized or underrepresented.

The Affirmative Action Officer for the District is the Director of Human Resources located on the West Valley campus. Specific complaints, questions, or concerns may be directed to the Human Resources Office at West Valley or the Chief Student Services Officer (CSSO) at each campus.

**Student Assembly**

In accordance with state law, the District recognizes the right of peaceful assembly and will make facilities available for recognized staff and student groups when such assembly does not obstruct free movement of persons about the campus, the normal use of classroom buildings and facilities, and normal operations of the college or the instructional program, and when it does not jeopardize the safety of persons, lead to the destruction of property or violate the laws of the District, state, or nation. Persons who engage in activities which violate this policy shall be subject to disciplinary action. Persons who are not members of the student body or the college and who violate this policy shall be subject to the control of public authorities.

**Freedom of Inquiry and Expression**

Students and student organizations will be free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They will always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations students or student organizations speak only for themselves.

Students will be allowed to invite and to hear any person of their own choosing. Those routine procedures required by the college before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event and that the occasion is conducted in a manner appropriate to an academic community. It should be made clear to the academic and larger community that sponsorship of
guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the college.

**Student Participation in Institutional Government (ASG)**

As constituents of the College community, students shall be free individually and collectively to express their views on issues of College policy and on matters of general interest to the student body. The Associated Student Government will participate in the formulation and application of college policy affecting academic and student affairs.

**Exercise of Rights of Citizenship**

Students will enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy.

As members of the College community, they are subject to the obligations which accrue to them by virtue of this membership. District and/or College authority will not be extended to inhibit the exercise by students of their rights as citizens beyond the jurisdiction of the District.

**Student Membership in Organizations**

The Board of Trustees recognizes that any person qualifying for participation in classes of the Colleges shall be entitled to attend these classes, or to participate in any public performance growing out of attendance in the classes, irrespective of any affiliations which the individual may have with any organization. It is not the intention of the Board of Trustees to inject itself in any way into the relationships existing between any student enrolled in any class and the organization with which he or she is affiliated.

**Student Production of Goods and Service**

Students may produce services and materials for community organizations or groups only to the extent that such production furthers such students’ educational development. Care must be exercised by the administration in interpreting this policy to avoid student exploitation.

**Vandalism**

Property of the District as well as that of individuals should be respected. Theft of any kind, the destruction and mutilation of media resource material or the equipment or buildings or grounds of the college are inconsistent with objectives of the District and good citizenship. Those engaging in vandalism are, therefore, subject to disciplinary action.

**Drug-Free Schools and Community Act**

The District prohibits the unlawful possession, use, or distribution of alcohol and other drugs by students and employees on the institution’s property or at institutionally sponsored activities as defined in the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226). General and specific information and assistance are provided by the Student Health Center and the Counseling Program for students and the Human Resources Office for employees. West Valley-Mission College students and employees are subject to sanctions as defined by the Student Handbook, Board Policies, and other local, state, and federal laws.
No Smoking Policy
The West Valley-Mission Community College Board of Trustees have approved both Mission and West Valley College(s) to be Smoke-Free, effective July 1, 2008. Board Policy says: “Smoking is prohibited in all areas of Mission and West Valley campuses except in parking lot areas that are at least twenty-five (25) feet away from buildings and pathways. It is the responsibility of all students and employees to observe the policy on smoking. Failure to comply with the policy on smoking will be treated in the same manner as other violations of District Policy and may result in disciplinary action.”

If you see a smoker in the No Smoking zone, approach the person and draw his/her attention to the No Smoking sign and ask them politely to stop smoking. If there is no sign available, then cite that there is a district No Smoking policy.

Advise the smoker that smoking in the No Smoking zone is a violation of the No Smoking Policy. Smoking is permitted only in the parking lots (except Disabled Parking areas). Explain that the No Smoking Policy is to ensure that there is a safe and healthy environment for all.

If you find repeated offenses in the same location, please contact the District Police by calling 408-299-2311.

District and/or College Authority and Criminal Records
District and/or college regulations shall not be applicable, without due process of law, to a student who has been convicted in a criminal proceeding for an act to which the District regulations might otherwise apply.

Care of District Property
Each student in the District is responsible for the proper care of District property, supplies, and equipment entrusted to her or his use.

Students who lose or damage District property shall be notified in writing of the amounts due and the actions which may be taken for failure to pay. Such actions may include the imposition of fees for the loss, damage, or defacement of books and equipment; the cancellation of registration; the withholding of grades or transcript; and, in extreme cases, legal action.

Distribution of Literature and/or Soliciting Petition Signatures to Students on District Property
Pursuant to the provisions of California Educational Code, Section 76120, individuals and or organizations wishing to distribute literature to and/or solicit petition signatures from students of the District, must file a copy of the petitions or materials to be distributed with the Student Activities Office. The application form must include the distributor’s name, address, and social security number.

The Director of Student Activities or designated representative will specify the time, place, and manner in which literature is distributed or the petition signatures solicited. The distribution period allowed is two days per month unless modified by the CSSO. No materials shall be distributed in, around, or outside any classroom nor in the halls of any District building at any time without approval.
Distributing literature or soliciting petition signatures at any place or time other than that designated, or in any manner other than that specified by the Student Activities Office is strictly prohibited.

**Discipline Process**

The District expects students to conduct themselves in a manner consistent with the educational purposes of the College. Students have many responsibilities when they become members of the West Valley-Mission College community. The Student Code of Conduct, local, state and federal laws and regulations, as well as other published rules, procedures and regulations provide a clear statement of those expectations.

Behavior that is not consistent with those standards will be subject to disciplinary sanctions and appropriate external sanctions. However, disciplinary proceedings should play a secondary role to counseling when admonitions have been present.

To protect the rights of students to due process, students will always be informed of the charges against them, be given an opportunity to refute the charges, and permitted an appeal of any decision. Disciplinary proceedings and their outcomes are confidential.

A. **Complaint.** A formal complaint or allegation of a violation on the part of a student may be lodged with Chief Student Services Officer (CSSO) by anyone. It is the CSSO’s responsibility to determine whether the complaint qualifies as a disciplinary violation, grievance, or a matter which should be handled by the District Police or other law enforcement body.

   Allegations or complaints of discrimination and/or sexual harassment will be investigated under the procedures noted in Section 1, pages 7-9. When appropriate, disciplinary actions against a student or students may be recommended.

B. **Chief Student Services Officer Hearing.** The CSSO or designee may hold a formal hearing to review the allegations against a student or group of students and to determine the appropriate disciplinary sanction. Written and oral evidence may be presented during the hearing by the student charged or by other persons. The final decision of the CSSO shall be communicated to the student in writing within five (5) working days after the hearing.

   The student will have five (5) working days to file a formal written appeal of the CSSO’s decision. The appeal is Step 2 of the discipline process and is with a formal Hearing Board.

   The CSSO may, because of the nature of the charges, refer the entire review to the Hearing Board without rendering a decision.
C. Hearing Board Review. The function of the Hearing Board is to be a review board for appeals and to hear student disciplinary cases referred by the CSSO. The Hearing Board will meet within 15 working days of the receipt of the appeal or referral.

All Board Hearings are confidential and shall include only Hearing Board members, defendant, CSSO, witnesses, accuser, and necessary security personnel. Legal counsel is not permitted by either party. The Board may call such witnesses and obtain such information, both oral and written, as is the accused student has two (2) working days to formally notify the President of the College of the desire to appeal the decision.

D. Appeal to President. The student has a right to appeal the decision of the Hearing Board to the President. The President shall hold an appeal hearing within ten (10) working days of the notice to appeal. The President shall review all the evidence previously submitted as well as any additional information provided by the accused. A final decision shall be made in writing by the President within two (2) working days of the hearing date.

E. Appeal to the Chancellor. The student has the right to appeal the decision of the President to the Chancellor. Appeals must be in writing within two (2) working days of the decision of the President. The Chancellor will schedule a formal appeal hearing with the student within ten (10) working days of the notice to appeal. A written decision will be made within two (2) working days of the hearing.

**Hearing Board**

The function of the Hearing Board is to hear student disciplinary and grievance cases either on appeal or on a referral basis. The Board is composed of six (6) members representing the following groups:

- One administrator
- Two students (appointed by ASB)
- Two faculty (appointed by the Academic Senate)
- One classified (appointed by the Classified Senate).

Members serve for two-year staggered terms. The Hearing Board membership should reflect ethnic and gender balance. If a member cannot serve during a period of time or has a conflict-of-interest in a specific case, the CSSO shall contact the constituency group to original decision will remain. If no previous decision has been rendered, the finding of the Hearing Board on a tie vote is not guilty.

**Discipline Timelines:**

- 5 working days to notify the Chief Student Services Officer of a complaint or violation of the Student Code of Conduct
- 15 working days to hold hearing by Chief Student Services Officer
• 5 working days for a written decision
• 5 working days to initiate a written appeal to the Hearing Board
• 10 working days for Hearing Board to meet on appeal or referral of item
• 2 working days for written decision
• 2 working days to initiate a formal appeal to the President
• 10 working days to meet with the President
• 2 working days for written decision
• 2 working days to initiate an appeal to the Chancellor
• 10 working days to meet with the Chancellors
• 2 working days for a written decision
• 2 working days to initiate an appeal to the Board of Trustees
• 30 working days to hold a formal appeal with the Board
• 2 working days for written decision

Discipline timelines are specific, but may be deviated from because of scheduling difficulties and other reasonable problems. All delays must be communicated in writing to the student.

**Student Conduct Code**

The District has an obligation to specify those standards of behavior essential to its educational mission and campus life. The following types of misconduct for which students are subject to disciplinary sanctions apply at all times on campus as well as to any off-campus function sponsored or supervised by the College:

A. Disruptive behavior, willful disobedience, habitual profanity or vulgarity; or the open and persistent defiance or abuse of College personnel.

B. Assault, battery, or any threat of force or violence upon students or College personnel. C. Theft of, or damage to, the property of the College, its officers, employees, students, or visitors.

C. Interference with the normal operations of the College (e.g., obstruction or disruption of teaching, research, administration, disciplinary procedures, pedestrian or vehicular traffic, or other College activities, including its public service functions or of other authorized activities on College premises).

D. Unauthorized entry into or use of College facilities.

E. Cheating, plagiarism or knowingly furnishing false information in the classroom or to a College officer.

F. Forgery, alteration, or other misuse of College documents, records, or identification.

G. Failure to pay just debts such as fines or loans, and failure to return borrowed property when reasonable attempts have been made to retrieve it.

H. Disorderly, lewd, indecent, or obscene conduct or expression on any College owned or controlled property or at any College-sponsored or supervised function.

I. Physical or verbal abuse of any person or group, or conduct which intimidates, threatens, or endangers the health or safety of any person or group.

J. Acts of physical, verbal or sexual harassment.

K. Hazing or any act of discrimination that injures, degrades, or disgraces another person or group.
L. The unlawful possession, use, or distribution of alcohol or illicit drugs on College property or at events sponsored by the College.
M. Unauthorized possession or use of firearms, explosives, dangerous chemicals, or other weapons on College property or at College-sponsored or supervised activities.
N. Gambling in any form.
O. Smoking in classrooms or other unauthorized campus areas.
P. Failure to comply with lawful directions of College officials, faculty, staff or campus police officers who are acting within the scope of their duties.
Q. Violations of District policies or College regulations concerning the registration of student organizations, the use of District facilities, or the time, place, and manner of public expression.
R. Violation of other applicable federal and state statutes and College rules and regulations.

Sanctions
In accordance with the provisions of Education Code Section 76130, the Board of Trustees provides for the following sanctions for violations of the Code of Student Conduct.

- **Warning**: Notification of the student by a faculty member or administrator that continuation of the conduct may be cause for further disciplinary action;
- **Censure**: A written reprimand or warning to the student by a faculty member or administrator; written referral of the student to a college office or community agency for counseling or rehabilitative treatment;
- **Probation**: Prohibition of the student by the CSSO from participating in designated privileges or college activities for a period of up to one semester or other stipulated requirements to conform to specified standards of conduct;
- **Restitution**: Reimbursement to the college, as directed by the CSSO, for repair or replacement of district property misused, misappropriated, or damaged by the student; payment for bad debts;
- **Temporary Suspension**: Suspension of the student from the classroom by the instructor for up to two days, or by the CSSO for up to ten working days, from one or more classes and from any or all activities;
- **Suspension**: Exclusion from one or more classes, any or all activities of the College and from use of any District facilities. The CSSO may suspend a student for up to one full semester and the President of the College may suspend a student more than one semester;
- **Expulsion**: Termination of student status by the Board of Trustees upon recommendation of the Chancellor.

Exclusion from Classes – Conduct
1. An instructor may recommend to the CSSO the removal of any student or students from any class he or she is teaching for any of the reasons of misconduct enumerated in the “Student Conduct Code”. The recommendation shall be filed in writing with the CSSO who, within five (5) working days of the receipt of the written request from the instructor,
shall impose those sanctions set forth in “Sanctions” which he or she deems appropriate
to the reasons for the request set forth by the instructor.

2. In the event the CSSO is also the instructor, the Division Chair in which the Dean is
instructing shall impose the sanctions.

3. The CSSO will inform, in writing, the student and the faculty member requesting the
removal of the student from class of his or her decision and will inform both the student
and the faculty member of their respective rights of appeal.

4. Each college shall develop and adopt procedures to facilitate such appeal.

**Exclusion from Class - Medical Reasons**

There are occasions when students experience emotional problems to such an extent that they
interfere with the educational progress of others and/or demonstrate behavior representing a
danger to themselves or to others. In such instances, the District is obligated to protect
other students’ rights to pursue their education and to take appropriate action, if necessary,
to protect the student in question from harming himself or others. In most situations such as this,
the Student Health Center and/or the Counseling Center is able to elicit the cooperation of the
student’s parents or relatives so they may obtain appropriate medical treatment for the student
and/or his or her withdrawal from college. Education Code Section 76020 states:

“The Governing Board of the Community College may exclude from attendance in regular
classes any student whose physical or mental disability is such to cause his attendance to be
inimical to the welfare of other students.”

**Grievances**

A student may file a grievance when he or she believes that a faculty or College staff member
has violated College rules, policies, or procedures, or other local, state, or federal laws. There are
two types of grievances: Academic and non-academic student grievance.

A. Academic Grievance: An academic grievance may be filed when a student feels that a
faculty member has violated state law, federal law, or College policies and procedures
relative to grading or other academic areas. All grade appeals are first with the specific
instructor, then in order with the Department Chair, the Division Chair, the Dean of
Instruction, the VP of Instruction, the President, the Chancellor, and the Board of
Trustees.

1. The State Educational Code provides the following:

2. All grades awarded by the instructor of record shall be final. The California Code
of Regulations Section 55760, permits a grievance to be filed with respect to
grading only in situations where a grade was assigned due to “mistake, fraud, bad
faith, or incompetence.”
B. Non-Academic Student Grievance A general student grievance may be filed by a student who feels an action of a College staff member, office, or group violates existing College rules, policy or procedures; or other local, state, and federal laws. A grievance of discrimination or sexual harassment is not included in this category.

Grievance Process

The grievance process is a formalized process to ensure the timely resolution of conflict at the lowest possible level. There are three steps to the grievance process with appeal levels beyond those steps. Either party may be accompanied by an advocate at any step in the grievance process. It is the preference of the District to resolve grievances at the informal level whenever possible.

Step 1: (Informal Meeting) this step is the informal resolution stage which involves the student who has a complaint and the staff member or specific group who is the other party in the grievance. The student must notify the staff person or representative of a group that he or she wishes to make an appointment for an informal meeting to review an action within ten (10) working days of its occurrence. This informal meeting must then take place within ten (10) working days of the notification of the desire to meet. In the absence of the instructor or staff person and after a good faith effort to make contact, the grievance may directly contact the department chair.

Should the outcome of this informal meeting not meet with the satisfaction of the grievant, he or she may file a formal Step 2 Grievance with the CSSO within five (5) working days of the informal meeting. The formal appeal form must outline the action and outcome of the Step 1 level and the information for the Step 2 level. (Please refer to the Grievance Form)

Step 2: (Formal Grievance) If the informal Step 1 meeting does not resolve the issues to the satisfaction of the student, a formal Step 2 meeting may be initiated by the student. The formal grievance form is filed with the CSSO, who will forward it to the Step 2 level staff person. The grievance form will ask the student to provide the following:

a. The exact nature of the grievance,

b. The specific details of the grievance; e.g., chronology of events, copies of any information that may be helpful, etc.;

c. A description of the informal meeting and the attempted resolution; and

d. The desired remedy. The Step 2 meeting will be with the immediate supervisor of the faculty or staff member involved and must occur within ten (10) working days of filing with the CSSO. The written outcome of the Step 2 meeting must be completed within two (2) working days of the formal meeting and turned into the CSSO who will give it to the student filing the grievance. If the outcome of Step 2 is not satisfactory to the student, a Step 3 appeal may be filed with the CSSO within five (5) working days of receipt of the Step 2 outcome.

Step 3: (Appeal) The Step 3 appeal with the CSSO must be heard within ten (10) working days of the filing of the appeal. A written decision must be rendered within two (2) working days. The student then has two (2) working days to file a formal appeal with the President.
Grievance Timelines

Complaint occurs and grievant has a maximum of 30 working days to notify the College staff person/office.

- 10 working days for the informal meeting to occur (decision should made during the meeting or within two (2) working days and communicated to grievant)
- 5 working days to file a Step 2 written grievance with the CSSO's Office
- 10 working days to have the Department level meeting
- 2 working days for a written decision
- 5 working days to file a written Step 3 grievance with the CSSO's Office
- 10 working days for the Hearing Board to meet
- 2 working days for a written decision
- 2 working days to initiate a formal appeal to the President
- 10 working days to meet with the President
- 2 working days for written decision
- 2 working days to initiate an appeal to the Chancellor
- 10 working days to meet with the Chancellor
- 2 working days for a written decision
- 2 working days to initiate an appeal to the Board of Trustees
- 30 working days to hold a formal appeal with the Board
- 2 working days for written decision

Grievance timeline are specific but may be deviated from because of scheduling difficulties and other reasonable problems. All delays must be communicated in writing to the student.