

COLLEGE POLICIES

Overview

Napa Valley College students are expected to familiarize themselves with all academic policies. The policies and procedures on this page allow students to clearly understand their rights and responsibilities related to learning and teaching across campus.

Students seeking clarity on policies and procedures beyond those covered in this page should refer to the NVC Board Policy Manual (<https://go.boarddocs.com/ca/nvccd/Board.nsf/Public/>) or consult with the appropriate office.

General Academic Policies

Academic Freedom

We, the members of the Napa Valley College (NVC) Community, embrace our responsibility to protect academic freedom. Academic freedom is essential to the pursuit of truth and thus it is integral to the mission of NVC.

The exercise of Academic Freedom protects the rights of teachers to teach and the rights of students to learn in an environment free from censorship, coercion and other undue restrictions. The NVC community believes that scholarly inquiry is a conversation enriched by diverse voices, backgrounds, and ideas. We promote free discussion and access to information, and respect the new ideas formed in these pursuits. All members of the academic community should be free to assert their ideas and points of view without fear of reprisal.

By the same token, we welcome the responsibilities inherent in academic freedom. Academic responsibility implies the performance of all professional and educational duties and obligations. Additionally, we must distinguish between personal conviction and professionally accepted views in a discipline. Members of the NVC community should make efforts to be accurate, respectful and fair in their interactions and make clear that their personally held ideas and convictions are not those of Napa Valley Community College as a whole.

Reference: NVC BP 4030 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGGQEE68F0F3>)

Basic Skills Limitation

Limitation. Students are limited to completing no more than 30 units of courses identified as “Pre-collegiate Basic Skills” while enrolled at NVC. Basic skills courses are defined as one or more levels below college level English and one or more levels below intermediate algebra. NVC lists the following as its Basic Skills courses: ENGL-90, ENGL-95, ENGL-96, ENGL-97, ESL-55, ESL-65, ESL-75, ESL-85, ESL-106, LRNS-60, MATH-83, MATH-85, MATH-86, MATH-93, MATH-95.

Exemptions. The following students are exempted from the limitation on basic skills enrollment.

1. Students enrolled in English as a Second Language (ESL) courses
2. Students identified by the District as having a learning disability as defined in Title 5 § 56036

Students do not lose their exemption status if they are unable to enroll in the next higher level ESL course due to closed enrollment. Students with

documented disabilities may petition the Admissions and Records Office for exemption status on a case-by-case basis.

Reference: Title 5 § 55035 - Remedial Coursework Limit

Academic Accommodations

Accommodations (also referred to as academic adjustments and auxiliary aids and services) are provided to students who have a limitation in the educational setting as a result of disability. Examples of accommodations include:

- Extended time on exams
- Distraction-reduced examination setting
- Note-taking assistance in classes
- Reader or scribe on exams
- Recorded lectures
- Tutoring
- Interpreters
- Preferential seating
- Spell check devices
- Calculators
- Audio Books
- Speech to text (for writing)
- Priority registration

Reference: Disability Support Programs and Services (DSPS) (<https://www.napavalley.edu/student-services-and-resources/disability-support-programs-and-services/>)

Distance Education

Definition:

Distance Education means instruction in which the instructor and student are separated by time or distance and interact through the assistance of technology, as defined in Title 5 section 55200. This definition includes both hybrid and fully online courses.

Course Approval:

Each proposed or existing course offered by distance education shall be reviewed and approved separately by the Curriculum Committee pursuant to Title 5 section 55206.1 Curriculum approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distance education.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in AP 4020 Program and Curriculum Development and the Curriculum Handbook. Distance education courses shall be approved under the same conditions and criteria as all other courses.

Certification:

When approving a distance education course, the Curriculum Committee will certify that the course outline of record meets the following standards:

1. **Course Quality Standards:** The same standards of course quality are applied to distance education courses as are applied to in-person classes. The course outline of record must address the following:
 - a. How course outcomes will be achieved in a distance education course;

- b. How the portion of instruction delivered via distance education provides regular and substantive interaction between instructors and students;
- c. How the portion of instruction delivered via distance education meets the requirements of the Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act of 1973.

2. **Course Quality Determinations:** Determinations and judgments about the quality of the distance education course are in accordance with all Curriculum Committee standards and procedures.

3. **Instructor Contact:** Each section of the course that is delivered through distance education will include regular and substantive interaction between the instructor(s) and students, (and among students as described in the course outline of record or distance education addendum), either synchronously or asynchronously, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, voice mail, email, or other activities.

“Substantive interaction” means engaging students in teaching, learning, and assessment, consistent with the content under discussion, and also includes at least two of the following:

- Providing direct instruction;
- Assessing or providing feedback on a student’s coursework;
- Providing information or responding to questions about the content of a course or competency;
- Facilitating a group discussion regarding the content of a course or competency; or
- Other instructional activities approved by the institution’s or program’s accrediting agency.

Regular interaction between a student and instructor(s) is ensured by, prior to the student’s completion of a course or competency:

- Providing the opportunity for substantive interactions with the student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency; and
- Monitoring the student’s academic engagement and success and ensuring that an instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed on the basis of such monitoring, or upon request by the student.

Regular and substantive interaction is an academic and professional matter pursuant to Title 5 section 53200 et seq.

Duration of Approval:

All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

Authentication:

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education course is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student at the time of registration, a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.

The chief instructional officer shall ensure that at a minimum the college uses secure sign-on and passwords for its online learning management system and requires student identification for proctored examinations. AP 3720 lays out appropriate computer and network use.

Publication of Course Standards:

For each course offered in a distance education format, the District shall make available to students through college publications all of the following facts before they enroll in the course:

- All required online and in-person synchronous meeting days/dates and times;
- Any required asynchronous in-person activities;
- Any required technology platforms, devices, and applications;
- Any test or assessment proctoring requirements.

Student Services:

The Chief Instructional Officer will ensure that distance learners have access to student support services that are comparable to those services provided to on-campus learners.

ADA Compliance:

All distance education is subject to the requirements of Title 5 as well as the requirements imposed by the Americans with Disabilities Act (42 U.S. Code Sections 12100 et seq.) and Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S. Code Section 794d).

Reference: NVC AP 4105 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BHQTQV7877EB>)

Institutional Learning Outcomes

Institution-Level Outcomes (ILOs) are the Student Learning Outcomes (SLOs) that NVC has defined at the institutional level. The ILOs identify the most important, general skills that students who receive a degree should acquire while attending NVC.

ILOs are intended to identify:

- Napa Valley College’s expectations of itself and its graduates;
- General skills that degree recipients will obtain through the course of their studies;
- General skills that students will obtain as a result of completing the General Education pattern;
- Building blocks that contribute to attainment of the general skill areas; and
- A common set of goals across courses, programs, and services.

Students who receive a degree from NVC are expected to demonstrate the following:

1. Communication and Critical Thinking
 - Create and communicate thoughts, ideas, and information effectively
 - Read and interpret college-level texts
 - Conduct research and obtain information from reliable sources
2. Scientific and Quantitative Inquiry
 - Apply scientific principles to measure and observe the physical world
 - Understand the relationship between human behavior and the physical environment

- Analyze, evaluate, and synthesize information
 - Conduct calculations and solve problems using quantitative reasoning
3. Global and Civic Awareness
 - Evaluate and apply the principles and methodologies used by the social and behavioral sciences
 - Examine issues in their contemporary as well as historical settings and in a variety of cultural contexts
 4. Intercultural Literacy and Creativity
 - Understand artistic expression and the role of art in culture, history, and social critique
 - Identify unique features among various cultures
 - Describe and demonstrate intercultural competency
 5. Personal, Academic, and Career Development
 - Assess individual knowledge, skills, and abilities
 - Set goals and develop plans to achieve them
 - Perform work-related functions according to current industry standards and interact with others professionally

Reference: Office of Research, Planning, and Institutional Effectiveness (<https://www.napavalley.edu/about/institutional-planning/learning-outcomes-assessment/student-learning-outcomes.html>)

Students' Rights and Responsibilities

Academic Honesty

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

Types of Academic Dishonesty:

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

To avoid plagiarizing, one must:

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

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

Consequences of Academic Dishonesty

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

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

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

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

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

Reference: NVC BP 5505 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BJXUJ27C38B5>)

Standards of Student Conduct

The superintendent/president shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations. The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the superintendent/president for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

Reference: NVC BP 5500 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=CBGPHF63E13E>) / AP 5500 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=C34RGG6DD5CE>)

Student Complaint and Grievance Procedure

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

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

Reference: NVC AP 5530 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGGSAM71C314>)

General Guidelines for Student Complaints:

1. The complainant/grievant must first address the concern directly to the individual or office in violation of NVC policies and/or regulations.
2. All complaints, except for those relating to harassment or discrimination, must be filed during the semester in which the alleged problem occurred.
3. A grade assigned by an instructor is not a grievable matter and are final, except in cases of "mistake, fraud, bad faith, or incompetence" as outlined in the CA Education Code § 76224.

Students who believe that their rights have been violated based on alleged action or decision of the Napa Valley Community College District may file a grievance following the steps outlined in the *Student Complaint and Grievance Procedure*. Grievances and complaints must be filed with the appropriate office as listed below:

For Non-Instructional Complaints: *Complaints regarding the delivery of an administrative or support service by a staff member to a student, or issues occurring during the delivery of counseling by counseling faculty to a student*

Office of Student Affairs

(707) 256-7360

Student Services Building, Room 1330

For Instructional Complaints: *Complaints occurring during the delivery of instruction or library services within a scheduled class, library service by a faculty member to a student*

Office of Academic Affairs

(707) 256-7150

Administration Building, Room 1532

State Complaint Process Notice

Most complaints, grievances or disciplinary matters should be resolved at the campus level. This is the quickest and most successful way of resolving issues involving a California Community College (CCC). You are encouraged to work through the campus complaint process first before escalating issues to any of the following resources. Issues that are not resolved at the campus level may be presented to the following:

1. *Accrediting Commission for Community and Junior Colleges (ACCJC):* Visit www.accjc.org/complaint-process (<https://accjc.org/complaint-process/>) if your complaint is associated with the institution's compliance with academic program quality and accrediting standards. ACCJC is the agency that accredits the academic programs of the California Community Colleges.
2. *California Community College Chancellor's Office:* If your complaint does not concern CCC's compliance with academic program quality

and accrediting standards, or if your complaint involves unlawful discrimination, you can complete an online complaint form (<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/General-Counsel/Guidelines-Policies-and-Forms/>) on the Chancellor's Office Website.

Reference: NVC AP 5500 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=C34RGG6DD5CE>), Student Complaint and Grievance Procedure (<https://www.napavalley.edu/student-services-and-resources/office-of-student-affairs/student-complaint-and-grievance-procedure.html>), Resources for Sexual Misconduct or Discrimination-Title IX (<https://www.napavalley.edu/about/human-resources/title-ix.html>)

The Getting Help with Difficulties (<https://www.napavalley.edu/student-services-and-resources/office-of-student-affairs/documents/Getting%20Help%20with%20Difficulties.pdf>) handout outlines the college's established procedures for resolving any difficulties students might encounter while attending NVC and refers them to the appropriate office supervisor, division chair, division dean or vice president.

Non-Discrimination

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Superintendent/President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or because of his/her association with a person or group with one or more of these actual or perceived characteristics.

Reference: BP 3410 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGF5A40F3F69>)/ AP 3410 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BN3LNU576A76>)

Prohibition of Harassment

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment

and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees, students, unpaid interns, and volunteers feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student, employee, unpaid intern, or volunteer who believes that he/she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435 Discrimination and Harassment Complaints and Investigations. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end, the Superintendent/President shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President shall establish procedures that define harassment on campus. The Superintendent/President shall further establish procedures for employees, students, unpaid interns, volunteers, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures (including the procedure for making complaints) shall be widely published and publicized to administrators, faculty, staff, students, unpaid interns, and volunteers particularly when they are new to the institution. They shall be available for students, employees, unpaid interns, and volunteers in all administrative offices, and shall be posted on the District's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Unpaid interns who violate this policy and related procedures may be subject to disciplinary measure

up to and including termination from the internship or other unpaid work experience program.

For incidents involving any employee of the college:

Title IX Coordinator:

Charo Albarran
Executive Director, Human Resources
calbarran@napavalley.edu
(707) 256-7100

Reference: Resources for Sexual Misconduct or Discrimination-Title IX (<https://www.napavalley.edu/about/human-resources/title-ix.html>), NVC BP 3430 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGF5C60F8BD4>)/ AP 3430 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BN3LHN5690E2>)

Course Policies

Attendance

Regular attendance in all classes is important for satisfactory academic progress. Napa Valley College attendance regulations make provisions for a limited number of unavoidable absences. However, a student who is absent for as many times as a class meets each week will have exhausted this provision. An instructor may request verification of absences. Further absences may cause the instructor to drop the student from the class.

Programs and courses which have safety training or external certification requirements may have a more stringent attendance policy. For more information, students should refer to their program handbook or class syllabus. Students who do not attend the first class meeting may be dropped or lose priority on the waiting list.

Online course attendance is defined as active participation in the course. Instructors may utilize any or all of the following methods to document active online participation:

- Completion of tests
- Submission/completion of assignments
- Participation in discussion forums
- Other methods as stated on course syllabus

Students failing to actively participate in an online course can be subject to provisions of the Attendance Policy.

Reference: NVC BP 5070 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGGRQY6F2D09>)/AP 5070 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BX8U647A7927>)

Course Audit Option

Students may audit courses.

The Board of Trustees authorizes a person to audit a credit course for a fee of \$15.00 per semester unit or the maximum allowable by regulation. Students enrolled in classes to receive credit for ten (10) or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

No student auditing a course shall be permitted to change his or her enrollment to receive credit for the course.

Priority in class enrollment shall be given to students enrolled in the course for credit.

Classroom attendance of students auditing a course will not be included in computing the apportionment due to the district.

Reference: NVC BP 4070 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGGQJ7697E39>)

Credit for Prior Learning

Credit for prior learning may be earned for eligible courses approved by the District for students who satisfactorily pass an authorized assessment. Authorized assessments may include the evaluation of approved external standardized examinations, Joint Services Transcripts, student-created portfolios, and credit by examination. The Superintendent/President shall rely primarily on the recommendations of the Academic Senate to establish administrative procedures to implement this Board Policy.

For more information about Advanced Placement Credit, please reference the Credit for Prior (<https://catalog.napa valley.edu/getting-your-degree/credit-for-prior-learning/>) Learning section of the catalog.

Reference: NVC BP 4235 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BWES6M63CF51>)/AP 4235 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BWESLQ65AC0D>)/AP 4236 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGG2M902D0F8>)

Course Repetition

Students may repeat a course up to two times in which a substandard grade (“D,” “F,” “NC,” “NP”) was earned or substandard academic progress (“W”) was recorded. Under special circumstances, students may repeat courses in which a “C” or better grade was earned.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history. Students may withdraw from credit courses without a “W” notation in extraordinary conditions and if the withdrawal is authorized by the district.

NVC permits students to repeat certain types of courses under circumstances outlined in Title 5 § 55040, which include:

Extenuating Circumstances. Repetition of a course due to extenuating circumstances, including verified cases of accidents, illness, or other circumstances beyond the student’s control; enrollment in a course not designated as repeatable for a maximum of three (3) times; or Repetition of a course for up to two (2) times to alleviate a substandard grade; additional enrollment may be granted with a petition*

Significant Lapse of Time. Repetition of a course where a satisfactory grade was received due to significant lapse of time. Significant lapse of time is defined as three (3) years or as required by specific program mandates*.

Variable Unit Open-Entry/Open-Exit. Repetition of a portion of a variable unit open-entry/open-exit course

Occupational Work Experience. Repetition of an occupational work experience course under circumstances described in Title 5 § 55253

Disability Accommodation. Repetition of a Special Course by a student with disability on the basis of disability-related accommodation, under

which circumstance the student may repeat the course any number of times*

Legally Mandated Training. Repetition of a credit course any number of times to meet legally mandated training requirements as a condition of paid or volunteer employment

Reference: NVC BP 4225 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BHQTUA78AF1E>)/AP 4225 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BHQTUB78B0A3>)

Repeatable Courses

Only the following types of courses may be designated as repeatable, consistent with the requirements of § 55041:

1. Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree;
2. Intercollegiate athletics courses; and
3. Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses or six times for quarter courses.
4. Courses designated as repeatable under these provisions will be listed as such in the Napa Valley Community College District catalog and on the Course Outline of Record. Enrollments in a course so designated will count towards total allowable repetitions. A student will be considered “enrolled” any time they receive an evaluative or non-evaluative symbol on their record.

The District shall develop and implement a mechanism to allow it to properly monitor course repetition.

Such courses may be repeated no more than four times for semester courses or six times for quarter courses. All courses designated as repeatable under these provisions will be listed as such in the college catalog and on the Course Outline of Record. All enrollments in a course so designated will count towards total allowable repetitions. A student will be considered “enrolled” any time they receive an evaluative or non-evaluative symbol on their record.

Reference: NVC AP 4227 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BHQTUV792C1E>)/AP 4228 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGG2BH01642C>)/AP 4229 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGG2F501EC14>)

Courses that are Related in Content (CRIC)

Courses related in content (CRIC) are defined as groups of active participatory courses that share a similar primary educational objective in physical education, visual arts, and performing arts. Such courses are not repeatable.

NVC permits students to enroll up to four (4) times within each group of courses related in content, with a limitation that each course in the group may only be taken once.

DANCE Families of Courses

Ballet: DANS-134, DANS-134B, DANS-134D

Dance Survey: DANS-132, DANS-133

Jazz Dance: DANS-136, DANS-136B, DANS-136D

Modern Dance: DANS-138, DANS-138B, DANS-138D

Production: DANS-140, DANS-140C, DANS-141

Street Jazz: DANS-135, DANS-135D

World Dance Forms: DANS-128A, DANS-128B, DANS-128C

MUSIC Families of Courses

Instrumental Music Ensemble: MUSI-152, MUSI-280

Instrumental Technique: MUSI-140, MUSI-142, MUSI-240, MUSI-242

Large Ensembles: MUSI-160, MUSI-176, MUSI-179, MUSI-181

Music Technology: MUSI-124

Musical Theater Production: THEA-153, THEA-155, MUSI-170, MUSI-172, MUSI-173, MUSI-183, MUSI-223, MUSI-243

Piano: MUSI-135, MUSI-138, MUSI-235, MUSI-238

Vocal Music Ensemble: MUSI-161, MUSI-166, MUSI-169, MUSI-266

Vocal Technique: MUSI-130, MUSI-132, MUSI-133, MUSI-230, MUSI-232, MUSI-143

KINESIOLOGY/ATHLETICS Families of Courses

Aerobic Arts: KINE-131, KINE-131B, KINE-133, KINE-133B

Aerobics: KINE-129, KINE-129B

Aquatic Aerobics: KINE-102A, KINE-102B

Badminton: KINE-113, KINE-113B

Flexibility: KINE-146, KINE-146B, KINE-154, KINE-154B

Golf: KINE-112, KINE-112B

Physical Fitness: KINE-103, KINE-149, KINE-149B

Swimming: KINE-100, KINE-100B, KINE-147

Team Sports: KINE-176, KINE-176B

Tennis: KINE-123, KINE-123B

Volleyball: KINE-125, KINE-125B, KINE-127

Walking: KINE-148, KINE-148B

Weight Training: KINE-151, KINE-151B, KINE-151C

Yoga: KINE-130, KINE-130B

THEATER ARTS Families of Courses

Acting Techniques: THEA-122, THEA-210, THEA-220, THEA-244

Musical Theater Production: THEA-153, THEA-155, MUSI-170, MUSI-172

Technical Theater: THEA-140, THEA-141, THEA-142

Theater Production: THEA-151, THEA-154, THEA-156

VISUAL ARTS Families of Courses

Ceramic Forms: ARTS-140, ARTS-141, ARTS-240, ARTS-241

Ceramic Surfaces and Technology: ARTS-244, ARTS-246, ARTS-247, ARTS-248, ARTS-249

Digital Art and Design: DART-120, DART-130

Drawing: ARTS-110, ARTS-111, ARTS-112, ARTS-210

Foundations: ARTS-101, ARTS-102

Painting: ARTS-105, ARTS-120, ARTS-220

Photography: PHOT-121, PHOT-150

Sculpture: ARTS-145, ARTS-150

Workshop and Portfolio Development: ARTS-260, ARTS-261

Dropping a Class/Withdrawals

It is the student's responsibility to officially withdraw by stated deadlines either online or in person at the Admissions and Records Office. Students failing to officially withdraw by the deadline may receive an "F" grade.

Students may drop or withdraw from classes online through Self-Service or in person by submitting a completed Drop Card to the Admissions and Records Office. Students should refer to the website for specific drop and withdrawal deadlines.

Reference: NVC BP 5070 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGGRQY6F2D09>)/AP 5070 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BX8U647A7927>)

Independent Study Application Procedure for Students

All independent study courses must be approved by the curriculum committee. Each student application for independent study must be approved by the instructor, Division Dean, and approved by the chief instructional officer.

The application for independent study must be completed, including a statement by the applicant and instructor indicating the work to be done in the program. This statement should include the goals and objectives of the program and should indicate a general plan for achieving these goals and objectives. The typical plan will call for approximately fifty hours of work per unit excluding teacher#student conferences. It would be expected that the student would read, write and take as many or more examinations in an independent study program as he/she would in a traditional class setting.

Student#instructor meetings will be held on the average of once a week for 20#30 minutes to discuss problems and progress.

Ordinarily a student will receive a "pass," no letter grade, for independent study. A record of the study proposal, teacher#student meeting dates, all tests, term papers and final grade will be kept for a period of one year in the office of the instructor. A student may take up to 12 semester units through independent study over a period of four semesters. An exception to this limit would be possible only under exceptional circumstances and with permission of the Vice President, Academic Affairs.

Independent Study Forms are available in the Office of Academic Affairs

Reference: NVC AP 4101 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=CDFQJ767BEF6>)

Multiple and Overlapping Enrollments

A student may not enroll in two or more sections of the same credit course during the same term unless the length of the course provides that the student is not enrolled in more than one section at any given time.

A student may not enroll in two or more courses where the meeting times for the courses overlap, unless:

- The student provides a valid justification, other than scheduling convenience, of the need for an overlapping schedule.
- The chief instructional officer or designee approves the schedule.
- The student makes up the overlapping hours at some other time during the same week under the supervision of the instructor of the course.

Reference: NVC BP 4226 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGGQTV6AE974>)/AP 4226 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=CBPT5T75BEC8>), Title 5 § 55007

Open Enrollment

Unless specifically exempted by statute or regulation, every course, course section or class, reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Title 5 Section 55003. Enrollment may be subject to any priority system that has been established (See BP/AP 5055 Enrollment Priorities). Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites (See BP 4260 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=CBPTSA787E05>)/AP 4260 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=CBWVT8809519>) Prerequisites, Co-requisites, and Advisories), or due to other practical considerations such as exemptions set out in statute or regulation.

Reference: NVC BP 5052 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGGRMG6EA9AE>)

Prerequisites, Co-requisites and Advisories

Prerequisites, co-requisites, advisories, and limitations are necessary to ensure that students succeed in their coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that prerequisites, co-requisites, advisories, and limitations do not constitute unjustifiable obstacles to student access and success. Therefore, to foster the appropriate balance between these two concerns, the Education Code requires that prerequisites, co-requisites, advisories, and limitations be established based solely on content review or content review with statistical validation.

Prerequisite. A “prerequisite” means a course that a student is required to complete prior to enrolling in a specific course or program.

Corequisite. A “corequisite” means a course that a student is required to take simultaneously with another.

Advisory. An “advisory” or “recommended preparation” means a condition of enrollment that a student is advised, but not required, to meet before enrolling in a course or program.

The college has developed procedures to ensure that such limitations be established, reviewed, and enforced in a fair and consistent manner. The following applies to all courses offered at Napa Valley College:

1. No student may receive credit for a course which is a prerequisite to a course he/she has already completed.
2. In order for a course to count as a prerequisite, a minimum grade of “C” must be earned. (Exceptions may be made only by instructor assessment of relevant background experience.)

Challenging a Prerequisite

Any student who does not meet a prerequisite or co-requisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:

1. If space is available in a course when a student files a challenge to the prerequisite or co-requisite, the District shall reserve a seat for the student and resolve the challenge within five working days. If the challenge is upheld or the District fails to resolve the challenge within the five working-day period, the student shall be allowed to enroll in the course.
2. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the students registers for that subsequent term.

Grounds for challenge shall include the following:

1. Those grounds for challenge specified in Title 5 Section 55003 subdivision (p).
2. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he/she/they would be delayed by a semester or more in attaining the degree or certificate specified in his/her/their educational plan.
3. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he/she/they does not pose a threat to himself/herself/themself or others.
4. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student’s challenge should be upheld are or ought to be in the college’s own records, then the college has the obligation to produce that information.

Contact Counseling Services (<http://www.napavalley.edu/student-services-and-resources/general-counseling/>) to obtain more information regarding challenging prerequisites.

Reference: NVC BP 4260 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=CBPTSA787E05>)/AP 4260 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=CBWVT8809519>)

Grade Policies

Academic Renewal

The open-door policy of the community college provides students of diverse abilities and aspirations with an opportunity to achieve success.

Some students find that their early attempts at college have not been successful. It is not uncommon for students to return to college later and achieve a higher degree of academic success.

The academic renewal policy provides for the alleviation of previously recorded, substandard academic work that does not reflect the student's current scholastic ability. In accordance with Title 5, section 55046, Napa Valley College will allow students to disregard up to 30 semester units of substandard course work (D's and F's) from the calculation of their grade point average.

1. To qualify for academic renewal, the student must meet the requirements outlined below:
 - a. The student must have completed at least 15 semester units with at least a C grade in all coursework completed subsequent to the work to be disregarded. These units may be earned at Napa Valley College or another accredited institution; and
 - b. The courses eligible for removal from the calculation of the student's GPA must have been completed at least three successfully enrolled terms (semester or summer sessions) before they apply for academic renewal. To qualify as a successfully enrolled term, all subsequent work may not include D, F, I, NC and NP grades; and
 - c. Generally, the circumstances that qualify a student for academic renewal are related to personal issues which prevented them from achieving their academic potential. Only substandard evaluative grades (D, F) will be removed from the calculation of the student's GPA.
2. A student does not qualify for academic renewal, if the following requirements are not met:
 - a. The student has requested academic renewal in the past. Napa Valley College will honor only one Academic Renewal in the lifetime of the student.
 - b. Courses that are in progress are not counted toward subsequent coursework. All coursework must be completed.
3. To apply for academic renewal the student must:
 - a. Complete the request for academic renewal form.
 - b. Meet with the student to discuss the petition.
 - c. Submit the completed form to the Admissions and Records Office.
 - d. Student must attach official transcript(s) for any subsequent coursework that was completed at another institution.

Reference: NVC BP 4240 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=CDM2BL016731>)/AP 4240 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BHVU967AEAC5>)

Definition of a Unit of Credit

A standard unit of college credit represents three hours per week of class work and related activities over the course of our standard eighteen-week semester. The number of hours spent in class per week will vary based on the format of the course. Each unit of credit is assigned as follows:

Lecture: One hour per week of work in class, two hours of outside work.

Lecture/Lab or Integrated Lab: Two hours per week of work in class, one hour of outside work.

Lab: Three hours of work in class. Some lab classes, especially in the Sciences, require outside work.

Grade Changes

The instructor of the course shall determine the grade to be awarded to each student.

The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors. "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization. "Bad Faith" may include, but is not limited to, an intentional act of dishonesty.

The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code Section 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

If the procedure requires that a student first request a grade change from the instructor (See Board policy S6320 Student Complaints and Grievances, and the guidelines, which are located on the Office Student Affairs webpage), provisions shall be made to allow another faculty member to substitute for the instructor in the following circumstances: if 1) the student has filed a discrimination complaint and there is an administrative determination finding probable cause, or 2) if the instructor is not available or 3) where the District determines that it is possible that there may have been gross misconduct by the original instructor.

In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the Vice President of Academic Affairs.

In all cases listed above, the instructor who first awarded the grade will be given written notice of the change.

The College shall consider a request for change of grade where the timely request for change is necessitated as a remedy for discrimination on the basis of disability pursuant to Section 504 and Title II, including with respect to the denial of an approved accommodation/modification.

Security of Grade Records

The District shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization. These measures shall be installed as part of any computerized grade data storage system.

The measures implemented by the District shall include, but not necessarily be limited to, password protection for all student grade data bases, locking mechanisms for computer stations from which student grade data bases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Persons authorized to record authorized grade changes shall be designated by the head of Admissions and Records. No more than five District employees may be authorized to change student grades. Only regular full-time employees of the District may be authorized to change grades. Student workers shall not have access to grade records, and student workers may not change grades at any time.

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the head of Admissions and Records immediately. The head of Admissions and

Records shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.

If any student's grade record is found to have been changed without proper authorization, the District will notify 1) the student; 2) the instructor who originally awarded the grade; 3) any educational institution to which the student has transferred; 4) the accreditation agency; and 5) appropriate local law enforcement authorities.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has transferred.

Any person who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred.

Any student or employee who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with District policies and procedures.

A grade may only be changed within two (2) calendar years of being awarded.

Request for Change of Grade forms may not be given directly to students.

Reference: NVC BP 4231 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGGQWZ6B5F1F>)/AP 4231 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGG2HR024E13>)

Grading Symbols

Napa Valley College assigns grades according to the following standards of work performed by students:

- A Excellent
- B Good
- C Satisfactory
- D Passing (Less than Satisfactory)
- F Failing
- AU Audit
- CR Credit
- EW Excused Withdrawal
- IB, IC, ID, IF Incomplete
- IP In progress
- MW Military withdrawal
- NC No Credit
- NP No Pass (Failing)
- P Passing
- RD Report delayed
- SP Satisfactory Progress (Towards Completion of the Course)

W Withdrawal

Non-Evaluative Grades

Non-evaluative grades are grades assigned that do not carry credit for the student such as:

IB, IC, ID, IF – Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable reasons. Request for an incomplete must be made by the end of the semester and must be approved by the instructor. The granting of an incomplete is at the discretion of the instructor. The condition for the removal of the "I" shall be stated by the instructor in a written record. The record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. The record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points.

IP – In Progress: The "IP" symbol shall be used only in courses which extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The "IP" symbol shall not be used in calculating grade point averages. If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluation symbol (grade) to be recorded on the student's permanent record for the course.

RD – Report Delayed: The "RD" symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

W – Withdrawal: The "W" symbol may be used to denote withdrawal in accordance with the requirements of Title 5 Section 55024.

MW – Military Withdrawal: The "MW" symbol may be used to denote military withdrawal in accordance with Title 5 Section 55024.

EW – Excused Withdrawal: The "EW" symbol may be used to denote withdrawal in accordance with Title 5 Section 55024.

Reference: NVC BP 4230 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGGQUX6B1193>)/AP 4230 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGG2G402103F>)

Pass/No Pass Grading

Students may choose, no later than the 5th Friday of the semester, to change enrollment in a class to Pass/No Pass basis, rather than receive a letter grade. Academic performance equivalent to a grade of "C" is required to earn credit (Pass- P). Forms are available online and in the Admissions and Records Office.

The total number of units taken for "Pass/No Pass" may not exceed 12 semester units in courses applicable to the associate degree (courses

numbered 90-399). There is no restriction on the number of units that may be taken for Pass/No Pass in non-degree applicable course work.

Pass/No Pass grading requires students to regularly attend class and complete course work. A student will receive a "P" on his/her transcript if class work is of "C" quality or better. An incomplete designation will be available to students using the P/ NP option in conformance with the grading policy.

Incomplete Grades

Students who are unable to complete academic work by the end of the semester because of an emergency or other justifiable reason may contract for an "I" (incomplete) grade. The Incomplete Grade Agreement may be obtained at the Admissions and Records Office and must be signed by the student and the instructor. This form includes the conditions for removal of the "IB, IC, ID, IF or INC." The grade will be indicated after the "I" (example "B" in IB). The grade will be assigned in the event the conditions are not met.

A final grade shall be assigned when the work has been completed or when the time limit for completing the work has passed. The final date of completion shall be a joint decision of the instructor and student but shall, in no case, exceed a time limit of *one semester* beyond the end of the semester in which the work was originally to have been completed. A student may petition the Vice President of Student Affairs for an extension if there are unusual circumstances. The Vice President, with the concurrence of the instructor, may grant the extension.

Grade Point Average

A student's grade point average (GPA) is computed by dividing the total grade points earned by the total units attempted. Units attempted on a P/NP basis are not used for computing the grade point average. Grade points are earned as follows:

A = 4, B = 3, C = 2, D = 1, F = 0, P = 0, W = 0, I = 0

For example, a student who earns 3 units of A, 3 units of B, 2 units of P*, 5 units of C, 2 units of D, and 1 unit of F has a grade point average of 2.36.

$$(3 \times 4) + (3 \times 3) + (5 \times 2) + (2 \times 1) + (1 \times 0) = 2.36$$

*P/NP are not used for computing GPA

Progress Probation, Dismissal and Readmission

Standards for Probation

A student who has enrolled in 12 or more semester units at Napa Valley College is subject to the probation policy of the college.

Definitions of Probation

Academic Probation

1. The first semester in which a student shows a cumulative grade point average (GPA) below 2.0 for all units completed at NVC, the student will be placed on academic probation—First Semester Status.
2. The second semester in which a student maintains less than A 2.0 cumulative GPA, the student will be placed on academic probation—Second Semester Status.
3. The third semester in which a student maintains less than a 2.0 cumulative GPA, the student will be placed on Academic Dismissal Status.

Progress Probation

1. The first semester in which a student earns grades of "W," "I," "NC," and/or "NP" in 50% or more of his/her cumulative units of enrollment, the student will be placed on Progress Probation—First Semester Status.
2. The second semester in which a student earns grades of "W," "I," "NC," and/or "NP" in 50% or more of his/her cumulative units of enrollment, the student will be placed on Progress Probation—Second Semester Status.
3. The third semester in which a student earns grades of "W," "I," "NC," and/or "NP" in 50% or more of his/her cumulative units of enrollment, the student will be placed on Progress Dismissal Status.

Effects of Probation

1. Academic and Progress Probation—First Semester: After being placed on first semester probation, the student may Enroll for a second semester.
2. Academic and Progress Probation—Second Semester: During second semester probation the student must meet with a Counselor prior to enrolling in a third semester. Students may be required to meet interventions determined in consultations with a counselor.

Removal from Probation

Academic Probation

- When the cumulative GPA of a student on Academic probation becomes a 2.0 or higher, student will be Removed from Academic Probation.

Progress Probation

- When a student's grade notations of "W," "I," "NC," and/or "NP" are less than 50% of student's cumulative units of enrollment at NVC, the student will be removed from progress probation.

Standards for Dismissal

- A student on *academic probation* will be subject to dismissal if that student's GPA has remained below a 2.0 for each of three consecutive semesters.
- A student on *progress probation* will be subject to dismissal if that student's grade notations of "W," "I," "NC," and/or "NP" have remained at 50% or more of student's units for each of three consecutive semesters.

Effects of Dismissal

The student who has failed to improve their GPA or to make progress for a third semester will be dismissed. A student placed on Dismissal Status during Fall Semester will not be allowed to re-enroll until the following Fall Semester. A student placed on Dismissal Status during Spring Semester will not be allowed to re-enroll until the following Spring Semester.

Notification of probation and Dismissal Status and Dismissal

Students will be notified of their placement on 1st Semester Probation, 2nd Semester probation, Dismissal Status, or Dismissal after the semester's grades have been posted.

Readmission

Students who are returning after academic or progress dismissal must meet with a counselor prior to enrolling in classes. Returning students will be placed on Dismissal Status and may be required to meet interventions determined in Consultation with a counselor.

Exception: Returning students on Academic or Progress Probation (not Dismissal) who have not attended NVC for at least 3 years

(excluding summer session) may apply for a probation waiver, a petition requiring a counselor's signature.

Students on Dismissal Status who have returned and again fail to earn grades of 2.0 or above or to make progress will be dismissed, this time for a year.

Student Right of Appeal

Students who feel they have been placed on probation, Dismissal Status, or on Dismissal in error will have the right to appeal. Students who feel they have legitimate mitigating circumstances may also appeal their placement on probation, Dismissal Status or Dismissal.¹

1. The Associate Dean of Enrollment and Outreach Services will determine the legitimacy of probation or dismissal status appeals. If the Associate Dean of Enrollment and Outreach Services rejects the appeal, the student may appeal the decision to the Vice President of Student Affairs.
2. The Vice President of Student Affairs, if necessary in consultation with a counselor and/or faculty member, will determine the legitimacy of dismissal or probation appeals.¹
3. Responses to appeals will be in writing, and will state the reason or reasons for the action taken.

Reference: NVC BP 4250 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGGR2X6BF2F9>) / AP 4250 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGG7A618A1D5>)

¹ Even if a student's appeal to be taken off Dismissal is successful, it may not guarantee the student entry into classes that have already been filled.

Transfer and External Exam Credit

Acceptance of Transfer and Alternative Credit

Applicants who are eligible for standard readmission to another accredited college may be admitted to NVC with transfer credits in accordance with the evaluation of their transcripts initiated by the Counseling Division. Units earned elsewhere may be applied toward fulfillment of NVC Graduation requirements only if they are lower division units.

Credit for Prior Learning

Credit for prior learning is college credit awarded for validated college-level skills and knowledge gained outside of a college classroom. By providing comprehensive processes for obtaining credit for prior learning, community colleges can increase completion rates and further their mission of open-access education. Napa Valley College students may receive college credit for prior learning in Credit for Prior Learning (CPL) identified courses listed in the current college catalog through the following approved alternative methods for awarding credit:

1. Achievement of a satisfactory score on the following approved standardized examinations:
2. Advanced Placement (AP) examination,
3. International Baccalaureate (IB) examination
4. College Level Examination Program (CLEP)
5. Evaluation of military service/training
6. Evaluation of industry recognized credential documentation
7. Evaluation of student-created portfolios

8. Achievement of an industry examination administered by other agencies
9. Satisfactory completion of an institutional examination, known as Credit by Examination, administered by the college in lieu of completion of an active course listed in the current college catalog.

For more information about AP, IB and CLEP exam results, please reference the Credit for Prior (<https://catalog.napa valley.edu/getting-your-degree/credit-for-prior-learning/>) Learning section of the catalog.

Reference: NVC BP 4235 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BWES6M63CF51>) / AP 4235 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BWESLQ65AC0D>)

Military Service Credit

Students interested in military Credit for Prior Learning using supporting official documentation shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of the college under the following circumstances:

1. Official transcripts must be on file in the Admissions and Records Office. These may include Joint Services Transcript (JST), Sailor/ Marine American Council on Education Registry Grade Changes Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS) or verified copies of DD214 or DD295 military records.
2. Veterans may receive credit for military service by submitting their Certificate of Release or Discharge from Active Duty, referred to as "DD 214." This is a document of the U.S. Department of Defense and can be evaluated for credits. A student with a minimum of six months to one year of service credit including basic or recruit training and an honorable discharge will receive: 3 units - Health Education and 3 units - Kinesiology (Physical Education). A student with more than one year of service credit may receive an additional 3 units of elective credit for a total of 9 units: 3 units - Health Education and 3 units - Kinesiology (Physical Education) and 3 units - elective credit.
3. The appropriate program/department coordinator or faculty designee shall determine whether required courses or restricted elective credit is to be awarded in fulfillment of an academic program at Napa Valley College.
4. This policy does not apply to regionally-accredited collegiate coursework completed through the Department of Defense or Community College of the Airforce (CCAF).

Procedures for Students:

1. Students must request official transcripts for military service credits which must be on file in the Admissions and Records Office. Students may submit their DD214 to the Veterans Counselor or Financial Aid/ Veterans Services Specialist who will review and forward to the evaluator to assign credits as specified above.
2. Students must complete 12 units in residency and be in good academic standing to graduate.
3. Students must submit a Credit for Prior Learning Petition with approval from the program/department coordinator to receive other applicable course credit.

Reference: NVC BP 4235 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BWES6M63CF51>) / AP 4235 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BWESLQ65AC0D>)

Transfer Credits

NVC accepts many lower division college or university units earned at other U.S. regionally accredited institutions. These transferred units may be used to satisfy graduation requirements. Official transcripts should be sent to:

Napa Valley College
Admissions and Records Specialist
Admissions and Records Office
2277 Napa-Vallejo Highway
Napa, CA 94558

The Admissions and Records Specialist will determine eligibility for, and extent of, credit. In general, there are no limits to the number of units a student may transfer to Napa Valley College. Courses may be used to meet degree requirements at NVC even if they have been used to meet requirements at another college or even if they are several years old.

NVC does not grant college credit for courses completed at non-accredited colleges/universities, for life experiences or for upper division courses. See the graduation requirements for more information. Allow at least 8-10 weeks for evaluation of transcripts from other institutions during non-peak periods. During peak periods, evaluations could take longer to process.

Students who are receiving financial aid, veteran's benefits, or who are currently enrolled will receive priority. To expedite an evaluation, students must make an appointment with a counselor. Contact the General Counseling Center in Rm 1339A or call (707) 256-7220.

Other Policies

Academic Honors

Students are placed on the NVC President's Honor List each semester that they are enrolled for a letter grade in 12 or more units with a GPA of 3.5 or higher. This special recognition is noted on the student's permanent record.

Students who complete an AA or AS degree with a cumulative GPA of 3.5 or higher earn a special notation of "*President's Honors at Graduation*" on their NVC diploma.

Students who have a cumulative GPA of 3.5 or higher at the time they apply for graduation are invited to apply to be the valedictory speaker at commencement. A committee will choose the valedictory speaker from all applicants.

Phi Theta Kappa

Students with a GPA of 3.5 or higher and at least 12 units of transferable or degree applicable credits are eligible to join the NVC chapter of Phi Theta Kappa (<http://www.napavalley.edu/student-services-and-resources/honor-society-phi-theta-kappa/>), the international honor society of two-year colleges.

Computer and Network Use

Employees and students who use District computers and networks and the information they contain, and related resources, have a responsibility not to abuse those resources and to respect the rights of others. The Superintendent/President shall establish procedures that provide guidelines to students and staff for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based

information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

Reference: NVC BP 3720 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BHQT5W75C1F3>)/AP 3720 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BH2N7J5C71B7>)

Copyrighted Material

The superintendent/president shall be responsible for securing the copyright for any materials the District is entitled to ownership of, and for which the District wishes to obtain copyright protection of. The superintendent/president shall safeguard the District's rights of using, selling, giving or exchanging and licensing of such copyrighted materials. The superintendent/president shall investigate claims of copyright infringement, and shall initiate action to protect the District's copyrights against infringement.

The District abides by all relevant sections of the Education Code and United States copyright law. This procedure establishes guidelines for acceptable use of copyrighted materials by employees and students. It also outlines ownership determination of intellectual property created by employees and describes the intent to protect the District's intellectual property from copyright infringement.

Principles

1. An intellectual environment that encourages creation, innovation, and collaboration is in the best interest of the District, its employees, and students.
2. The District needs to balance the interests of the individual creators of intellectual property with the educational objectives of the District.
3. The District has a responsibility to protect the rights of its intellectual property from unauthorized use.
4. Individual circumstances and the uniqueness of each situation may require a variety of approaches to intellectual property questions.

Elements

1. Employees and students of the District may not duplicate or distribute copyrighted property using District technology or equipment without written permission from the copyright owner, except as allowed under the principles of "fair use". Materials describing "fair use" are posted on the District Risk Services website for reference.
2. Works in the public domain are generally excepted from copyright provisions. Generally speaking, exceptions of copyrighted intellectual property include works of the federal and state governments unless they are commissioned works unrelated to the official duties of the governments. In addition, works published more than seventy-five years ago, which are not subsequently updated, are not protected by the Copyright Act. Furthermore, facts and ideas are not copyrightable (but the manner in which the author expresses a fact or idea is copyrighted).
3. Employees who willfully violate the copyright law do so at their own risk and if legal action is commenced by the holder of the copyright, the employee will not be defended or indemnified by the District. In addition, the employee may be required to remunerate the District in

the event of a loss resulting from litigation. Willful infringement of copyrights will result in disciplinary action.

4. In the absence of a specific contract or agreement, intellectual property created for the purpose of teaching courses within the employee's contracted teaching area(s) belongs to the employee and will be used for such purposes without additional compensation to the employee by the District.
5. Intellectual property created by an employee within the confines of his/her contract with the District, and making use of "extraordinary resources" of the District (i.e. beyond the use of office space, routine computer resources, library resources, etc. that are provided to all employees), is considered District property unless relinquished by a prior written agreement. Materials created specifically to conduct the support services of the District (internal documents, web pages, etc.) are considered to be property of the District.
6. If there is a reasonable determination that a particular work created by an employee may be sold or traded commercially, the District and the employee may elect to draft and execute a contract specifying the terms of ownership of the work.
7. If the receipt of grant funds restricts or specifies ownership of employee-created work, the District will abide by the requirements of the grant agreement.
8. If the District and employee wish for any other reason to change or share ownership of a work, they may jointly draft and execute a contract specifying terms of ownership.
9. The District will strive to actively protect all copyrighted materials owned solely or partially by the District.

Reference: NVC BP 3710 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGFNNA60B79E>)/AP 3710 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGF4SJ0CF7A3>)

Drug-Free Environment

The District shall be free from all drugs and from the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all facilities under the control and use of the District. Any student or employee who violates this policy will be subject to disciplinary action (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

The health risks associated with the use of illicit drugs and the abuse of alcohol include:

- Death including by alcohol poisoning or drug overdose;
- Risk of addiction and withdrawal symptoms including pain, convulsions and depression;
- Liver, heart, kidney, pancreas, and brain damage and/or loss of brain cells;
- Impaired judgment and resulting safety and health risks including accidents, unwanted pregnancies or sexually transmitted diseases, and aggressive or violent behavior;
- Impaired performance including drowsiness, impaired memory, and impaired concentration;
- Sexual dysfunctions;

- Harm to a fetus, including spontaneous abortions, premature labor, and detached placentas;
- Psychological problems including depression, anxiety, paranoia, panic reactions, psychosis and hallucinations;
- Seizures;
- Strokes, cardiac arrest, or cardiovascular problems;
- Lung damage or illnesses, bronchitis, or respiratory arrest, and
- Needle-related illnesses and complications such as hepatitis, HIV, muscle and nervous tissue death necessitating limb amputation, and infections.

The Superintendent/President shall assure that the District distributes annually to each student and employee the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

For confidential assistance and referral regarding drug and alcohol use, contact:

Student Health Center

(707) 256-7780

Building 2250

Office of Student Affairs

(707) 256-7360

Student Services Building, Room 1330

Reference: NVC BP 3550 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGFMSG5CA558>)/AP 3550 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGJSSG73AF83>)

Reporting of Crimes

The Superintendent/President shall assure that, as required by law, reports are prepared of all occurrences reported to College Police of and arrests for crimes committed on campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Superintendent/President shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.

Copies of the report may be obtained by accessing the College Police website (<https://www.napa valley.edu/about/administrative-services/college-police/>).

Reference: NVC BP 3515 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGFMMMA5BE23F>)/AP 3515 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGF4B70AB870>)

Smoking on Campus

Out of concern for the health, well-being, and safety of all staff and students, the District has designated the interiors of all campus buildings and all exterior areas as non-smoking areas. Smoking on the Napa Valley College campus will be permitted only in specific designated outdoor areas which are at least 30 feet from doorways, windows, and ventilation systems that minimize exposure to second-hand smoke and will not interfere with travel between buildings. Furthermore, if parking lots are used, smoking will not be permitted near the Child Care Center, athletic fields, or the Health Services Clinic. The term smoking in this policy refers to cigarette, cigar, pipe, vaping, or other means of smoking tobacco or other products.

This policy recognizes that smoking can interfere with the academic and work environment and that some individuals are susceptible to injury from prolonged exposure to smoke. In addition, scientific research has

documented the harmful effects of second-hand smoke. To help educate the Napa Valley College population about the hazards of tobacco, as funds allow, the college will offer smoking cessation activities.

The success of this policy depends on the consideration and cooperation of smokers and nonsmokers. All employees and students share in the responsibility for adhering to and enforcing the policy. Anyone smoking in non-smoking areas should be requested to move to a designated area.

Reference: NVC BP 3570 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGFMUH5CF0CF>)

Speech: Time, Place, and Manner

Students, employees, and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy.

The campus(s) of the District has areas that are designated public forums available for the exercise of expression by students, employees, and members of the public. The Superintendent/President shall enact such administrative procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the designated public forums.

The administrative procedures promulgated by the Superintendent/President shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards, the distribution of printed materials or petitions in those parts of the college designated as areas generally available to students and the community, and the wearing of buttons, badges, or other insignia.

Speech shall be prohibited that is defamatory, obscene according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on District property or the violation of District policies or procedures, or the substantial disruption of the orderly operation of the District.

Nothing in this policy shall prohibit the regulation of hate violence directed at students in a manner that denies their full participation in the educational process (Education Code Section 66301(e)), so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. Students may be disciplined for harassment, threats, or intimidation unless such speech is constitutionally protected.

Reference: NVC BP 3900 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGFV7Y7F6FCD>)/AP 3900 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BX85MY713721>)

Student Records

Student academic records are maintained by the Admissions and Records office. Academic records are those records that are directly related to a student and maintained by an educational agency or institution or by a party acting for the agency or institution. Records are retained and destroyed pursuant to Napa Valley College Board Policies 5040 and sections 59020 through 59029 of Title 5, California Administrative Code.

Students are responsible for regularly checking their NVC e-mail and account to ensure the receipt of registration and financial aid information. For information on procedures for student records retention or destruction, contact the Admissions and Records Office.

Release of Student Information

The following statements serve as public notice that information regarded by Napa Valley Community College District as "Student Information" can be released for distribution unless a student submits a Napa Valley College "Student Information Release" form available at the Office of Admissions and Records.

Directory information includes:

- Name
- Email address
- Major field of study
- Current enrollment
- Dates of attendance
- Degrees and awards received
- Most recent institution attended
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

The above categories of information will not be released if the college determines that such release is not in the best interests of the student. For more information on this policy, contact the Admissions and Records Office (707) 256-7200.

Pursuant to the Solomon Amendment (Public Law 104-208 and 104-206), directory information, including student addresses, will be released to the Department of Defense if requested for recruiting purposes. Students who do not want their name released should complete a denial of release form.

Family Educational Rights and Privacy Act of 1974 (FERPA)

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

A student's consent is needed for the release of records covered by the act. Student consent is not required for release of records to agencies entitled to access under the provisions of the act, e.g., campus officials, other schools, federal educational and auditing officers, military personnel, and requests in connection with the application or receipt of financial aid. These provisions apply to records the student has requested or given consent to be released. Questions about the colleges records procedures should be directed to the Associate Dean, Enrollment and Outreach Services. Complaints as to improper release of records may be filed with the following agency:

**Department of Education
600 Independence Avenue, S.W.,
Washington, D.C. 20202-4605**

Reference: NVC BP 5040 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGGRJ76E2EB2>)/AP 5040 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGG5WX124C87>)

Student Right-to-Know Information

A campus safety plan shall be developed and provided to students.

The information is provided via the annual "Jeanne Clery Disclosure of Campus Security Policy" report, via emergency information posters, pamphlets and booklets, and through the Napa Valley College Police Department website (www.nvcpd.org).

The College Police Department prepares and annually updates a report of all occurrences reported to College Police or Campus Security Authority (CSA) of arrests for crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication, and of all occurrences of noncriminal acts of hate violence reported to campus authorities. A written report will be submitted to the Board of Trustees each year.

Written records of noncriminal acts of hate violence shall include at least a description of the act of hate violence, the victim characteristics, and offender characteristics, if known.

Information about NVC's enrollment trends, student demographic, and student achievement may be accessed through the Office of Research, Planning, and Institutional Effectiveness website (<https://www.napavalley.edu/about/institutional-planning/research-and-data-analysis.html>).

Campus safety information may be obtained through the College Police website (<https://www.napavalley.edu/about/administrative-services/college-police/>).

Reference: NVC BP 3500 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGF5E70FD8F4>)/AP 3500 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGF46N0A0E94>)

Weapons on Campus

Firearms, knives, explosives, or other dangerous objects, including but not limited to any facsimile firearm, knife, or explosive, are prohibited on any District campus or at any District center, or in any facility of the District.

The prohibition of firearms on any District campus, District center, or in any District facility includes both loaded and unloaded firearms, and applies to persons holding a valid license to carry a concealed firearm.

Any person who believes that he/she may properly possess a firearm or other weapon on campus or in a District center or other facility of the District must promptly notify the College Police at (707) 256-7770, and obtain written permission from College Police to possess a firearm or other weapon on campus.

Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2-1/2 inches upon the grounds, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by the College Police to have the knife, or is a duly appointed peace officer who is engaged in the performance of his/ or her duties, is prohibited on any District campus or at any District Center, or in any facility of the District. Any student or employee who has been authorized to have a knife, including kitchen knives, must exercise caution in using and storing the knife.

Activities involving firearms or other weapons used for an instruction or an authorized purpose shall be reported to the College Police at (707) 256-7770 before taking place.

Reference: NVC BP 3530 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGF5C5C0E>)/AP 3530 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGF4PZ0C9899>)