

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 or consult with the appropriate office. The most recent version of these policies will always be available on BoardDocs (<https://go.boarddocs.com/ca/nvccd/Board.nsf/Public/>) under Policies.

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 (<https://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, , ESL-55, ESL-65, ESL-75, ESL-85, , LRNS-60, MATH-83, , MATH-86.

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 education that uses one or more of the technologies listed below in Title 5 section 55200 to deliver instruction to students who are separated from the instructor(s) and to support regular and substantive interaction between the students and instructor(s) either synchronously or asynchronously. Distance education does not include correspondence courses.

Course Approval:

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. The course design and all course material must be accessible to every student, including students with disabilities.

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 District'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.

Accessibility 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).

As defined in Title 5 section 55200(c), "Accessible" means a person with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. The person with a disability must be able to obtain the information as fully, equally, and independently as a person without a disability. Although this might not result in identical ease of use compared to that of persons without disabilities, it still must ensure equal opportunity to the educational benefits and opportunities afforded by the technology and equal treatment in the use of such technology.

Reference: NVC AP 4105 (<https://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=D424JX7ED657>)

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.napa valley.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. The procedures shall be made widely available to students through the college catalog and other means.

Reference: NVC BP 5500 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=CBGPHF63E13E>) / AP 5500 (<https://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=CBGPNM6480A0>)

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 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 (<https://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=CBGPUL65C8EA>)

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 (<https://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=CBGPNM6480A0>), 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/title-ix/>)

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, immigration status, 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 a person 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 District shall not discriminate against a person in hiring, termination, or any term or condition of employment or otherwise penalize a person based upon the person's use of cannabis off the job and away from the workplace unless permitted by California law.

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, immigration status, 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 a person is perceived to have one or more of the foregoing characteristics, or because of an association with a person or group with one or more of these actual or perceived characteristics.

Napa Valley College's non-discrimination policy can also be viewed in Spanish.

Reference: BP 3410 (<https://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=CHT3340270D2>) / AP 3410 (<https://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=CHTP2H62824E>)

Prohibition of Harassment

All forms of harassment are contrary to basic standards of conduct between individuals. State and federal law, and this policy prohibit harassment, and the District will not tolerate harassment. 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 unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ethnicity, ancestry, immigration status, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, or because a person 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. The District will investigate all allegations of retaliation swiftly and thoroughly. If the District determines that someone has retaliated, 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 they have 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. The District requires supervisors 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 harassment and to prevent, minimize 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 to resolve complaints of harassment and discrimination. State and federal law and this policy prohibit retaliatory acts by the District, its employees, students, and agents.

The District will publish and publicize this policy and related written procedures (including the procedure for making complaints) to administrators, faculty, staff, students, unpaid interns, and volunteers particularly when they are new to the institution. The District will make this policy and related written procedures (including the procedure for making complaints) available in all administrative offices, and will post them 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 (<https://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=CHT33602DAF7>) / AP 3430 (<https://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=CHTNQV6118B7>)

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=BGGQY6F2D09>)/AP 5070 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BX8U647A7927>)

Auditing and Auditing Fees

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 their 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 Definitions

A. 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.

B. 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:
 - a. Advanced Placement (AP) examination,
 - b. International Baccalaureate (IB) examination
 - c. College Level Examination Program (CLEP)
2. Evaluation of military service/training
3. Evaluation of industry recognized credential documentation
4. Evaluation of student-created portfolios
5. Achievement of an industry examination administered by other agencies
6. 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
7. Work-based learning

Eligibility Requirements and Application Process

A. Eligibility for CPL

The following is used to determine student eligibility for CPL:

1. The student must be currently registered in the college.
2. Current students must have completed the steps for enrollment and matriculation process to include Counseling.
3. The comparable course, elective or competency is listed in the current Napa Valley College Catalog.
4. The student is not currently enrolled in the course to be given credit.
5. Internal Credit by Examination: The student is registered in the college and not currently enrolled in nor received credit for a more advanced course in the same subject.

B. Process to apply for CPL

1. The student shall meet with a counselor to complete the CPL petition.
2. The counselor will provide the CPL petition.

C. Limitations on CPL Earned

1. Credits acquired through CPL are not applicable to meeting enrollment certifications or unit load requirements for Selective Service deferment, Veterans, Social Security benefits, Athletes or CalWORKs recipients, International Students, and Promise students.
2. Credits acquired through CPL shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

D. Prior Learning Assessment Grading Policy

1. Where appropriate, grading shall be according to the regular grading system in accordance with BP/AP 4230 Grading and Academic Record Symbols.
2. Whereas a letter grade may not be appropriate for certain types of CPL such as with standardized exams, students shall be offered a "Pass/No Pass" option if that option is ordinarily available for the course.
3. Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty.
 - a. Appeals Process - In the case of student appeal, a three-member review panel will be convened for a comprehensive review of the assigned grade, which will include the Program/Department Coordinator, or faculty designee to provide discipline expertise. The review panel will also include the area Dean, or administrative designee, as adjudicator. The student will be included in the review process. This review may result in approval, reversal, or modification of the Program/Department Coordinator's determination and the review will be considered the final assessment.
4. Once a student has made their decision to accept or decline the grade, the decision cannot be reversed.

E. Transcription of CPL

The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning and include course

prefix, course number, course title, course units, and course grade as appropriate. Annotation will identify the type of credit for prior learning the student completed (e.g. portfolio). Refer to the CPL petition form.

1. Processes Based on CPL Conditions

Achievement of a satisfactory score on approved standardized examinations

Standardized exams are designed to measure how well a student has mastered content and skills of subject areas for which the college may award credit. The college applies Advanced Placement (AP), International Baccalaureate (IB) and College Level Examination Program (CLEP) credit toward local associate degree general education requirements, CSU GE and IGETC.

NOTE: The application of AP, IB, or CLEP credit to major-specific requirements for transfer is determined locally by each transfer institution. Therefore, applicability of external exam results for university admissions and major preparation at the transfer institution is excluded from this local procedure.

Advanced Placement (AP)

1. Napa Valley College will grant Credit for Prior Learning for College Entrance Examination Board Advanced Placement Exams satisfactorily passed during the junior and senior years of high school with a score of 3, 4, or 5.
2. For AP Exams completed with passing scores, 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.
3. For general education area credit and units toward graduation, specific credit awarded for AP exams has been established as indicated in the Napa Valley College catalog.

International Baccalaureate (IB)

1. Napa Valley College will grant Credit for Prior Learning for International Baccalaureate High Level Exams with a score of 5, 6, or 7.
2. For IB Exams completed with passing scores, 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.
3. For general education area credit and units toward graduation, specific credit awarded for IB exams has been established as indicated in the Napa Valley College catalog.

College Level Examination Program (CLEP)

1. Napa Valley College will grant Credit for Prior Learning for College Level Examination Program (CLEP) Exams satisfactorily passed with a passing score of 50.
2. For CLEP Exams completed with passing scores, 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.

3. For general education area credit and units toward graduation, specific credit awarded for CLEP exams has been established as indicated in the Napa Valley College catalog.

For the above standardized exams, procedures for students:

1. Students must request official transcripts to verify successful completion of the examination(s) and submit to the Admissions & Records Office.
2. Applicability of credit will be awarded to students upon evaluation of the student's transcript.

Evaluation of Military Service/Training

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.

Credit by Examination

The faculty expert shall determine whether a student requesting Credit by Examination is sufficiently well prepared to warrant being given this opportunity. This determination is based upon a review of previous course work and/or experience. Students wishing to take a course through Credit by Examination are encouraged to discuss the matter with the faculty expert during the petition process. The Petition for Credit by Examination must be completed prior to the end of the current semester or session. The District will award college course credit for successful completion of a District examination administered by the appropriate departmental faculty under the following circumstances:

1. Credit by satisfactory completion of an examination administered by the District in lieu of completion of a course listed in the Napa Valley College Catalog.
2. For credit by exam only, a student must be registered at the college and in good standing.

High School to College Articulation

1. High school students may be granted college credit pursuant to established CTE articulation agreements between the high school or Regional Occupation Program (ROP) and Napa Valley College.
2. A letter grade may be assigned, and the course will be identified as "Credit by Examination" on the transcript in accordance with official grading assignment on the Course Outline of Record (COR).
3. Once assigned, a grade is not reversible.
4. The enrollment fee for credit by examination will not be charged for credit awarded under this provision.
5. Students who are unsuccessful in obtaining a standard grade of B or better will not be allowed to petition for credit and no record of the attempt for credit by examination will appear on a student's transcript.

Procedures for Students:

1. The student will apply online to Napa Valley College. Students must create an account and enroll in NVC at CCCApply (<https://www.openccapply.net/uPortal/f/u63l1s1000/normal/render.uP>).
2. The Current High School Articulated Course List is available on the Napa Valley College High School Articulation (<https://www.napavalley.edu/career-education/high-school-articulation-request.html>) web page.
3. The student will work with the high school teacher to assist with the process of setting up a student account in Career and Technology Education Management Application system (CATEMA) for the high school course.
4. Complete the high school course with a grade of "B" or better. Complete the final exam/project process with a grade of "B" or better. Students who earn a "B" or better in the high school class may decline having the grade on their college transcript.

Evaluation of industry recognized credential documentation

Students interested in Credit for Prior Learning using industry recognized credential(s) shall receive credit as recommended by the appropriate program/department coordinator or faculty designee:

The student shall complete the Credit for Prior Learning assessment petition.

Admissions and Records shall grant credit for industry recognized credential(s) that have already been evaluated and approved by the appropriate program/department coordinator or faculty designee.

If an industry recognized credential(s) has not yet been evaluated and approved by the appropriate faculty:

1. The student meets with the program/department coordinator or faculty designee to receive further instructions for industry recognized credential(s) assessment.
2. The student submits all industry recognized credential documents to the program/department coordinator or faculty designee for assessment of prior learning.
3. If the program/department coordinator or faculty designee determine the industry certification adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade, attach the industry recognized credential(s), and forward the completed petition and supporting documents to the Records Office to be kept on file and recorded on the student transcript.

Evaluation of student-created portfolios

Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate Program/Department Coordinator, or faculty designee, under the following circumstances:

1. A course is eligible for Credit for Prior Learning and a program/department-approved portfolio assessment rubric for the course is on file
2. The student completes an approved credit for prior learning petition
3. The student meets with the Program/Department Coordinator, or faculty designee, to receive further instructions regarding portfolio requirements. Student will be provided an assessment rubric, and a due date not later than six weeks after the meeting will be established
4. The student submits all portfolio documents to the Program/Department Coordinator or faculty designee for assessment of prior learning according to the terms of the credit for prior learning petition and the assessment rubric
5. If the Program/Department Coordinator, or faculty designee, using the assessment rubric, determines the student-created portfolio adequately demonstrates mastery of the course content, objectives, and outcomes as set forth in the Course Outline of Record, they will sign the credit for prior learning petition, assign an appropriate grade, and forward the petition and grade to the Office of Admissions and Records to be filed and recorded on the student's transcript as appropriate
6. In the case of student appeal, a three-member review panel will be convened for a comprehensive review of the student-created portfolio, which will include the Program/Department Coordinator or faculty designee to provide discipline expertise. The review panel will also include the area Dean, or administrative designee, as adjudicator. The student will be included in the review process. This review may result in approval, reversal, or modification of the Program/Department

Coordinator's determination and the review will be considered the final portfolio assessment

Student-created portfolios must include at least the following:

1. Cover page
2. Table of contents
3. Approved Educational Plan
4. Resume
5. Autobiographical narrative
6. Competency Matrix
7. Learning narrative with evidence
8. Assessment Rubric
9. Course Outline of Record
10. Completed and approved Credit for Prior Learning Petition

Student-created portfolios may also include:

1. Transcripts
2. Letters of Recommendation
3. Appropriate Licenses or Certificates
4. Examples of prior work
5. Any other appropriate materials as required by the assessment rubric

Students who wish to use earned credits for transfer must obtain a letter grade.

Achievement of an industry examination administered by other agencies

Students interested in Credit for Prior Learning using an industry examination administered by other agencies shall receive credit as recommended by the appropriate program/department coordinator or faculty designee:

The student shall complete the Credit for Prior Learning assessment petition.

Admissions and Records shall grant credit for industry recognized examinations that have already been evaluated and approved by the appropriate program/department coordinator or faculty designee.

If an industry recognized examination has not yet been evaluated and approved by the appropriate faculty:

1. The student meets with the program/department coordinator or faculty designee to receive further instructions for industry recognized credential(s) assessment
2. The student submits all industry recognized credential documents to the program/department coordinator or faculty designee for assessment of prior learning
3. If the program/department coordinator or faculty designee determine the industry certification adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade, attach the industry recognized credential(s), and forward the completed petition and supporting documents to the Admissions and Records Office to be kept on file and recorded on the student transcript

Credit by Internal Examination

Napa Valley College may award credit to students who have completed an internal examination administered by the college in lieu of completing an approved course. Courses open to credit by internal examination should be listed as such in the catalog. The determination to offer credit by examination rests solely on the discretion of the discipline faculty in accordance with department policy. A separate examination shall be conducted for each course for which credit is to be granted. Faculty who agree to develop and score the exam shall ensure that the exam adequately measures mastery of the content described in the course outline of record.

1. Credit may be granted only to a student who is currently registered and in good standing at the college and only for a course offered during the current semester. A student may not receive credit by examination for any course previously taken or for any course which is a prerequisite to one for which credit has been received. This may be waived at the discretion of the department to allow credit for a lower level course if advantageous to the student. Credit earned by examination cannot be used to change a grade or to remove a "W" or "IB, IC, ID, IF" grade. Credits acquired by examination shall not be counted toward the 12 semester hours of credit in residence required for an Associate degree.

Procedures for Students

The student will:

1. Verify that the course is eligible for credit by examination and offered in the current semester. (Student should not enroll in the course.)
2. Fill out the CPL Petition form.
3. Contact the appropriate program/department coordinator who will, in consultation with a discipline faculty, determine the appropriate examination and sign the form.
4. Obtain the signature of the Division Dean.
5. Pay the appropriate enrollment fees for the course at the Business Office.
6. Attach receipt verifying payment of fees to the form and return the form to the Office of Academic Affairs (Or Division administrative assistant). The Division dean must approve the request before the student takes the exam.

After the request is approved by the Division Dean:

1. The faculty member will contact the student to set up the date and time to administer the examination.
2. The student will receive the letter grade earned on the examination, or "pass/no-pass" if that option is ordinarily available for the course.
3. The faculty member will record the grade on a Change of Grade card and submit the card to the Office of Academic Affairs.
4. The Office of Academic Affairs will forward the completed Change of Grade card to the Admissions and Records Office to record the grade. The student's transcript shall clearly indicate that the credit was earned by examination

IV. Review Cycle

The Napa Valley Community College District shall review this credit for prior learning policy every three years. The Office of Research,

Planning, and Institutional Effectiveness will collect and analyze data disaggregated by gender and race/ethnicity, including:

1. The number of students who received credit for prior learning
2. The number of credits awarded per student
3. Retention and persistence rates of students earning credit for prior learning
4. Completion data (for certificate, degree, and transfer) for students earning credit for prior learning
5. Qualitative assessments by students of the policies and procedures

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 be permitted to enroll more than one time in a credit course if they or the course meets certain criteria. Students will not be permitted to enroll in the same credit course more than three times, except in special circumstances or when the course is designated as repeatable (see AP 4227 – Repeatable Courses) and allows a greater number of repetitions in compliance with current limits established in Title 5. All repeat enrollments are subject to the restrictions and conditions laid out in Title 5 Sections 55040-55046, 55253, 56029, and 58161.

Types of Allowed Course Repetition

Students may repeat certain types of courses or repeat courses under specific circumstances as delineated in Title 5 §55040. Consistent with these provisions, Napa Valley College shall:

Designate certain types of courses as “repeatable courses” consistent with the requirements of §55041. (See AP 4227);

Permit a student receiving a substandard grade two opportunities to repeat a course to alleviate a substandard grade. The district may permit an additional enrollment on a petition basis. The first two substandard grades may be excluded in computing the student’s GPA. (§55042);

Permit a student who previously received a satisfactory grade to repeat a course due to a significant lapse of time. Significant lapse of time is defined as 3 years or as required by specific program mandates. Prior grade or credit may be disregarded per district policy pursuant to §55043(c) (see AP 4228);

Permit a student to repeat a portion of a variable unit open-entry/open-exit course, other than a physical education, visual arts, or performing arts course, which that student previously completed only under the circumstances described in §55044 (see AP 4229);

Permit a student to petition to repeat a course, which is not designated as a repeatable course, regardless of whether substandard academic work was previously recorded, due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the student’s control. District policy may allow a previous grade and credit to be disregarded in computing the student’s GPA, consistent with §55045(b);

Permit a student to repeat a course in work experience education under the circumstances described in §55253. When an occupational

work experience course is repeated pursuant to that section, the grade received each time shall be included for purposes of calculating the student’s grade point average (see AP 4227);

Permit a student with a disability to repeat an educational assistance class any number of times if it is determined that such repetition is required for that person as a disability-related accommodation for one of the reasons specified in §56029. The District may allow grade and credit to be disregarded in computing student’s GPA (§55040(c)(7));

Permit a student to repeat a course for credit any number of times if necessary to meet legally mandated training requirements as the condition of paid or volunteer employment as defined in §55000(k), regardless of whether substandard academic work has been recorded. The District may require students to certify or document that course repetition is legally mandated [55041(b)] (§55040(c)(8));

Permit a student to petition the District to repeat a course for credit any number of times if, as a result of a significant change in industry or licensure standards, repetition of the course is necessary for the student’s employment or licensure. The District may require students to certify or document that there has been a significant change in industry or licensure standards necessitating course repetition. (§55040(c)(9));

Limitations on Course Repetition

Students may not enroll in a course more than three times, except in limited circumstance, described below.

Enrollments generally include any combination of withdrawals and repetitions.

- Students may enroll in courses designated as “repeatable courses” up to four times. (See AP 4227)
- Students may enroll in work experience education courses any number of times as long as they do not exceed the limit on the number of units set forth in Title 5 §55253(c).
- Students may petition to repeat a course one additional time to alleviate a substandard grade.
- Students with disabilities can repeat an educational assistance class for students with disabilities (as defined in Title 5 §56028) any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 §56029.
- Students may repeat a course any number of times where it is required for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment, regardless of whether the student recorded substandard academic work.
- Students may petition to repeat a course needed for employment or licensing because of a significant change in industry or licensure standards. Students may take these courses any number of times.

Students may not enroll in active participatory courses (as defined in Title 5 §55000(a)) in physical education, visual arts, or performing arts that are related in content (as defined in Title 5 §55000(l)) more than times for semester courses or six times for quarter courses. This limit applies even if the student receives a substandard grade or “W” during one or more of the enrollments or if a student petitions for repetition due to extenuating circumstances (as provided in Title 5 §55045).

Course Repetition Petition

Students must meet with a Counselor to fill out a Course Repetition Petition in order to re-enroll in a course under the following types of course repetition, as allowed above: (2) to alleviate a substandard grade, after the third attempt, (3) to repeat a course due to a significant lapse of time, (4) variable unit open-entry/open-exit courses, (5) due to extenuating circumstances, (8) to meet legally mandated training requirements, or (9) as a result of a significant change in industry or licensure standards.

Students do not need to petition if the course repetition is allowed under the categories of: (1) courses designated as “repeatable courses”, (2) to alleviate a substandard grade, for the first three attempts, (6) work experience education, or (7) repetition required as part of a disability-related accommodation.

The Course Repetition Petition can be obtained through the Counseling Office when a student makes an appointment with a Counselor. This petition form may include:

- Students seeking to enroll in a course in which they received a substandard grade (D or F) or a W on more than 3 attempts.
- A list of the specific courses or categories of courses, if any, which are exempt from course repetition;
- Requirements to repeat courses after a significant lapse of time of no less than 36 months since the grade was obtained or the specific recency prerequisite for a course or program. This may also include an institute of higher learning established recency requirement, which the student will not be able to satisfy without repeating the course. A student may petition if less than 36 months have elapsed and the student provides documentation that the repetition is necessary for transfer;
- Provisions for repeating a course taken at another accredited college or university for which substandard academic work is recorded;
- Circumstances under which students may repeat courses in which a “C” or better grade was earned. Such course repetition requires finding that extenuating, emergency, or extraordinary circumstance exist which justify such repetition. Emergency conditions or extraordinary conditions are those meeting the requirements of Title 5 §58146 (b). Extenuating circumstances are verified cases of accidents, illness, or other circumstance beyond the control of the student. Grades awarded for courses repeated under these provisions may be included when calculating a student’s grade point average.

Student Records

When course repetition occurs pursuant to this section, the student’s permanent academic record shall clearly indicate any courses repeated using an appropriate symbol and be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

When a student repeats a course designated as repeatable to alleviate substandard academic work, the previous grade and credit shall be disregarded in the computation of grade point averages. No more than two substandard grades may be alleviated.

In the case of non-repeatable courses, the first two substandard grades may be excluded in computing the student’s GPA if the student repeats the class two or more times. If the student attempts the course a fourth

time by petition, only the first two substandard grades will be alleviated (as defined in Title 5 §55042).

When a student with a disability repeats an educational assistance class, the previous grade and credit shall be disregarded in the computation of grade point averages.

Nothing can conflict with Education Code §76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or District procedures related to the retention and destruction of records.

Student Appeal Process

Students shall have the right to appeal an administrative decision to not allow a repeat enrollment in a course.

Reference: NVC BP 4225 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BHQTUA78AF1E>)/AP 4225 (<https://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=CQCSCSL720C94>)

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 (<https://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=CUHVUA8267E8>)/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

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

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

Production: DANS-140, 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

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

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

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

Swimming: KINE-100, KINE-100B

Team Sports: KINE-176, KINE-176B

Tennis: KINE-123, KINE-123B

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

VISUAL ARTS Families of Courses

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

Ceramic Surfaces and Technology: ARTS-244, 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

Class adds, drops and withdrawals

Adding Courses

Students may add classes through the registration and late add period through the College's online registration system. Late Add Periods may be different depending on course start/end date.

After the registration period concludes, classes may be added only with permission from the class instructor, and by formal request from the student to the Admissions and Records Office.

Withdrawals and Drops

Withdrawals, or drops, are authorized through the last day of the twelfth week of instruction or 75% of the course term, whichever is earlier.

Students who withdraw or drop classes during the first four weeks or 30% of the term, whichever is earlier, will receive no notation on their academic record. A student who withdraws after this period, but before the end of the twelfth week of a course, or the expiration of 75 percent of a course term, whichever occurs earlier, shall receive the withdrawal symbol "W" on his/her/their transcript, unless the District selects an earlier final withdrawal date. The "W" shall not be used in calculating grade point averages, but shall be used in determining alert status and dismissal of a student.

Instructors shall clear their rosters of inactive students no later than the end of the last business day before the census day for all students.

"Inactive students" include:

- Students identified as no-shows,
- Students who officially withdraw,
- Students who are no longer participating in the courses and are therefore dropped by the instructor, except if there are extenuating circumstances.

"No longer participating" includes, but is not limited to, excessive unexcused absences but must relate to nonattendance. "Extenuating circumstances" are verified cases of accidents, illness, other circumstances beyond the control of the student.

A student will be permitted to withdraw from a course and receive a "W" no more than three times.

Multiple withdrawals may result in alert status or dismissal from the college. Students with multiple withdrawals will be directed to appropriate support services.

See Board Policy 4225 (<http://go.boarddocs.com/ca/sierra/Board.nsf/goto/?open&id=BSZUP47CF675>), Course Repetitions for enrollment limitations.

Napa Valley College reserves the right to drop students for administrative reasons including, but not limited to, pre- and co-requisite enforcement, disciplinary actions, unit limitations, and health and safety.

A military withdrawal (MW) will not be counted in progress alert and dismissal calculations, toward the permitted number of withdrawals or counted as an enrollment attempt. A military withdrawal occurs when a student on active or reserve status in the United States military or National Guard receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol of "MW" shall be assigned to all courses affected by the military withdrawal.

Students shall be allowed an excused withdrawal ("EW") in extenuating circumstances at any time, upon petition of the student or their representative. An EW will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt, nor will it be counted in progress alert and dismissal calculations.

Reference: NVC AP 5075 (<https://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=DFZLSW58056A#>)

Independent Study

1. All independent study courses must be approved by the curriculum committee.
2. Each student application for independent study must be approved by the instructor, Division Dean, and approved by the chief instructional officer.
3. 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.
4. Student#instructor meetings will be held on the average of once a week for 20#30 minutes to discuss problems and progress.
5. Ordinarily a student will receive a "pass," no letter grade, for independent study.
6. 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.
7. 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, Instruction.
8. Instructors will ordinarily be limited to 30 units of independent study per semester.
9. Instructors will be paid \$12 per unit completed under their supervision.

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 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 and Co-requisites

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.

1. Information in the Catalog and Schedule of Courses.

Napa Valley College shall provide the following explanations both in the college catalog and in the schedule of courses:

A. Definitions of prerequisites, co-requisites, and limitations on enrollment including the differences among them and the specific prerequisites, co-requisites, and limitations on enrollment that have been established.

B. Procedures for a student to challenge prerequisites, co-requisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge. The information about challenges must include, at a minimum, the specific process including any deadlines, the various types of challenge that are

established in law, and any additional types of challenge permitted by the college.

C. Definitions of advisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right.

D. Definitions of contract course, co-requisite, noncredit basic skills course, non-degree-applicable basic skills courses, prerequisite, and satisfactory grade.

Challenge Process

A. 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 (or ten working days during summer or intersession periods). If the challenge is upheld or the District fails to resolve the challenge within the five working-day period (or ten working days during summer or intersession periods), 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 student registers for that subsequent term.

B. 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.

C. Curriculum Review Process

The curriculum review process shall at a minimum be in accordance with all of the following:

1. Establish a curriculum committee and its membership in a manner that is mutually agreeable to the college administration and academic senate.

2. Establish prerequisites, co-requisites, and advisories on recommended preparation (advisories) only upon the recommendation of the academic senate except that the academic senate may delegate this task to the curriculum committee without forfeiting its rights or responsibilities under Title 5 Sections 53200-53204 and within the limits set forth in Title 5 Section 55003. Certain limitations on enrollment must be established in the same manner.

3. Establish prerequisites, co-requisites, advisories on recommended preparation, and limitations on enrollment only if:

a) The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department do all of the following:

1. Approve the course; and,
2. As a separate action, approve any prerequisite or co-requisite, only if:
 - a. The prerequisite or co-requisite is an appropriate and rational measure of a student's readiness to enter the course or program as demonstrated by a content review including, at a minimum, all of the following:
 - i. involvement of faculty with appropriate expertise;
 - ii. consideration of course objectives set by relevant department(s). The curriculum review process should be done in a manner that is in accordance with accreditation standards.
 - iii. be based on a detailed course syllabus and outline of record, tests, related instructional materials, course format, type and number of examinations, and grading criteria;
 - iv. specification of the body of knowledge or skills which are deemed necessary at entry or concurrent with enrollment;
 - v. identification and review of the prerequisite or co-requisite which develops the body of knowledge or measures skills identified under iv.
 - vi. matching of the knowledge and skills in the targeted course (identified under iv.) and those developed or measured by the prerequisite or co-requisite (i.e., the course or assessment identified under v.); and
 - vii. maintain documentation that the above steps were taken.

3. Approve any limitation on enrollment that is being established for an honors course or section, for a course that includes intercollegiate competition or public performance, or so that a cohort of students will be enrolled in two or more courses, and, in a separate action, specify which.

4. Approve that the course meets the academic standards required for degree applicable courses, non-degree applicable courses, non-credit courses, or community service respectively.

5. Review the course outline to determine if a student would be highly unlikely to receive a satisfactory grade unless the student had knowledge or skills not taught in the course. If the student would need knowledge or skills not taught in the course itself, then the course may be approved for degree applicable credit only if all requirements for establishing the appropriate prerequisite have been met excepting only approval by the curriculum committee.

6. Review the course outline to determine whether receiving a satisfactory grade is dependent on skills in communication or computation. If receiving a satisfactory grade is sufficiently dependent on such skills, then the course may be approved for degree applicable credit only if all requirements have been met for establishing a prerequisite or co-requisite of not less than eligibility for enrollment to a degree-applicable course in English or mathematics, respectively.

b) A course which should have a prerequisite or co-requisite as provided in (5) or (6) but for which one or more of the requirements for establishing a prerequisite have not been met may only:

1. Be reviewed and approved pursuant to the standards for non-degree applicable credit, non-credit, or community service; or
2. Be revised and reviewed as required to meet the criteria for establishing the necessary prerequisites or co-requisites.

c) The curriculum committee also reviews the course and prerequisite in a manner that meets each of the requirements specified above.

d) If the District chooses to use content review as defined in Title 5 Section 55000 subdivision (f) to define prerequisites and co-requisites in reading, written expression, or mathematics for courses that are degree applicable and are not in a sequence, it must adopt a plan consistent with Title 5 Section 55003 subdivision (c).

4. Program Review; As a regular part of the program review process or at least every six years, except that the prerequisites and co-requisites for vocational (Career Technical Education) courses or programs (as defined in the California Community Colleges Taxonomy of Programs) shall be reviewed every two years, the college shall review each prerequisite, co-requisite, or advisory to establish that each is still supported by the faculty in the discipline or department and by the curriculum committee and is still in compliance with all other provisions of this procedure, the related policy, and with the law. Any prerequisite or co-requisite that is still supported shall be reviewed promptly thereafter to assure that it is

in compliance with all other provisions of this procedure, the related policy, and with the law.

5. Implementing Prerequisites, Co-requisites, and Limitations on Enrollment. Implementation of prerequisites, co-requisites, and limitations on enrollment must be done in a consistent manner and not left exclusively to the classroom instructor. Every attempt shall be made to enforce all conditions a student must meet to be enrolled in the course through the registration process so that a student is not permitted to enroll unless he/she/they has met all the conditions or has met all except those for which he/she/they has a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition.

6. Instructor's Formal Agreement to Teach the Course as Described.

The college shall establish a procedure so that courses for which prerequisites or co-requisites are established will be taught in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or co-requisite. The process shall be established by consulting collegially with the local academic senate and, if appropriate, the Napa Valley College Faculty Association.

Review of Individual Courses

If the student's enrollment in a course or program is to be contingent on his/her/their having met the proposed prerequisite(s) or co-requisite(s), then such a prerequisite or co-requisite must be established as follows.

If enrollment is not blocked, then what is being established is not a prerequisite or co-requisite but, rather, an advisory on recommended preparation and must be identified as such in the schedule and catalog. Establishing advisories does not require all the following steps.

1. Advisories on Recommended Preparation

The college may recommend that a student meet a standard of readiness at entry only if recommended by the faculty in the discipline or department and by the curriculum committee as provided in above.

This process is required whether the college used to describe such recommendations in its catalog or schedule as "prerequisites," or "recommended," or by any other term.

2. Limitations on Enrollment

The types of limitation on enrollment specified below may only be established through the curriculum review process by the discipline or department faculty and the curriculum committee specified above including the requirement to review them again at least every six years; for example, as part of program review. The following requirements must also be met in order to establish these particular limitations on enrollment.

a. Performance Courses – The college may establish audition or try-out as a limitation on enrollment for courses that include public performance or intercollegiate competition such as but not limited to band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics provided that:

- i. For any certificate or associate degree requirement which can be met by taking this course, there is another course or courses which satisfy the same requirement; and
- ii. The college includes in the course outline of record a list of each certificate or associate degree requirement that the

course meets and of the other course or courses which meet the same requirement.

Limitations on enrollment established as provided for performance courses shall be reviewed during program review or at least every six years to determine whether the audition or try-out process is having a disproportionate impact on any historically under-represented group and, if so, a plan shall be adopted to seek to remedy the disproportionate impact. If disproportionate impact has been found, the limitation on enrollment may not be printed in subsequent catalogs or schedules nor enforced in any subsequent term until such a plan has been endorsed by the department and the college administration and put into effect.

b. Honors Courses – A limitation on enrollment for an honors course or an honors section of a course may be established if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses at the college which satisfy the same requirements. If the limitation is for an honors course and not only for an honors section, the college must also include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same associate degree or certificate requirement.

c. Blocks of Courses or Sections – Blocks of courses or blocks of sections of courses are two or more courses or sections for which enrollment is limited in order to create a cohort of students. Such a limitation on enrollment may be established if, in addition to review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses that satisfy the same requirement. If the cohort is created through limitations on enrollment in the courses rather than limitations on specific sections of courses, then the college must include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which satisfy the same associate degree or certificate requirement.

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

Students may petition to have their academic record reviewed for academic renewal of substandard academic performance under the following conditions:

- Students must have achieved a grade point average of at least 2.0 in 15 units completed subsequent to the work to be disregarded, and
- At least three terms (semester or summer sessions) must have elapsed from the time the relevant course work was completed.

Up to 30 units of course work may be eliminated from consideration in the cumulative grade point average.

Specific courses and/or categories of courses that are exempt from academic renewal are those for which a grade of C, I, or NP or better has been achieved. Academic renewal actions are irreversible. When academic renewal procedures permit previously recorded substandard coursework to be disregarded in the computation of a student's grade point average, the student's permanent academic record should contain an accurate record of all coursework to ensure a complete academic history.

Academic renewal procedures may not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

Courses that are in progress are not counted toward subsequent coursework. All coursework must be completed.

Napa Valley College will honor only one Academic Renewal in the lifetime of the student. An exception applies to Academic Renewal for a math or English course under AB705 and AB1705 legislation, as it will not count toward the student's one lifetime Academic Renewal.

Due to AB 705/AB 1705 legislation, academic renewal may be granted outside of conditions specified above under the following circumstances:

- If the substandard grade was earned in a remedial (pre-transfer level) English or mathematics course that can't be repeated due to AB 705. Once the student successfully completes the corresponding transfer-level course, the substandard grade may be eliminated from their GPA, regardless of their overall academic record since earning the "D", "F", or "NP"
- If the substandard grade was earned in a mathematics course that a student is no longer allowed to take due to AB 1705 as it does not satisfy a requirement for their intended certificate, associate degree or transfer major. Once the student successfully completes the first course that meets such a requirement, the substandard grade of a corresponding prerequisite mathematics course may be eliminated from their GPA, regardless of their academic record since earning the "D", "F", or "NP"

In either scenario, the student's academic record since earning the substandard grade and the time elapsed are not considered. In addition, eliminated units do not count toward the 30-unit limit of substandard work under AP 4240.

To apply for academic renewal the student must:

1. Meet with a counselor to discuss the petition.
2. Complete the request for academic renewal form.
3. Submit the completed form to the Admissions and Records Office.
4. 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 (<https://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=D5FTFS771FFE>)

Hours and units

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program.

The Superintendent/President shall rely primarily on the Academic Senate to establish procedures which prescribe the definition of "credit hour" consistent with applicable Title 5 and federal regulations, as they

apply to community college districts. The Superintendent/President shall rely primarily on the Academic Senate to establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour,” where applicable.

Title 5 Sections 55002 and 55002.5 provides minimum hour to unit ratios and minimum unit increments at California Community Colleges. Specific hour to unit ratios and unit increments are defined locally. At Napa Valley College, 54 total student learning hours (in compliance with Title 5, no fewer than 48 total student learning hours) is equivalent to 1 unit of credit and the minimum unit increment is 0.5.

Title 5 Section 552565 provides specific hour to unit ratios for Cooperative Work Experience. The ratios are 75 hours of paid work experience for 1 unit of credit and 60 hours of non-paid work experience for 1 unit of credit.

The Superintendent/President shall also rely primarily on the Academic Senate to establish a procedure for using a clock-to-credit hour conversion formula, to determine whether a credit hour program is eligible for federal financial aid.

The Code of Federal Regulations defines clock hour programs (34 Code of Federal Regulations Part 668). Clock hour programs are required to use the formula for calculating units of credit that is contained within the code.

Reference: NVC BP 4029 (<https://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=DFZLSW58056A#>)/AP 4029 (<https://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=DFZLSW58056A#>)

Grade Changes

Changing Grades

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 chief enrollment officer. 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 chief enrollment officer immediately. The chief enrollment officer 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 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.

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.

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 and academic record symbols

Grades from a grading system shall be averaged on the basis of the point equivalencies to determine a student's grade point average using only the following evaluative symbols:

Evaluative Symbols:

- A** Excellent - Grade Point = 4
- B** Good - Grade Point = 3
- C** Satisfactory - Grade Point = 2
- D** Passing (Less than Satisfactory) - Grade Point = 1
- F** Failing - Grade Point = 0
- NP** No Pass (Less than Satisfactory or Failing) - Units not counted in GPA. Can be used for both credit and noncredit courses.
- P** Passing (At least Satisfactory) - Units awarded not counted in GPA. Can be used for both credit and noncredit courses.
- SP** Satisfactory Progress (Towards Completion of the Course) - Used for noncredit courses only and is not supplanted by any other symbol

Non-Evaluative Symbols:

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 that 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 appropriate evaluative symbol (grade) and unit credit shall be assigned and replace the IP symbol once the course is completed.

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.

Credit for Prior Learning: Evaluative grades will be assigned: A, B, C, or P. The transcript shall include notations for the date and type of Credit for Prior Learning. Applicable types include: credit earned through successful completion of an International Baccalaureate examination, College Level Examination Program examination, Advanced Placement examination, or another experience, examination or assessment of prior learning, if the District determines that such prior learning satisfies the District's standards for measuring competencies comparable to those achieved in baccalaureate or general education level courses. Standards for satisfactory completion of a prior learning experience, examination or assessment will be approved by the faculty in the appropriate discipline for which prior learning credit is earned.

Reference: NVC BP 4230 (<https://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=CJHM9M58C0DF>)/AP 4230 (<https://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=CJHNF5FBA4E>)

Pass/No Pass Grading

Courses may be offered in either or both of the following categories

- Courses in which all students are evaluated on a "pass-no pass" basis.
- Courses in which each student may elect until the last day of instruction, as established and published by the District, whether the basis of evaluation is to be "pass-no pass" or a letter grade.

A student electing to be evaluated on the "pass-no pass" basis will receive both course credit and unit credit upon satisfactory completion of the course. In computing a student's grade-point average, grades of "pass-no pass" are omitted.

A pass grade is granted for performance that is equivalent to the letter grade of "C" or better. A student who fails to perform satisfactorily will be assigned a "no-pass" grade.

The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.

Reference: NVC AP 4232 (<https://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=DFZLSW58056A#>)

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

Probation, Dismissal and Readmission

Probation

Academic - A student shall be placed on academic probation if they have attempted a minimum of 12 semester units of work and have a grade point average of less than a "C" (2.0)

Progress – A student shall be placed on progress probation if they have enrolled in a total of at least 12 semester units and the percentage of all Napa Valley College units in which the student has enrolled, for which entries of "W," "I," and "NP" were recorded reaches or exceeds 50%.

A student who is placed on probation may submit an appeal in accordance with procedures to be established by the Superintendent/President, in mutual agreement the Academic Senate.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W," "I," and "NP" drops below 50 percent.

Dismissal

Academic Dismissal – A student who is on academic probation shall be subject to dismissal if the student has earned an institutional cumulative grade point average of less than 1.75 in all units attempted in each of three (3) consecutive semesters,

Progress Dismissal – A student who is on progress probation shall be subject to dismissal if the institutional cumulative percentage of units in which the student has enrolled for which entries of "W," "I," "NC," and "NP" are recorded in at least three (3) consecutive semesters reaches or exceeds 50%.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed and the student may continue on probation if the student provides evidence of extenuating circumstances or shows significant improvement in academic achievement.

Readmission

A student who has been dismissed may request reinstatement by completing the Dismissal Appeal petition. Students are eligible for readmission if they have stopped out for at least one semester or submitted evidence of extenuating circumstances or shown significant improvement in academic achievement.

Students returning after academic or progress dismissal must meet with a counselor and meet interventions determined in consultation with a counselor.

Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures.

Student Right of Appeal

A student has the right to appeal placement on probation or dismissal in compliance with administrative procedures.

Probation, Dismissal, and Readmission rights shall be in accordance with Title 5, Sections 55031-55034.

Reference: NVC BP 4250 (<https://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=CBWRMJ6E479E>)/AP 4250 (<https://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=CBPSJF72A051>)/AP 4255 (<https://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=CBPTB3767CBE>)

Institutional 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>)

Securing copyright

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 and drug prevention program

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.

The District shall provide educational and preventive information about opioid overdose and information about the use and location of fentanyl test strips and opioid overdose reversal medication to students at all campuses. The superintendent/president shall establish administrative procedures to assure that each campus health center applies to distribute dosages of a federally approved opioid overdose reversal medication and participates in the Naloxone Distribution Project through the State Department of Health Care Services. The superintendent/president shall also establish administrative procedures to assure that upon approval to distribute dosages of a federal approved opioid overdose reversal medication and participation in the Naloxone Distribution Project, each campus health center will distribute a federally approved opioid overdose reversal medication obtained through the Naloxone Distribution Project. The administrative procedures shall also assure each campus health center will stock and distribute fentanyl test strips along with written instructions on how to use the fentanyl test strips properly.

Reference: NVC BP 3550 (<https://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=CU4Q53677E2D>)/AP 3550 (<https://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=CUXW488392F8>)

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.napavalley.edu/about/administrative-services/college-police/>). Members of Napa Valley College community who are witnesses or victims of a crime should immediately report the crime to the College Police Department (707) 256-7777.

Reference: NVC BP 3515 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGFMM5BE23F>)/AP 3515 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGF4B70AB870>)

Non-smoking areas

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 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 subdivision (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 (<https://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=CW9TC676AC94>)/AP 3900 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BX85MY713721>)

Student Records, directory information and privacy

The Superintendent/President shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The Superintendent/President may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the District has a right of access to any and all student records relating to them maintained by the District. The Superintendent/President shall implement a system by which current students can declare an affirmed name, gender, or both name and gender identification to be used in their records where legal names are not required by law. Upon the request of a current student, the District shall update any records for the student to include the affirmed name, gender, or both name and gender identification. The records that shall be updated include but are not limited to District-issued email addresses, student identification cards, class rosters, unofficial or official transcripts, diplomas, certificates of completion of courses, or similar records. Upon request by a former student of the District, the District will update and reissue student records to include an updated legal name or gender. These documents include but are not limited to a diploma conferred by the institution.

The District cannot require a current student to provide legal documentation to demonstrate a legal name or gender change in order to have the student's affirmed name listed on the student's records.

The District may use a student's gender or legal name as indicated in a government-issued identification document only if it is necessary to meet a legally mandated obligation, but otherwise shall identify the student in accordance with the student's gender identity and affirmed name.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

Directory information shall include:

- 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

Reference: NVC BP 5040 (<https://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=CU4Q8B680C3C>)/AP 5040 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGG5WX124C87>)

Campus Safety

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 (<https://www.napavalley.edu/about/administrative-services/college-police/>) website.

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.

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 district property

Except as set forth below, 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 they 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 their 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 their 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=BGFMQJ5C5C0E>)/AP 3530 (<http://go.boarddocs.com/ca/nvccd/Board.nsf/goto/?open&id=BGF4PZ0C9899>)