West Valley Mission Community College District

Mission Statement
“West Valley-Mission Community College District is committed to achieving student success through innovative and effective lifelong education and career opportunities, which include associate degrees, certificates, transfer, occupational programs, workforce development, pre-collegiate, global, and community education programs. The District strives to maintain and support institutional integrity, mutual respect, diversity, tolerance, rigorous evaluation, an exceptional workforce of faculty and staff, and partnerships between students, faculty, staff, administrators, the Board of Trustees, and the community. The District promotes an environment conducive to open dialogue and the free exchange of ideas leading to the achievement of successful student learning outcomes.”

Our Guiding Framework

The guiding framework of the West Valley-Mission Community College District includes our values and vision as well as our mission.

Our Values
We value the following core principles and qualities as the foundations for our work and our vision for the future:

- **Student Success**—In all our activities, we are committed to facilitating the success of students.
- **Excellence**—We continually strive to meet the highest standards in our educational programs and services and in our internal processes.
- **Diversity and Inclusion**—The District provides a welcoming environment for people of all backgrounds, groups and perspectives.
- **Service**—We strive to make positive contributions in the lives of our students, our colleagues, and our communities.
- **Engaged Learning**—We create collaborative, hands-on learning experiences that are relevant to our students’ lives and goals.
- **Effective Communication**—We exchange ideas through open and inclusive channels and in a spirit of mutual respect and civility.
- **Exploration and Creativity**—Our educational programs and organizational culture encourage innovation and creativity.
- **Stewardship and Accountability**—We manage resources effectively.
- **Partnerships**—We build mutually beneficial relationships internally within the District organization and externally with partners in our service area and beyond.

Our vision of success is to continually strive to be:

- Student Centered...
- Linked to our Partners and Communities

A Clear Focus on the Future

- **Serve Expanding and Diverse Student Populations**—The Colleges’ reputation as quality institutions of higher education continue to attract large numbers of students from diverse backgrounds with a variety of academic goals, including transfer to four-year colleges and universities.
- **Provide Relevant and Responsive Educational Programs**—We must continually refine and adapt our offerings and teaching methods to respond to the diverse needs of our students and communities we serve.
- **Upgrade Facilities**—Today’s learning environment demands flexible use in order to accommodate multimedia instruction, group projects, distance learning, and team teaching as well as lecture and discussion formats.

Strategies for the Future

At both Colleges, diverse departments and programs have developed a common set of priorities for serving the community now and in the future. This strategic framework will guide our responses to the key challenges facing the Colleges and the community.

- **People**—We will make our students and employees the foundation for our success.
- **Environment**—We will create systems to support high levels of achievement.
- **Community**—We will maintain strong relationships and partnerships.
- **Organization**—We will create a culture of service.

History of the District

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

The District's first college, West Valley Junior College, became operational in September 1964, at the 12 1/2-acre remodeled Campbell Grammar School in Campbell. The 1964-65 academic year began with an enrollment of 3,203 students and a staff of 10 administrators and 53 instructors. One hundred courses were offered that first year. The following year the name was changed to West Valley College.

In 1964, the 143-acre Fruitvale-Allemand site in Saratoga was purchased. Funding from the State Junior College Construction Act was obtained, and between 1964 and 1974 the campus was developed. The first building was completed in 1968, and the first classes began in fall of that year.

In 1966-67, 12 acres of land were purchased in Santa Clara north of the Bayshore Freeway between Lawrence Expressway and Coffin Road for the construction of Mission College. The total 164-acre parcel was acquired in 1970, the first phase of construction at the Santa Clara site was completed in 1979, and the College began its 1979-80 academic year with 3,500 students, 8 administrators, and 73 instructors.

In September 1985, the name of the district was changed to West Valley-Mission Community College District to reflect the status of Mission College.

Offices of College Advancement

In 2019, Mission and West Valley created independent philanthropy offices to serve their respective constituencies and alumni. Prior to last year, the Advancement office was a district entity, which managed both colleges. The new model provides specific resources for each college, serving investment strategies and donations for individuals, foundations, and corporations. Each office supports a wide variety of programs, services, and scholarships at both colleges—these investments are essential in meeting the educational needs of the communities where they serve. The Foundation websites for all three entities below tie into one fiscal sponsor at the district Foundation.

**West Valley College**
Office of College Advancement
Paul McNamara
(408) 741-2623
paul.mcnamara@westvalley.edu
https://www.westvalley.edu/foundation/

**Mission College**
Office of College Advancement
Kristine Beebe
(408) 741-2165
kristine.beebe@missioncollege.edu
http://missioncollege.org/foundation/index.html

**West Valley/Mission Colleges Foundation**

The Foundation was originally established in 1971 to administer an endowed scholarship program provided by the Sunwheat Growers Association. It has since broadened the scope of its management to work with the respective Advancement offices for both colleges. The Foundation is the fiscal sponsor for the district; it manages an investment portfolio of endowment and program funds for both Mission and West Valley colleges. The primary goals of these entities, working with the Advancement offices:

- Provide scholarships and assistance to students and faculty
- Support programs and services of West Valley and Mission College
- Provide liaison between the colleges and their communities

**Joanne Cao**
Financial Analyst
West Valley/Mission Advancement Foundation
14000 Fruitvale Ave., Saratoga
CA 95070
(408) 741-4657
joanne.cao@wvm.edu
https://www.wvm.edu/services/wvmfoundation/Pages/default.aspx

**West Valley-Mission Community College District**

Non-Discrimination Statement

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

Members of an academic community -- students, faculty, and staff -- must be able to work in an atmosphere of mutual respect and trust. Students, teachers, and staff must feel personally secure in order for education to take place. As a place of work and study, West Valley-Mission Community College District should be free of sexual harassment, sex discrimination, and all forms of sexual intimidation and exploitation. Any violation of trust, any form of intimidation or exploitation, regardless of gender, damages the institution’s educational process by undermining the essential freedoms of inquiry and expression. All students, staff, and faculty must be assured that the District will take action to prevent misconduct. Anyone who engages in sexual harassment and/or sex discrimination shall be subject to sanctions.

In accordance with approved District policy and Procedure, the following individual is designated as the Responsible Officer for grievances, complaints and questions.

For complaints of sexual harassment or discrimination, see:
- Associate Vice-Chancellor of Human Resources
- Personal Office
- Or Vice President of Student Services

West Valley-Mission Community College District

Board Policies

The following sections give pertinent Board policies related to student services, students eligibility and admissions, enrollment and registration, fees, student records, academic standards, student equity, matriculation, counseling and advising, health services, disabled students program, child care services, financial aid programs, athletics, student organizations and activities, free speech, time, place, manner, student publications, drug-free campus, student conduct policy, student discipline policy, student grievance and appeal policy, non-discrimination policy and sexual harassment policy. In some cases there are italicized notes that help clarify the policy or give a reference for finding further information on the topic in the schedule or student handbook. In general, policies will be found in the catalog and procedures will be found in the schedule of classes.

BP 5010 ADMISSIONS AND CONCURRENT ENROLLMENT

In accordance with the “open door” mission of community colleges, the District shall admit any California resident, and may admit any non-resident, who meets any of the following conditions and is capable of benefiting from the instruction offered:

Any person over the age of eighteen (18) and possessing a high school diploma or its equivalent. Other persons over the age of 18 years and who, in the judgment of the Chancellor or his or her designee, are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District’s rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.

Persons who are apprentices as defined in Labor Code Section 307.

The District shall, in its discretion, or as otherwise federally mandated, evaluate the validity of a student’s high school completion. The Chancellor shall establish procedures for evaluating the validity of a student’s high school completion.

Admission

Any student whose age or class level is equal to entering grade 11 is eligible to attend as a special part-time student for advanced scholastic or vocational courses.

Any student whose age or class level is equal to entering grade 11 is eligible to attend as a special full-time student.

Any student entering grade 11 may attend summer session.

The Chancellor shall establish procedures regarding ability to benefit and admission of high school and younger students.

Denial of Requests for Admission

If the Board denies a request for special full time or part time enrollment by a pupil who is identified as highly gifted, the Board will record its findings and the reason for denying the request in writing within sixty (60) days. The written recommendation and denial shall be issued at the next regularly scheduled Board meeting that occurs at least thirty (30) days after the pupil submits the request to the District.

The Chancellor shall establish procedures regarding evaluation of requests for special full time or part time enrollment by a pupil who is identified as highly gifted.

Claims for State Apportionment for Concurrent Enrollment

Claims for state apportionment submitted by the District based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The Chancellor shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

Date Adopted: January 17, 2012

BP 5015 RESIDENCE DETERMINATION
References: Education Code Sections 68040 and 76140; Title 5 Sections 54000 et seq.

Students shall be classified at the time of each application for admission or registration as a resident or nonresident student. A resident is any person who has been a bona fide resident of California for at least one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of a semester or summer session for which the student applies to attend.

Residence classification shall be made for each student at the time applications for admission or registration are accepted or registration occurs and whenever a student has not been in attendance for more than one semester. A student previously classified as a nonresident may be reclassified as of any residence determination date.

The Chancellor shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 Regulations.

Date Adopted: January 17, 2012

BP 5020 NONRESIDENT TUITION
References: Education Code Sections 68050, 68051, 68130, 68130.5, and 76141; Title 5 Section 54045.5

Nonresident Tuition

Nonresident students shall be charged nonresident tuition for all units enrolled, unless specifically required otherwise by law. Not later than February 1 of each year, the Chancellor shall bring to the Board for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual. The Chancellor shall establish procedures regarding collection, waiver, and refunds of nonresident tuition.

Capital Outlay Fee

The Chancellor is authorized to implement a fee to be charged only to persons who are both citizens and residents of foreign countries. The Board finds and declares that this fee does not exceed the amount expended by the District for capital outlay in the preceding year divided by the total FTES in the preceding fiscal year. Students who would otherwise be charged this fee shall be exempt if they demonstrate that they are a victim of persecution or discrimination in the country of which they are a citizen and resident, or if they demonstrate economic hardship. Students shall be deemed victims of persecution or discrimination if they present evidence that they are citizens and residents of a foreign country and that they have been admitted to the United States under federal regulations permitting such persons to remain in the United States. Students shall be deemed to have demonstrated economic hardship if they present evidence that they are both citizens and residents of a foreign country and that they are receiving Temporary Assistance for Needy Families Program, Supplemental Income/State Supplementary benefits, or general assistance.

Date Adopted: January 17, 2012

BP 5030 FEES
References: Education Code Sections 76500 et seq.

The Board authorizes the following fees. The Chancellor shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs. Each student shall be charged a use fee to support the maintenance and operations of the Student Center.

Enrollment Fee (Education Code Section 76300)

Each student shall be charged a fee for enrolling in credit courses as required by law.
Student Activity Fee: This optional $4 fee supports many services, activities and student discounts provided by Associated Student Organization of West Valley College including, Books for Food, extended library hours during finals, student scholarships, college newspaper and leadership opportunities.

Campus Center Fee: Education Code section 51901(b)(3)
Authorizes community college districts to establish an annual building and operating fee, for the purpose of financing, constructing, enlarging, remodeling, refurbishing, and operating a student body center. The fee is $15 for fall and spring semesters for all students attending West Valley College.

Auditing Fees (Education Code Section 76370)
Persons auditing a course shall be charged a fee of $15.00 per unit per semester.

Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

Health Fee (Education Code Section 76355)
The Chancellor shall present to the Board for approval fees to be charged to students for student health services.

Parking Fee (Education Code Section 76360)
The Chancellor shall present for Board approval fees for parking for students.

Instructional Materials (Education Code Section 76365; Title 5 Sections 59400 et seq.)
Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.

Transcript Fees (Education Code Section 76223)
The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee, which shall not to exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students’ records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

International Students Application Processing Fee (Education Code Section 76142)
The District shall charge a student who is both a citizen and a resident of a foreign country a fee to process his/her application for admission. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars ($100), which shall not be deducted from the tuition fee at the time of enrollment.

Date Adopted: January 17, 2012

BP 5035 WITHHOLDING OF STUDENT RECORDS
Reference: Title 5 Section 59410.
Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, transcripts, diplomas, and registration privileges withheld.

Date Adopted: January 17, 2012

BP 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND PRIVACY
References: Education Code Sections 76200 et seq.; Title 5 Sections 54600 et seq.
The Chancellor shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.
The Chancellor 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 him/her maintained by the District.
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: Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean’s List recognition.

Date Adopted: January 17, 2012

BP 5050 MATRICULATION
References: Education Code Sections 78210 et seq.; Title 5 Sections 55500 et seq.
The District and the Colleges shall provide matriculation services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of matriculation is to bring the student and the District into agreement regarding the student’s educational goal through the District’s established programs, policies, and requirements.
The Chancellor or designee shall establish procedures to assure implementation of matriculation services that comply with California Code of Regulations, Title 5, requirements and ensure that procedures are maintained and made known to all students by prominent inclusion in College publications and Web sites.

Date Adopted: January 17, 2012

BP 5052 OPEN ENROLLMENT
Reference: Title 5 Section 51006.
All courses, course sections, and classes of the District shall be open for enrollment to any person who has been admitted to West Valley or Mission Colleges. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and corequisites, or due to other practical considerations such as exemptions set out in statute or regulation.
The Chancellor shall assure that this policy is published in the College catalogs and schedules of classes.

Date Adopted: January 17, 2012

BP 5055 ENROLLMENT PRIORITIES
References: Title 5 Sections 51006, 58106, and 58108.
The Chancellor shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with California Code of Regulations, Title 5.

Date Adopted: January 17, 2012

BP 5110 COUNSELING
References: Education Code Section 72620; Title 5 Section 51018.
Counseling services are an essential part of the educational mission of the District.
The Chancellor shall assure the provision of counseling services including academic, career, and personal counseling that is related to the student’s education.
Counseling shall be required for all first time students enrolled for more than six units, students enrolled provisionally, and students on academic or progress probation.

Date Adopted: January 17, 2012

BP 5120 TRANSFER CENTER
References: Education Code Sections 68720-68744; Title 5 Section 51027.
The District incorporates as part of its mission the transfer of its students to baccalaureate level institutions. The District further recognizes that students who have historically been underrepresented in transfer to baccalaureate level institutions are a special responsibility.
The Chancellor shall assure that a transfer center plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of underrepresented students, and complies with law and regulations.

Date Adopted: January 17, 2012

BP 5130 FINANCIAL AID
A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.
All financial aid programs will adhere to guidelines, procedures, and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements.
The Chancellor shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

Misrepresentation
Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in "substantial misrepresentation" of:
1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.
The Chancellor shall establish procedures for regularly reviewing the District's website and other informational materials for accuracy and completeness and for training District employees and vendors providing covered services concerning the District's educational programs, financial charges, and employment of public health officials to assure compliance with this policy.

The Chancellor shall establish procedures wherein the District shall periodically monitor employees and vendors communications with prospective students and members of the public and take corrective action where needed. This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its governing Board do not waive any defenses or governmental immunities by enacting this policy.

**Date Adopted:** January 17, 2012

**BP 5140 DISABLED STUDENTS PROGRAMS AND SERVICES**

References: Education Code Sections 67310 and 84850; Title 5 Sections 56000 et seq.

Students with disabilities shall be assisted to participate whenever possible in the regular educational programs in the District.

The Disabled Students Programs and Services (DSPS) Program (also known as the Disability Instructional Support Center and the Disability and Educational Support Program at the colleges) shall be the primary provider for support programs and services that facilitate equal educational opportunities as required by federal and state laws for students with disabilities who can profit from instruction.

DSPS services shall be available to qualified students with verified disabilities that result in educational limitations. The services to be provided include, but are not limited to, reasonable academic accommodations, accessible facilities, equipment, specialized instructional programs, and academic, personal, and vocational counseling.

No student with disabilities is required to participate in the Disabled Students Programs and Services program.

**Date Adopted:** January 17, 2012

**BP 5150 EXTENDED OPPORTUNITY PROGRAMS AND SERVICES**

References: Education Code Sections 69640-69656; Title 5 Sections 56200 et seq.

Support services and programs that are in addition to the traditional student services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in the District.

The Extended Opportunity Programs and Services (EOPS) is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.

The Chancellor shall assure that the EOPS Program conforms to all requirements established by the relevant law and regulations.

**Date Adopted:** January 17, 2012

**BP 5160 CHILD CARE SERVICES**

References: Education Code Sections 79120 et seq.

The District may provide child care services subject to applicable laws and regulations.

**Date Adopted:** January 17, 2012

**BP 5200 STUDENT HEALTH SERVICES**

Reference: Education Code Section 76401.

Student health services shall be provided in order to contribute to the education aims of students by promoting physical and emotional well being through health oriented programs and services.

**Date Adopted:** January 17, 2012

**BP 5205 STUDENT ACCIDENT INSURANCE**

Reference: Education Code Section 72506.

The District shall assure that students are covered by accident insurance in those instances required by law or contract.

**Date Adopted:** January 17, 2012

**BP 5210 COMMUNICABLE DISEASE**

Reference: Education Code Section 76403.

The Chancellor shall establish procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases in students.

**Date Adopted:** January 17, 2012

**BP 5300 STUDENT EQUITY**

References: Education Code Sections 66030, 66250 et seq., and 72010 et seq.; Title 5 Section 54200.

The Board is committed to assuring student equity in educational programs and college services. The Chancellor shall establish and implement a student equity plan that meets the Title 5 standards for such a plan. The plan may be periodically reviewed at the discretion of the Board.

**Date Adopted:** January 17, 2012

**BP 5400 ASSOCIATED STUDENT ORGANIZATIONS**

Reference: Education Code Section 76060.

The students of the District are authorized to organize student body associations. The Board hereby recognizes the Associated Student Organizations as the Mission College Associated Student Government and the West Valley College Associated Student Organization.

The Associated Student Organizations are recognized as the official voice for the students in District and college decision-making processes. The Associated Student Organizations may conduct other activities as approved by the Chancellor. The Associated Students activities shall not conflict with the authority or responsibility of the Board or its officers or employees.

The Associated Students shall conduct themselves in accordance with state laws and regulations and administrative procedures established by the Chancellor.

The Associated Student Organizations shall be granted the use of District premises subject to such administrative procedures as may be established by the Chancellor. Such use shall not be construed as transferring ownership or control of the premises.

**Date Adopted:** January 17, 2012

**BP 5410 ASSOCIATED STUDENT ORGANIZATIONS’ ELECTIONS**

Reference: Education Code Section 76061.

The Associated Student Organizations shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the Chancellor.

Any student elected as an officer in the Associated Student Organizations shall meet both of the following requirements:

- The student shall be enrolled in the District at the time of election and throughout his/her term of office, with a minimum of five semester units or the equivalent.
- The student shall meet and maintain the minimum standards of scholarship (see BP 4220 titled Standards of Scholarship and related administrative procedures).

**Date Adopted:** January 17, 2012

**BP 5420 ASSOCIATED STUDENT ORGANIZATIONS’ FINANCE**

References: Education Code Sections 76063-76065.

Associated Student funds shall be deposited with and disbursed by the Chancellor.

The funds shall be deposited, loaned, or invested in one or more of the ways authorized by law.

All funds shall be expended according to procedures established by the Associated Student Organizations, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:

- the Chancellor, College President, or designee; the employee who is the designated advisor of the particular student body organization; and a representative of the student body organization.

Pursuant to Education Code 76063, all money collected by a student body association or by any student club or organization of the College shall be deposited in an account insured by the Federal Deposit Insurance Corporation and credited to the appropriate organization. The District Administrative Services Office shall ensure that the collection and disbursement of funds are consistent with accounting and auditing procedures and with established District policies and procedures.

The funds of the Associated Student Organizations shall be subject to an annual audit.

**Date Adopted:** January 17, 2012

**BP 5500 STANDARDS OF CONDUCT**

References: Education Code Sections 66300 and 66301; Accreditation Standard II.A.7.b.

The District shall enforce a student code of conduct the purpose of which is to promote and maintain orderly conduct of a responsible student body in a manner compatible with the District and College function as an educational institution.

Students are subject to state and federal laws and to the specific regulations established by the District and/or each College in the District. Violators shall be subject to disciplinary action, including possible cancellation of registration, and may be denied future admission to the Colleges of the District. Criminal actions may also result in referral for prosecution.
The Chancellor 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 procedures shall be made widely available to students through the college catalogs and other means. The Board shall consider any recommendation from the Chancellor 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 following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student:

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the college president.
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11050) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
- Committing or attempting to commit robbery or extortion.
- Causing or attempting to cause damage to District property or to private property on campus.
- Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
- Committing sexual harassment as defined by law or by District policies and procedures.
- Engaging in harassing or discriminatory behavior based on race, sex, (i.e., gender) religion, age, rational origin, disability, or any other status protected by law.
- Willful misconduct, which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
- Dishonesty, forgery, alteration, or misuse of college documents, records, or identification; or knowingly furnishing false information to the District.
- Unauthorized entry upon or use of college facilities.
- Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-sponsored or supervised functions.
- Engaging in expression that is obscene, lewd, or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.
- Also see BP/AIP 3715 titled Intellectual Property.

Date Adopted: January 17, 2012

BP 5510 OFF-CAMPUS STUDENT ORGANIZATIONS

Reference: 34 Code of Federal Regulations Section 668.42(b)(7).

The District shall work with local law enforcement agencies to monitor and assess criminal activity in which students engage at off-campus locations of student organizations officially recognized by the District.

Date Adopted: January 17, 2012

BP 5570 STUDENT CREDIT CARD SOLICITATION

References: Education Code Section 99030; Title 5 Section 54400; Civil Code Section 1747.02(m).

The Chancellor shall establish procedures that regulate the solicitation of student credit cards on campus.

Date Adopted: January 17, 2012

BP 5700 ATHLETICS

References: Education Code Sections 78223, 66271.6, 66271.8, and 67360 et seq.

The District shall maintain an organized program for men and women in intercollegiate athletics. The program shall not discriminate on the basis of gender in the availability of athletic opportunities.

The District shall comply with federal and state regulations, procedures, and requirements regarding student athlete participation. The Chancellor shall assure that the athletics program complies with the Constitution and Sports Guidelines of the California Community College Commission on Athletics as well as appropriate Conference Constitution Rules regarding student athlete participation.

Date Adopted: January 17, 2012

BP 5800 PREVENTION OF IDENTITY THEFT IN STUDENT FINANCIAL TRANSACTIONS

Reference: 15 U.S. Code Section 1681m(e), Fair and Accurate Credit Transactions Act (FACT Act or FACTA)

The District is required to provide for the identification, detection, and response to patterns, practices, or specific activities (“Red Flags”) that could indicate identity theft of students when the District serves as a creditor in relation to its students. When applicable, the Chancellor is directed to develop procedures to implement an Identity Theft Prevention Program (ITPP) to control reasonably foreseeable risks to students from identity theft.

Date Adopted: January 17, 2012

BP 3300 PUBLIC RECORDS

References: Government Code Sections 6250 et seq.

The District is committed to open government, governance, and access for all members of the public and for all members of the District community.

Public records, as defined by the Government Code, are open to inspection by the public during regular office hours of the District Offices and Colleges.

The Chancellor shall establish procedures for records management, including access by the public, which comply with the requirements of the California Public Records Act.

Date Adopted: January 17, 2012

BP 3310 RECORDS RETENTION AND DESTRUCTION

References: Title 5 Sections 59020 et seq.; Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

In accordance with the provisions set forth in the California Code of Regulations, Title 5, a records management program, covering the life cycle of all records of the District and Colleges from the time they are originated, shall be implemented in order to:

- Ensure that records which are required to be preserved or which may be useful for future reference are permanently retained and safely stored, and that those which have outlived their usefulness are destroyed, and minimize the expense related to record keeping.
- The Chancellor shall establish administrative procedures to assure the retention and destruction of all District records, including electronically stored information as defined by the Federal Rules of Civil Procedure, in compliance with Title 5. Such records shall include, but not be limited to student records, employment records, and financial records.

Date Adopted: January 17, 2012

BP 3410 NONDISCRIMINATION

References: Education Code Sections 66250 et seq., 72010 et seq., and 87700 et seq.; Title 5 Sections 53000 et seq., and 59300 et seq.; Penal Code Section 422.55; Government Code Sections 12926.1 and 12940 et seq.

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

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.
The Chancellor 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 participa-
tion involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he/she is perceived to have one or more of the foregoing characteristics, or because of his/her association with a person or group with one or more of these actual or perceived characteristics.

To have available positive images provided by individuals from historically under-represented groups, and to observe that such individuals can assume responsible and diverse roles in society is educationally sound for all students attending Colleges of the District. The richness that cultural and racial diversity brings to our national heritage and the exercise of democratic principles can be best taught in the presence of a staff and student body of both genders, diverse ethnic groups, handicapped individuals, and veterans.

Date Adopted: January 17, 2012

BP 3430 PROHIBITION OF HARASSMENT

References: Education Code Sections 212.5, 44100, 66252, and 66281.5; Government Code Section 12950.1; Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e; Title IX, Education Amendments of 1972

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation of any person, or because he/she is perceived to have one or more of the foregoing characteristics.

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

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

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

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

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

This policy and related written procedures shall be widely published and communicated to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

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. Also see BP/AP 3410 titled Nondiscrimination, AP 3430 titled Prohibition of Harassment, and AP 3435 titled Discrimination and Harassment Investigations.

Date Adopted: January 17, 2012

BP 3440 SERVICE ANIMALS


In order to prevent discrimination on the basis of disability, the District will allow an individual with a disability to use a service animal or miniature horse in District facilities and on District campuses in compliance with state and federal law.

Date Adopted: January 17, 2012

BP 3500 CAMPUS SAFETY

Reference: Education Code Section 67380(a)(4)

The District shall provide a safe environment for students, employees and visi-
tors. The District is committed to the implementation of safety and health poli-
cies and procedures involving workplace security for employees and students. Employees and students shall be directly responsible for conducting them-

selves, at all times, in a manner that is consistent with current District policies. The Board is committed to a safe and secure District work and learning envi-

ronment. To that end, the Chancellor shall establish a campus safety plan and

ensure that it is posted or otherwise made available to students. The campus

safety plan shall include availability and location of security personnel, meth-

ods for summoning assistance of security personnel, any special safeguards

that have been established, any actions taken in the preceding eighteen (18)

months to increase safety, and any changes in safety precautions to be made

during the next twenty-four (24) months.

Consistent with the Board’s general delegation of authority and state and

federal law, and subject to any reporting and ratification requirements, the

Chancellor and his/her designees are specifically empowered to take all

appropriate actions in emergency or urgent situations to protect the health

and safety of students, staff, and persons associated with the District, to protect

District facilities, and to maintain the educational program.

Also see BP/AP 3505 titled Emergency Response Plan and BP/AP 6800 titled

Safety – Occupation-Related.

Date Adopted: January 17, 2012

BP 3550 DRUG FREE ENVIRONMENT AND DRUG PREVENTION PRO-

GRAM

References: Drug Free Schools and Communities Act, 20 U.S. Code Sec-

tion 1145g; 34 Code of Federal Regulations Sections 861.1 et seq.; Drug Free Workplace Act of 1988, 41 U.S. Code Section 702

The District shall be free from all drugs and shall prohibit the unlawful use, possession, sale, or distribution of alcohol, narcotics, dangerous or illegal drugs, or other controlled substances, as defined in California statutes, on District property or at any function sponsored by the District or College.

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 Chancellor 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 Colleges will provide information pertaining to the health risks and effects associated with alcohol and narcotics or other dangerous or illegal drugs. Students may be referred to various on campus programs or outside agencies for support, information, and/or enrollment in a drug recovery program.

Date Adopted: January 17, 2012

BP 3900 SPEECH: TIME, PLACE, AND MANNER

References: Education Code Sections 76120 and 65301

Students, employees, and members of the public shall be free to exercise their

rights of free expression, subject to this policy and District procedures.

The Colleges of the District are non-public forums, except for those areas that

are designated as public forums available for the exercise of expression by

students, employees, and members of the public. The Chancellor 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 issued by the Chancellor shall not prohibit the right of students to exercise free expression, including but not limited to, the use of bulletin boards; the distribution of printed materials or petitions in those parts of the Colleges designated as areas generally available to students and the community, and the wearing of buttons, badges, or other insignia.

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

Nothing in this policy shall prohibit the regulation of hate violence directed at students in a manner that denies their full participation in the educational process (Education Code Section 66301(e)), so long as the procedure 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.

Date Adopted: January 17, 2012

BP 4020 CURRICULUM DEVELOPMENT

References: Education Code Sections 70601(b), 70902(b), and 78016; Title 5 Sections 51000, 51022, 55100, 55130, and 55150; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended, 34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8; ACCJC Accreditation Standards II.A and II.A.9

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Chancellor shall establish administrative procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

These administrative procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development and review; and
- Consideration of job market and other related information for vocational and occupational programs.

All new programs and program deletions shall be approved by the Board. All new programs shall be submitted to the California Community Colleges Chancellor’s Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Credit Hour

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 Chancellor will establish procedures, which prescribe the definition of "credit hour" consistent with applicable federal regulations, as they apply to community college districts.

The Chancellor shall establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour,” where applicable. The Chancellor shall also establish procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

Date Adopted: January 17, 2012

Date Revised: April 21, 2015

Date Revised: February 5, 2019

BP 4021 HOURS AND UNITS

References: Title 5 Sections 55002, 55002.5, 55256.5

Code of Federal Regulations: 34 CFR 668

Title 5 (§55022 and §55022.5) 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 West Valley and Mission College, 48-54 total student learning hours are equivalent to 1 unit of credit and the minimum unit increment is 0.5.

Title 5 (§55256.5) 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 Code of Federal Regulations defines clock hour programs (34 CFR 668). Clock hour programs are required to use the formula for calculating units of credit that is contained within the code.

Date Adopted: February 5, 2019

BP 4022 CURRICULUM APPROVAL

References: Title 5 Sections 55002, 55100, 55130, 55150

ACCCJ Accreditation Standard II.A

The West Valley Mission Community College District Chancellor shall ensure that procedures are written to establish the processes for approving individual credit and non-credit courses. Additionally, the Chancellor shall ensure that the procedures comply with Title 5 regulations and will include appropriate involvement with District faculty and the Academic Senates.

Date Adopted: February 5, 2019

BP 4225 COURSE REPETITION

References: Title 5 Sections 55040, 55041, 55042, 55044, and 58161

Students may repeat a course three times with a substandard grade, including a “W,” in which substandard grades (less than a ‘C,’ and including ‘F’) were earned.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Course Repetition: Grade Alleviation

A student who has earned a grade of “D,” “F,” or “NC” in a credit course at any College in the District may repeat the course for the purpose of grade alleviation.

A student may repeat a credit course for purposes of grade alleviation only once. A student may petition the appropriate College appeals body for permission to repeat a course more than once, but the petition will be granted only based on a finding that unusual circumstances exist which justify a second repetition.

- Upon satisfactory completion of the repeated course, the student may petition the Admissions and Records Office to have only the grade earned in the repeated course used in the computation of the grade point average.
- In no case will the unit value of the repeated course be counted more than once.
- The permanent academic record shall be annotated in such a way that all courses attempted will be indicated on the transcript in showing a true and complete academic history.

Course Repetition: Special Circumstances

Under special educationally justifiable circumstances, repetition of credit courses other than those for which substandard work has been recorded may be permitted. Under special circumstances, students may repeat courses in which a C or better grade was earned.

A student may petition the appropriate College appeals body to authorize course repetition consistent with the California Code of Regulations. The special circumstances are defined in administrative procedures.

Date Adopted: January 17, 2012

BP 4226 MULTIPLE AND OVERLAPPING ENROLLMENTS

Reference: Title 5 Section 55007

The Chancellor shall establish procedures to ensure that students may only enroll in two or more sections of the same credit course during the same term if the length of the course provides that the student is not enrolled in more than one section at any given time.

The Chancellor shall establish administrative procedures to ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 5 Section 55007.

Date Adopted: January 17, 2012

BP 4230 GRADING AND ACADEMIC RECORD SYMBOLS

Reference: Title 5 Section 55023

Courses shall be graded using the grading system established by Title 5. The grading system shall be published in the college catalog(s) and made available to students.

Date Adopted: January 17, 2012

BP 4231 GRADE CHANGES

References: Education Code Sections 76224 and 76222; Title 5 Section 55025

The Chancellor shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
Procedures for students to challenge the correctness of a grade.

The installation of security measures to protect grade records and grade storage systems from unauthorized access.

Limitations on access to grade records and grade storage systems.

Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.

Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

Also see BP 3310 titled Records Retention and Destruction, AP 4231 titled Grade Changes, and BP/AP 5040 titled Student Records

Date Adopted: January 17, 2012

BP 4240 ACADEMIC RENEWAL

Reference: Title 5 Section 55046, 55044 California Education Code; 51318

Pursuant to California regulations governing community colleges, a student is permitted to request that substandard academic work (D, F, NP or NC) be disregarded from his/her cumulative grade point average when such work does not reflect current demonstrated ability or level of performance. A maximum of 24 units of course work may be requested from either one or both colleges in the student’s cumulative grade point average.

A student who wishes to qualify for a degree, certificate, or transfer may petition the designated academic appeals committee at their college of attendance by submitting their petition to the appropriate college office. Academic renewal does not guarantee that other colleges will accept this action. The acceptance of academic renewal is at the discretion of the receiving institution.

Limitations to Academic Renewal:

1. A maximum of 24 units of work which is substandard (D, F, NP, NC) and not reflective of the student’s present scholastic level of performance may be alleviated and disregarded in the computation of grade point average.

2. A period of at least two semesters must have elapsed since the most recent work to be alleviated was completed;

3. Subsequent to the semester(s) for which academic renewal is sought, the student must have completed an additional 12 semester units of study in the District or at another accredited institution with a cumulative grade point average of at least 3.00 or 24 semester units of work with a cumulative grade point average of at least 2.00.

4. The College will disregard courses selected by the student in consultation with a Counselor.

5. The academic renewal policy will ordinarily be applied only when alleviation of prior work is necessary to qualify a student for: a program, transfer to another institution, completion of a certificate program or graduation from the College.

6. Determination of the applicability of this policy will be made only following formal application to the appropriate College appeals body.

7. When academic work is alleviated, the permanent record shall be properly annotated in a manner to ensure that all entries are legible and that a true and complete record is maintained. Academic renewal is not reversible once posted to the transcript.

Date Adopted: January 17, 2012

BP 4250 PROBATION, DISQUALIFICATION, AND READING

Reference: Education Code Section 70902(b)(3); Title 5 Sections 55030-55034

A student shall be placed on probation if his or her academic record of performance falls under either of the two standards below:

Academic grade point probation

A student shall be placed on academic probation if he/she has attempted a minimum of 12 semester units of work and has a grade point average of less than a “C” (2.0). A student placed on academic probation who earns at least a 1.75 grade point average during the semester on probation, but whose cumulative grade point average is still below 2.00, will be permitted to continue on such probationary status for not more than three consecutive semesters without being academically disqualified (dismissed).

Progress Probation

A student shall be placed on progress probation if he/she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of “W,” “I,” “NC,” and “NP” were recorded reaches or exceeds fifty (50) percent. A student may be on progress probation not more than three consecutive semesters without being academically disqualified (dismissed).

Notification of probationary status will appear on the student’s semester grade report and on the transcript of academic work.

A student who is placed on probation may submit an appeal in accordance with procedures to be established by the Chancellor.

A student on academic probation for a grade point deficiency shall be removed from probation when the cumulative grade point average reaches 2.00 or higher. Likewise, a student on progress probation shall be removed from probation when the total percentage of cumulative units in the “W,” “I,” “NC,” and “NP” categories drops below 50 percent.

Students who believe that their placement on probation is the result of an error may petition the appropriate College appeals body for relief.

Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 1.75 in all units attempted in each of three consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for entries of “W,” “I,” “NC,” and “NP” are recorded in at least three consecutive semesters reaches or exceeds 50 percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed and the student continued on probation if the student submits a petition that includes documentation of marked improvement since the semester on which the dismissal was based.

Notification of academic disqualification status will appear on the student's end of semester grade report and transcript.

An academically disqualified student may present a written appeal to the appropriate College appeals body requesting immediate reinstatement if a dismissal has resulted from unusual circumstances. A registered student making such an appeal should remain in classes until the decision is made.

Readmission

A student who has been dismissed may request reinstatement by submitting a petition for readmission after an absence of one semester or a petition for readmission explaining extenuating circumstances during the semester on which the dismissal was based.

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

The Chancellor shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

The determination of the applicability of the policy on academic probation and dismissal will be based on the inclusion of:

All units in which the student has been officially enrolled, except those in which the student has been assigned a grade or non-evaluative symbol of “W,” “MW,” “CR,” “I,” “NP,” “NC,” “I,” “RD,” or “IP” when computing grade point average.

All units in which the student has been officially enrolled, except those in which the student has been assigned a non-evaluative symbol of “MW,” “RD,” or “IP” when applying the satisfactory progress rule.

All District units in which the student has been enrolled will be utilized in determining the applicability of the policy on academic probation and dismissal.

Date Adopted: January 17, 2012

BP 4260 PREREQUISITES AND CO-REQUISITES

Reference: Title 5 Sections 55000 and 55003

The Chancellor is authorized to establish prerequisites, corequisites, and advisories on recommended preparation for courses in the curriculum, upon the recommendation of the Academic Senate. All such prerequisites, corequisites, and advisories shall be established in accordance with the standards set out in Title 5. Any prerequisites, corequisites, or advisories shall be necessary and appropriate for achieving the purpose for which they are established.

The Chancellor shall establish administrative procedures for the development and review of all prerequisites and corequisites, including their establishment, modification, or discontinuance, which rely primarily on the recommendation of the Academic Senate of each college.

The administrative procedures shall include a way in which a prerequisite or co-requisite may be challenged by a student on grounds permitted by law.

Prerequisites, corequisites, and advisories shall be identified in District publications available to students.

Date Adopted: January 17, 2012

BP 4300 FIELD TRIPS AND EXCURSIONS

Reference: Title 5 Section 55220

The Chancellor shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.
Rights and Responsibilities

STUDENTS

• General

Students are responsible for completing the learning and performance objectives of the courses in which they are enrolled and giving evidence of such learning through examinations, essays, term papers, journals and such other requirements as the instructor may deem appropriate for demonstrating mastery of skills required in the course.

When a student receives an incomplete grade ("I"), he or she shall not be permitted to repeat the course in a subsequent semester unless the student fails to make up the incomplete as specified by the instructor and is subsequently awarded a standard grade ("C", "F" or "NP").

Students are held fully responsible for following College procedures for adding, dropping or withdrawal, and for filing appropriate forms in the Admissions Office.

• Attendance

Students are expected to attend all sessions of each class, participate in class activities and meet requirements of the course. Instructors may drop students from the class if they fail to attend the first class meeting or when the instructor determines that students are no longer actively participating in the course. Definition of non-participation shall include but not be limited to excessive absences, defined by when accumulated hours of absences exceed ten percent of the total number of hours the class meets during the semester. Moreover, an instructor may drop from the class any student who fails to attend at least one class session during the first three weeks of instruction.

• Withdrawal from college

A student who must withdraw entirely from the College before the end of the semester should file a withdrawal notice in the Admissions Office. A student who withdraws from the College will receive those credits and grade symbols applicable on the date of withdrawal under the District’s grading system described earlier.

• Withdrawal from a class

It is the responsibility of the student to withdraw from a class prior to the published deadline in order to insure that a penalty grade will not be awarded for the course.

A student who withdraws from a class prior to the first class meeting of short-term classes or through the end of the 2nd week for semester-length courses shall have no notation of enrollment in the class posted on the semester grade report or transcript. The schedule of classes lists exact drop dates. From that point through the three-quarter point of the term (through the end of the twelfth week for semester length courses), a "W" grade will be posted on the final grade report and the transcript. After that deadline, a grade symbol other than a "W" will be posted.

• Academic Dishonesty

Dishonesty includes but is not limited to in-class cheating, out-of-class cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to College staff, faculty, administrators or other officials. Following are definitions of in-class cheating, out-of-class cheating, plagiarism, and furnishing false

The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chauffeurs, and other personnel traveling with students may also be paid from District funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

Date Adopted: January 17, 2012

Additional information about Board and College Policies can be found in the Student Orientation Handbook and at: wvm.edu/

(Click on Board of Trustees. Then click District Policies.)

REFUNDS

Dropping Classes and Refund Policies, Procedures, and Guidelines

A community college district shall not refund any enrollment fee paid by a student for program changes made after the first two weeks of instruction for a primary term-length course, or after the 10 percent point of length of the course for a short-term course, unless the program changes are a result of action by the district to cancel or reschedule a class or to drop a student pursuant to Section 58106(g) where the student fails to meet a prerequisite.

A. Semester Length Classes - Refund of enrollment fees: Full refund for semester length classes) dropped within the deadline dates. Drop deadlines refer to: refunds, no notation on records, and last date to drop with a “W” - (Withdraw). After the determined last day to drop, a letter grade other than a “W” will be posted, refund and drop deadlines are posted in Schedule of Classes and on college website.

B. Short-Term Class Guidelines - Classes with 5 or more class meetings:

- Receive a full refund if the class is dropped within 10% of total days of class session.
- Dropping without a “W” (withdrawal) on record, if the class is dropped within 20% of total days of class session.
- Dropping with a “W” on record: if the class is dropped within 75% of total days of class session.

Example: Class meets March 2 – March 21 meeting on Mon and Wed. Total day of class session = 20 (includes Sat, Sunday and Holidays). 10% = 2 days for full refund; 20% = 4 days for no “W” or refund; 75% = 15 days for drop with “W”.

C. Short-Term Class Guidelines - Classes with less than 5 class meetings:

- Receive a full refund if class dropped before the date of the first class meeting. No refund for drops on the date of the class meeting or later.
- Dropping without a “W” (withdrawal) on record: if the class is dropped before the date of the first class meeting.
- Dropping with a “W” on record: if dropped after class begins.

D. Non-resident tuition refund: For semester length classes: 100% refund of all fees for classes dropped during the first and second weeks. For short term classes, refer to Short-Term Drop Guidelines above (includes summer term)

Special notes:

West Valley College has partnered with Higher One, a financial services company focused solely on higher education to bring a new method for delivering financial aid refunds to students. You will be able to use the Higher One card or choose your preferred method of payment. This is designed to provide you with choices when it comes to receiving your financial aid—including the preferred “Easy refund” method. Easy Refund is the fastest and easiest way to gain money-on the same day West Valley College releases it.

You will be sent an email to learn more about the program.

DELINQUENCY POSTINGS FOR NON-PAYMENT

Delinquencies will be placed on students’ records by the Finance Office for fees and any other financial obligations owed to the College. West Valley College will not allow a student to register in the College nor will the College forward transcripts or any other records to other institutions if students have delinquencies on their records. Degrees and certificates will be held until all outstanding fees have been paid or cleared. Delinquent accounts may be referred to a collection agency.

STATEMENT ON ACADEMIC FREEDOM

Board Policy 4030, Adopted Jan. 17, 2012
Title 5 Section 51023

The West Valley-Mission Community College District recognizes that democratic participation, positive social change, and moral education, as well as scientific and technological advancement, all require the free exchange of ideas and information. Therefore, the District is committed to the free expression of diverse viewpoints on the part of faculty and students, as well as encouraging critical examination of these various perspectives. The District is also committed to the conduct of research and observation of the natural world unimpeded by social, religious, political, or theoretical biases and prejudices.

Academic freedom is the right of faculty members to interpret scholarly findings and communicate conclusions without being subject to harassment when those conclusions are at variance with popularly held beliefs or opinions. Faculty members have a corresponding obligation to study, present, interpret, and discuss facts and ideas concerning their fields of knowledge in a responsible manner. The faculty acknowledge the facts on which controversial views are based and show respect for reasonable opinions held by others. Institutions of higher education operate not to further the interest of either the individual faculty member or the institution as a whole but rather for the common good. In a democratic society the common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth while academic freedom in teaching is essential both to the uninhibited expression of scholarly findings and to ensuring the fullest student engagement with ideas.
information. These are not all-inclusive and the list itself is not meant to limit definition of cheating to just those mentioned.

a. In-class cheating: during an examination or on any work for which the student will receive a grade or points, unauthorized looking at or procuring information from any unauthorized sources, or any other student’s work.
b. Out-of-class cheating: unauthorized acquisition, reading or knowledge of test questions prior to the testing date and time, changing any portion of a returned graded test or report and resubmitting as original work to be regraded; or presenting the work of another as one’s own for a grade or points.
c. Plagiarism: unauthorized use of expression of ideas from either published or unpublished work(s) as a student’s own work for a grade in a class. This also includes the violation of copyright laws, including copying of software packages.
d. Furnishing false information: forgery, falsification, alteration or misuse of College documents, records, or identification in class or in laboratory situations.

• Classroom-Related Disciplinary Sanctions

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

a. Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.
b. Issue a NF or a failing grade (“F”) or “O” for the assignment in question.
c. Refer the student to the CSSO for disciplinary action.

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

Students bring to college various interests and values previously acquired and they develop new interests as members of an academic community. They shall be free to organize and join groups, in the pursuit of those interests, subject only to regulations and procedures which are intended to preserve the integrity of the District and which are consistent with constitutional guarantees. In keeping with the ideals of a democracy, students shall be granted the rights and responsibilities of self-government. In the activities of student groups and the conduct of student government, discrimination based on race, ethnic background, national origin, sex, age, sexual preference, or physical handicap shall be expressly prohibited.

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

Attendant upon the right guaranteed to each student are certain responsibilities, which are respect for the rights of others, acceptance of properly constituted authority, and compliance with the policies, regulations and procedures of the District. Each student bears full responsibility for his or her actions and is expected to abide by district policies on student conduct (policy 5.19).

FACULTY

• General

Each instructor is responsible at the beginning of the course to inform students of the course’s learning objectives and criteria for grading. The instructor alone is responsible for issuing or changing a grade. Upon reasonable request by the student, the instructor shall indicate what grade the student is receiving at the time of the request.

The instructor may, upon a student’s request, assign an Incomplete (“I”) grade when, in the instructor’s judgment, this action is warranted and appropriate.

• Instructor-Initiated Drops

An instructor may officially drop the student from the class rolls when it is determined that the student is no longer reasonably participating in the activities and requirements of the course. Definitions of non-participation shall include, but not be limited to, excessive unexcused absences.

• Final Examinations

A final examination, or alternative final assessment activity, is required of all students in all courses for which a letter grade can be awarded. Final examinations or assessments for full semester courses are scheduled for a two-hour period and will not be given in advance. The final examination or assessment activity will be administered at the last scheduled class meeting. Any exceptions to this policy must be approved in advance by the Vice President of Instruction.

Student Disciplinary Actions and Procedures

District Policy: Student Discipline

Procedures 5520

Purpose: Definitions

For the purpose of these Rules and Regulations, the following words and terms are defined as follows:

1. The term “Governing Board” shall mean the Governing Board of the West Valley Mission Community College District.
2. The word “District” shall mean the West Valley Mission Community College District, a public community college district of the State of California.
3. The word “College” shall mean West Valley and/or Mission Community College, colleges operated and maintained by the West Valley Mission Community College District.
4. The term “College Hearing Board” shall mean the West Valley Mission Community College Hearing Board, an administrative agency of the College; organized and existing primarily to hear and decide on or recommend appropriate disciplinary action in cases brought before it under these Rules and Regulations.
5. The term “President” shall mean the Presidents of the West Valley Mission Community College District who is the President of West Valley and/or Mission Community College, or in his/her absence, the acting President.
6. The terms “Vice President” or “Vice President of Student Services” shall mean the Vice President of Student Services of the West Valley Mission Community College District or his/her designee.
7. The term, “member of the College community”: shall mean the District Trustees, the academic, support staff and administrative personnel of the District or College, the students of the College and any other person or persons while on District or College property or at a District or College function or activity.
8. The term “District property” shall include real and personal property owned, controlled, or in the possession of the Governing Board of the West Valley Mission Community College District, and the real or personal property of all District food service, retail and resident facilities, whether operated directly by the District, a District or College auxiliary organization, or an independent contractor of the West Valley Mission Community College District, and whether located at West Valley Mission College or elsewhere.
9. The term “deadly weapon” shall include human hands (when they are classified as lethal weapon), any instrument or weapon commonly known as a blackjack, slingshot, billy, nunchaku, sand club, sand bag, metal knuckles, any dirk, dagger, switchblade knife, pistol, revolver or any other firearm, any knife having a blade longer than five (5) inches, any razor with an unguarded blade, any metal or wooden pipe or bar, any chain, rock or stone, or any object or chemical used or intended to be used for the purpose of doing bodily injury to another person.
10. The term “day” shall refer to a college instructional day.
11. As used in this article, “good cause” includes, but is not limited to the following offenses:
   a. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
   b. Assault, battery, or any threat of force or violence upon a student or college personnel.
   c. Wilful misconduct which results in injury or death of a student or college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district.
   d. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 [commencing with Section 11053] of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
   e. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board.
   f. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct (California Education Code, Section 76030).
   g. Failure to comply with the directions of District or College officers or employees acting in the performance of their duties; or violation of District or College policies or regulations.
2. Violating District regulations concerning the registration of student organizations, use of College facilities, and the time, place, or manner of public expression, distribution of leaflets, pamphlets or other materials.

3. Academic dishonesty, such as cheating or plagiarism.

4. Forgery, alteration, misuse, misappropriation or theft of College papers, documents, records or identification, or knowingly furnishing false information to the District or College or its officers or employees.

5. Disruption or obstruction of classes, meetings, disciplinary proceedings, or other authorized functions or activities of the District or College, whether conducted on the West Valley or Mission College campus or elsewhere including, but not limited to, the use of headsets, walkmans, cellular telephones or pagers in the classroom.

6. Abusive behavior directed toward, or hazing of, a member of the campus community on or off campus property, including verbal abuse, harassment, intimidation, bullying or the threat of abuse, to the person or property of any member of the campus community, or of members of his or her family.

7. Engaging in disorderly conduct, habitual profanity or vulgarity, gambling, lewd, indecent, obscene or offensive behavior on District-owned or controlled property or at any District or College-sponsored or supervised function or activity.

8. The unlawful sale, possession, use or distribution of any drug or substance controlled by state or federal law on District or College-controlled property or at any District or College-sponsored or supervised function. Such drugs or substances include but are not limited to legally controlled hallucinogens, narcotics, depressants, stimulants, marijuana and its products, toluene, and alcoholic beverages. This regulation does not apply to lawful possession of prescription drugs by the person named on the prescription or possession of contraband drugs or substances by peace officers and College instructors for use as evidence or teaching aids.

9. Theft of, or intentional damage to, campus property, or property in the possession of, or owned by, a member of the campus community or theft of software by copying; unauthorized entry into, unauthorized use of, or misuse of campus property to include “computer piracy” which is unauthorized entry into information which is campus property.

10. Illegal operation of a motor vehicle on the West Valley or Mission College campus.

11. Knowing possession or use of explosives, dangerous chemicals or deadly weapons on campus property or at a college function.

12. Violation of any order of the President, notice of which had been given prior to such violation and during the academic term in which the violation occurs, either by publication in the campus newspaper, or by posting on an official bulletin board designated for this purpose, and which order is not inconsistent with any of the other provisions of this Section.

13. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension or probation pursuant to this Section.

14. Littering on campus property including grounds, facilities and parking lots.

15. Unauthorized preparation, giving, selling, transfer, distribution, or publication for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction.

STUDENT DISCIPLINARY ACTIONS AND PROCEDURES

Pursuant to California Education Code 76030 - 76037, the following types of discipline may be initiated at any time when a student is found to be in violation of the policies or rules and regulations of the West Valley-Mission Community College District or its colleges. College authorities will determine which type of action is appropriate. Any member of the college community (i.e., faculty, staff, and student) may file a written complaint with a college administrator against any student for misconduct.

Prior to initiation of these formal disciplinary actions, the parties involved are highly encouraged to seek resolution through informal efforts. Should either party wish to pursue an informal resolution, appropriate college personnel (counselor, department chair, division chair, dean, and/or the Vice President of Student Services) are available to meet with the parties to mediate and assist with these informal efforts.

Types of Disciplinary Actions:

1. Official Warning (Education Code Section 76031). An official warning is a written notice from the Vice President of Student Services or a designee of the President to the student that states if the misconduct is continued, it may result in further disciplinary action. Written official warnings shall not be made a part of the student’s permanent record.

2. Removal from Class (Education Code Section 76032). An instructor may remove a student from his or her class when the student’s conduct interferes with the instructional process. The duration will be for the day of removal and may extend through the next class meeting, or a total of two consecutive class meetings. If the student removed by an instructor is a minor, the college President or the President’s designee shall ask the parent or guardian of the student to attend a parent conference with the instructor regarding the removal as soon as possible. If the instructor or the parent or guardian so requests, a college administrator or a representative of the college President shall attend the conference. During the period of removal, a student shall not return to the class from which he or she was removed without the concurrence of the instructor of the class. The student has the right to return to class after two (2) class meetings, pending further disciplinary action, if any. Nothing herein will prevent the college administrator from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal.

3. Social Probation (Education Code Section 76031). Social probation is a written notification of the decision and the type of disciplinary action being imposed. A record of the disciplinary action will be entered in the student’s discipline file and will be maintained in the Office of the Vice President of Student Services.

4. Official Reprimand (Education Code Section 76031). A reprimand is a written notice of the violation of specific rules from the Vice President of Student Services or a designee of the President. A student receiving a reprimand is formally notified in writing that continued conduct of the type described in the reprimand may result in more severe disciplinary actions. A copy of the official reprimand shall be placed in the student’s discipline file and will be maintained in the Office of the Vice President of Student Services.

5. Probation (Education Code Section 76031). Probation consists of the exclusion of the student from participation in specified or all extra-curricular College activities. Extra-curricular College activities are defined as College-related activities for which the student receives no academic credit. The written notification of social probation shall set forth the reason or reasons for the imposition of this disciplinary action, the activities to which the exclusion applies, and the length of time for which it is to be imposed. Social probation shall be imposed for a period not to exceed one (1) semester by the
President or his/her designee. A copy of the written notice of social probation shall be served to the student and shall be placed in the student’s discipline file maintained in the Office of the Vice President of Student Services, and shall also be placed on the student’s permanent record.

6. Restitution (Education Code Section 76031). Restitution consists of the reimbursement of damages to or misappropriation of District property, the property of a member of the College community, or of a visitor on the West Valley or Mission College campuses. Restitution may take the form of appropriate personal services to repair, restore or otherwise compensate for the damage or injury done, and may be made a condition of continued attendance at the College. The President or his/her designee shall inform the student in writing of the amount to be reimbursed to the college and the length of time provided for reimbursement. A copy of the restitution requirement will be placed in the student’s discipline file maintained in the Office of the Vice President of Student Services, and shall also be placed on the student’s permanent record.

7. Disciplinary Probation (Education Code Section 76031). Disciplinary probation is a lesser sanction than suspension. Probation requires the student to adhere to specific written terms and conditions defined by the College Hearing Board, Vice President of Student Services, or the Vice President’s designee. The terms of probation shall bear a reasonable relationship to the violation committed by the student. The sanction may include, but need not be limited to, ineligibility to participate in college or student-sponsored activities including public performances and may be imposed upon an individual student or group(s) of students. Disciplinary probation may be imposed for a period not to exceed one year.

Should the student violate one or more of the terms of the probation during the probationary period, the Vice President of Student Services will impose a more stringent disciplinary action such as suspension. The student will be notified in writing. The Vice President of Student Services shall also immediately notify the President. A record of the disciplinary action shall be placed in the student’s discipline file maintained in Office of the Vice President of Student Services, and shall also be placed in the student’s permanent record.

8. Interim/Emergency Suspension (76030). In those cases where an immediate suspension is required in order to protect lives or property, or to ensure the maintenance of order, the College President or the President’s designee may summarily suspend a student for a period not to exceed ten (10) instructional days provided that, within the ten-day period, a reasonable opportunity for a disciplinary hearing is provided to that student (California Education Code, Section 66017). Interim suspension is outlined below in the Due Process Procedures section. Records of the interim suspension shall be retained in the Vice President of Student Services Office and in the student’s permanent record. The President shall report an Interim/Emergency Suspension to the Board of Trustees at its next regular meeting.

9. Disciplinary Suspension (Education Code Sections 66017; 76030; and 76031). Disciplinary suspension is the exclusion from the campus and other privileges or activities for a definite period of time. Disciplinary suspension serves as a penalty against a student for repeated, continued, or serious violations of the College’s Student Code of Conduct, rules, policies, or regulations. A student may be suspended (a) for one (1) or more classes for up to ten (10) days of instruction; (b) from one (1) or more classes for the remainder of the school term; or (c) from all college classes and activities for one (1) or more terms. A suspended student may be prohibited from occupying any portion of the College’s property or participating in any campus or college activities. During the term of the suspension, the suspended student will not be permitted to enroll in classes at West Valley-Mission Community College District. Disciplinary suspensions shall be initiated by the Vice President of Student Services and are subject to the due process procedures outlined below in the following section. The President shall report a disciplinary suspension of any student to the Board of Trustees at its next regular meeting after the suspension has been imposed. A copy of the suspension notice, including the reason for the suspension, shall be placed in the student’s discipline file maintained in the Office of the Vice President of Student Services, and shall also be placed in the student’s permanent record.

10. Expulsion (Education Code Section 76030). An expulsion for good cause is a permanent termination of student status with re-admission to the College upon the express approval of the Board of Trustees. A student may be expelled only by the Board of Trustees after notice has been given and a hearing conducted in accordance with the procedures set forth in the Due Process Procedures section. The Board of Trustees shall expel a student for misconduct whenever other means of correction have failed to bring about proper conduct or when the seriousness of the situation warrants such disciplinary action. A copy of the expulsion notice, including the reasons for the expulsion, shall be placed in the student’s discipline file maintained in the Office of the Vice President of Student Services, and shall also be placed in the student’s permanent record.

Any suspension or expulsion shall preclude enrollment at any and all colleges within the District during the period of suspension or expulsion.

DUE PROCESS PROCEDURES

Consistent with Education Code Sections 66017 and 76030, the student disciplinary actions of interim/emergency suspension, disciplinary suspension, and expulsion are subject to the due process and appeal procedures described herein.

In cases where disciplinary actions have been ineffective in halting student misconduct or the magnitude of the misconduct warrants more severe disciplinary action, the College will initiate the process for a suspension or expulsion. When the decision is made to initiate such a process the representative of the College or other individuals who have knowledge of the violation of the student conduct standards will submit a written account to the Vice President of Student Services. The Vice President of Student Services, or designee will deliver in person, or provide via certified mail (accompanied by a return receipt) to the student a copy of the charges against him/her. The charges will list the specific violation(s) of the District Student Discipline Policy, a factual summary of the alleged misconduct, other relevant information, and notice of the due process hearing and appeal procedures. If the student is a minor, the parent or guardian shall also be provided notice of the due process hearing and appeal procedures. The following outlines the procedures:

1. The Vice President of Student Services shall administer these procedures and take appropriate action, subject to the approval of the President and the Chancellor as required herein or as otherwise required by law.

2. Disciplinary action taken under these procedures may be taken regardless of anticipated, pending or completed civil or criminal proceedings arising out of the same act or event.

3. Alleged student misconduct of a serious nature to warrant consideration of suspension or expulsion shall be reported to the Vice President of Student Services and when reported to or discovered, the Vice President of Student Services shall initiate an investigation of the charges. Should the Vice President of Student Services deem it appropriate to pursue disciplinary actions against the student, he/she shall arrange a meeting with the student prior to issuance of formal charges, at which time the student shall be informed that an investigation is being conducted.

4. If the student is a minor, the student’s parent or guardian shall also be provided notice of the due process procedures.

5. Following issuance of formal charges, the student has the right to request a hearing to present information and/or evidence supporting his/her case.

Should the student fail to request a hearing, the Vice President, after due investigation and deliberation, shall proceed to impose whatever disciplinary action he/she deems appropriate or recommend appropriate action to the President.

If the student requests a hearing, he/she shall be afforded one of the following options:

a. A hearing before the Vice President of Student Services /designee, or
b. A hearing before the College Hearing Board. (For a description of College Hearing Board see the College Hearing Board section).

The Vice President of Student Services shall set the time, date, and location for the hearing.

6. Proceeding under option 5a, where a student requests a hearing before the Vice President of Student Services:

a. The Vice President of Student Services, or the designee, shall discuss the accusation with the student. The Vice President of Student Services and the student or his/her representative shall have the right to call, examine, and cross-examine witnesses. The Vice President of Student Services then may consider any relevant evidence or information presented in the matter, take or recommend disciplinary action if appropriate, and inform the student that if he/she disagrees with the disciplinary action, he/she may appeal to the President for review of the disciplinary action by so informing the President in writing (see Student Appeal Procedures).

b. Following the hearing, in any case where disciplinary suspension is recommended by the Vice President of Student Services, the action shall be reported to the College President within ten (10) business days. The President shall either approve or disapprove the action within five (5) business days of receipt of the disciplinary suspension recommendation. If the President approves, he/she shall impose disciplinary suspension.

c. The President, at his/her discretion, may stay the disciplinary suspension, if he/she feels that the stay of such will not endanger any individual or the College.

d. If after notification, the student fails to appear at the hearing before the Vice President of Student Services, the Vice President may declare the student in default, and proceed as if the student were present at the hearing.

7. Proceeding under Option 5b., where the student requests a hearing before the West Valley or Mission College Hearing Board:

a. The Vice President of Student Services or designee shall schedule a meeting of the College Hearing Board within ten (10) working days.
b. The Vice President of Student Services shall provide the student and the College Hearing Board with a written statement of the charges against the student, and any other relevant information.

c. The student may select a representative to assist him/her in his/her presentation before the College Hearing Board. If the student is to be represented by legal counsel, he/she must notify the President of the fact at least seven days prior to the date of the scheduled hearing. An attorney shall not represent the student unless, in the judgment of the College, complex legal issues are involved. The Vice President of Student Services or the College Hearing Board may request legal assistance; any legal advisor provided to the College Hearing Board may sit in an advisory capacity to provide legal counsel but shall not be a member of the panel or vote with it.

d. If the student fails to appear at the time and place designated for the hearing, the College Hearing Board may proceed in his/her absence, declaring him/her to be in default.

e. The Vice President shall have the proceedings of the College Hearing Board recorded at the meeting, either stenographically or electronically, and the such record shall be maintained at the Office of the Vice President of Student Services for a period of three (3) years.

f. The hearing before the College Hearing Board shall be conducted in a manner conducive to the determination of the truth. It is not contemplated or required that the hearing be conducted with the formality of a legal proceeding. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

g. At the hearing, unless the College Hearing Board determines to proceed otherwise, the Vice President of Student Services or designee and the student shall be permitted to each make an opening statement. Thereafter, the Vice President of Student Services or designee shall first present any relevant evidence in his/her opening argument regarding the alleged misconduct; the student may then present any relevant evidence which he/she may have. The Vice President of Student Services or designee may present rebuttal evidence after the student completes his or her presentation. The Vice President of Student Services or designee and the student or his/her representative shall have the right to call, examine, and cross-examine witnesses. Written statements, if any, shall be submitted under penalty of perjury.

h. After submission of all relevant evidence, the College Hearing Board shall immediately meet in private, and based upon the evidence presented to it, determine the truth of the charges and the recommended disciplinary action, if any, to be imposed upon the student. Upon reaching its decision, the College Hearing Board shall forward the findings of fact to the President within ten (10) business days. If the President concurs in the recommendations, he/she shall advise the College Hearing Board in writing, and recommend the appropriate disciplinary action. Appropriate disciplinary action may include specific sanctions, terms and conditions.

i. The Vice President of Student Services and the student shall be given written notice of the decision of the College Hearing Board and the discipline or sanctions recommended to be imposed within five (5) working days. The Vice President shall implement such disciplinary action, except as provided in the following paragraph of this section.

j. If the recommended disciplinary action involves disciplinary suspension, the College Hearing Board shall forward the findings of fact to the President within ten (10) business days. If the President concurs in the recommendations, he/she shall impose disciplinary suspension. If the President disapproves, he/she shall advise the College Hearing Board within five (5) business days. Any student who has held a recommendation of disciplinary suspension imposed against him/her has the right of appeal to the President. The President, at his/her discretion, may stay the disciplinary suspension, if he/she feels that the decision to stay will not endanger any individual or the College. If the proposed disciplinary action recommended is suspension, the President shall initiate proceedings before the Board of Trustees, as set forth in section titled Procedures Before the Board of Trustees.

k. If, at the conclusion of the hearing before the College Hearing Board, the student wishes to appeal the disciplinary imposed or recommended, he/she shall immediately inform the Vice President of Student Services in writing (see Student Appeal Procedures section). Appeals concerning expulsion shall be scheduled for a hearing before the Board of Trustees by the President. Appeals concerning other forms of disciplinary action shall be directed to the President for disposition.

College Hearing Board

1. The membership of the College Hearing Board shall be as follows:
   a. Students. Two (2) students each appointed to an annual term by the Student Senate of the Associated Students of West Valley or Mission College for a one (1) year term, and who shall be appointed not later than the third week of the fall semester.
   b. Faculty. Two (2) faculty members each appointed by the Academic Senate for a one (1) year term, and who shall be appointed not later than the third week of the fall semester.
   c. Classified. Two (2) classified employees appointed by the Classified Senate for a one (1) year term, and who shall be appointed not later than the third week of the fall semester.
   d. Administration. A member of the administrative staff of the College shall be appointed by the President for a one (1) year term. The Vice President of Student Services cannot serve in this capacity.

2. As an administrative agency of the College, the College Hearing Board shall be responsible to the President for acting, reviewing, and making recommendations relative to matters brought before it in accordance with the procedures outlined in these procedures. The College Hearing Board shall appoint one member of the panel to serve as the chairperson.

3. No administrator, faculty member, classified staff, or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on the College Hearing Board.

4. The Chairperson of the College Hearing Board shall convene a meeting of the Board at the earliest possible opportunity after appointment of members in the fall semester of each school year for the purpose of orientating the members to the responsibilities and duties of the College Hearing Board and the procedures under which it shall function and operate.

Procedures Before the Board of Trustees:

1. If the President, his/her designee, the Vice President of Student Services or the College Hearing Board, recommends expulsion, then the matter must be brought before the Board of Trustees by the Chancellor for a hearing. In accordance with these procedures (Education Code Section 72122) unless the student submits a written request for an open hearing to the President at least seven (7) days in advance of the schedule hearing. The student must also notify the President at least seven (7) business days in advance if he/she intends to attend the hearing.

2. A recitation that the student may be represented at the hearing by legal counsel, if so desired. If the student is to be represented by legal counsel, he/she must notify the President of the fact that at least seven (7) days prior to the date of the scheduled hearing. The Board of Trustees may request legal assistance; any legal advisor provided to the Board of Trustees may sit in an advisory capacity to provide legal counsel but shall not be a member of the panel or vote with it.

3. A recitation that the student may be represented at the hearing by legal counsel, if so desired. If the student is to be represented by legal counsel, he/she must notify the President of the fact that at least seven (7) days prior to the date of the scheduled hearing. The Board of Trustees may request legal assistance; any legal advisor provided to the Board of Trustees may sit in an advisory capacity to provide legal counsel but shall not be a member of the panel or vote with it.

4. The Chancellor shall have written summary of the hearing transcribed into the minutes of the meeting of the Board of Trustees, and if the hearing is conducted in closed session, these minutes shall be transcribed and kept in a separate closed session minutes book not open for public inspection.

5. If after notification, the student fails to appear at the hearing before the Board of Trustees, the Board of Trustees may declare the student in default and proceed as if the student were present at the hearing.

6. After the hearing has been declared open, the Vice President of Student Services shall make a statement and present any relevant evidence and information, either oral or documentary, which he/she has in possession. The Vice President of Student Services shall, if the matter has been heard by the College Hearing Board, present a copy of the College proceedings on the findings of fact. Upon conclusion of the presentation by the Vice President of Student Services, the student and/or parent or guardian, and/or their legal counsel, may make a statement and present any relevant evidence or information, either oral or documentary, which he/she or they may possess. Each side shall also have the opportunity to offer rebuttal evidence.

7. A prospective witness must either be sworn, or affirm to tell the truth. In the absence of both, the Board of Trustees may deny him/her the right to testify, or may proceed with the hearing, giving consideration to this fact when deliberating the testimony. Witnesses shall be subject to cross-examination by the other party, and inquiry of the members of the Board of Trustees. Written statements of absent witnesses shall be received only if submitted as affidavits or declarations under penalty of perjury. 
6. Upon hearing all relevant evidence and information submitted, any final statements of the Vice President of Student Services, and/or the student, parent or guardian (if the student is a minor), and/or their counsel, the Board of Trustees shall confer in private and consider the evidence presented and reach its determination in the matter. When these deliberations are completed, the Board of Trustees shall reconvene in open, public session and announce its decision by recording a vote on the matter into the minutes of the meeting which shall be open to public inspection.

7. Within ten (10) days after the Board of Trustees takes its final action, the President shall deliver to the student and/or the student’s parent or guardian, if the student is a minor or the student alone, if he/she an adult, either in person or by registered or certified mail, a letter setting forth the final action of the Board of Trustees, and a copy shall be filed in the student’s permanent record and in the files of the Board of Trustees. If the Board of Trustees expels the student, the Vice President of Student Services shall proceed to implement the disciplinary action as soon as practicable, unless otherwise directed by the Board of Trustees.

8. In any case where the Board of Trustees imposes expulsion based upon the student having disrupted the orderly operation of the College, the Board of Trustees, as part of its final action, may deny the expelled student access to the College Campus. If such condition is imposed by the Board of Trustees, the letter of notification required to be given by Paragraph 8 of this Section shall contain a statement of such condition and its duration.

9. The College shall retain records of all disciplinary investigations, proceedings, and action.

STUDENT APPEAL PROCEDURES

With the exception of recommendations of expulsions which are subject to appeal to the Board of Trustees, students may appeal the findings of the College Hearing Board to the College President. Such appeal may be based only on the following grounds:

1. Required procedures were not properly followed;
2. New evidence, not reasonably available at the time of the hearing is presented and of sufficient importance to warrant reconsideration;
3. The findings were unsupported by evidence in record made before the hearing; or
4. The sanction imposed for the violation was unreasonably harsh or inappropriate when viewed within the context of the nature of violation.

Timelines for this appeal process are delineated below:

- The student has five (5) days from receipt of the findings of the hearing to file a written appeal with the Vice President of Student Services. The Vice President of Student Services will forward this appeal to the College President.
- Upon receipt of the written appeal, the President has ten (10) days to conduct an appeal hearing and five (5) days from that appeal to hand deliver or mail (by certified mail),
- The appeal hearing shall consist of a review of the record of the student’s original and presentation of information pertinent to the grounds for the appeal.
- Upon mutual agreement between the student and the College President, time limits may be extended.

Effective Date: December 20, 2010

District Policy: Student Grievance 5530

Purpose: A grievance may arise from a decision or action that has an adverse effect on a student with respect to his/her education rights. It may arise when a student believes he/she has been denied education rights provided by college, state and federal policies, rules, or laws. A student may seek redress through the following procedures:

Procedures:

1. The complainant will first attempt to resolve his/her grievance by discussion with the person or group directly involved in the matter within five (5) working days after the occurrence of the alleged grievance.
2. If the issue is not resolved to the satisfaction of the complainant, there shall be a conference within five (5) working days of Step 1. This conference shall include the principals involved i.e., the complainant, the accused, and the immediate supervisor. Prior to arranging the meeting, the supervisor shall check with the accused to ensure that the complainant has met with the accused.
3. The supervisor shall hear from both parties and seek to resolve the matter. The supervisor shall then provide a written summary of his/her findings to the Vice President of Student Services, complainant, and respondent.
4. If the issue is not resolved satisfactorily after the complainant has completed the procedures outlined in Step 1 and Step 2, the complainant shall declare that a grievance exists and shall submit a written statement to the Vice President of Student Services. The grievance must be submitted on the Grievance Report Form within five (5) working days of Step 2. The form may be obtained from the Office of the Vice President of Student Services.
5. Step 4. With the receipt of the complainant’s written grievance and the supervisor’s Summary of Findings, the Vice President of Student Services will ensure that the grievance issues contained on the complainant’s Grievance Form are consistent with those issues contained in the supervisor’s Summary of Findings. The Vice President of Student Services may dismiss a grievance that has been determined to be inconsistent.
6. Within ten (10) working days after the grievance hearing, the Vice President of Student Services shall submit his/her recommendation(s) to the President. If the President is involved in the dispute, the recommendation(s) shall be forwarded to the District Governing Board.
7. Within five (5) working days of the receipt of the Vice President of Student Services’ recommendation, the President shall render a decision and shall forward it to the complainant and to the accused.

Procedure: Appeal Procedure

The complainant or accused may appeal the President’s decision to the Chancellor. The appeal shall be considered by the Chancellor. All final appeals will be brought before the District Governing Board by the Chancellor.

Records

All records of the grievance proceedings shall be retained in a grievance file by the Vice President of Student Services. Only the principals, who are directly involved in the grievance, the President, the Vice President of Academic Affairs, the Vice President of Student Services, and the appropriate campus supervisor, shall have access to the file.

Effective Date: January 18, 2012

Student Procedures

Procedure for:

Guided Self-Placement Tool and ESL Placement Testing:

1. It is required that students complete the guided self-placement process to help determine which Math and English classes might be more appropriate. Follow these four easy steps:
   a. Review the English and Math Course sequence in the schedule of classes.
   b. Have access to:
      - Unofficial high school transcripts
      - AP Test Scores for English and/or Math if applicable
   c. Navigate the Guided Self-Placement.
   d. Write down or take a picture of your results.

   Disability and Educational Support Program (DESP) for students: if you have a verifiable disability, you may request accommodations. Contact the DESP Office at (408) 741-2010 or TTY / DESP (408) 741-2658.

2. ESL (English as a Second Language) Placement Test

Go to westvalley.edu/admissions/assessment/ to see available testing dates

a. Please arrive on time - No late arrivals! No appointment needed
b. Need a Student ID number? (Register online or at Admissions and Records office before taking the test)
c. Bring Student ID, a pencil, and cash or credit card for $3 parking fee
d. Allow 2.5 hours for the test and ESL program introduction
Audit Policy and Procedure
The Colleges of the District allow auditing of courses with the exception of courses in programs that require special presentation and/or program admis¬sions on a limited basis. Each college department will determine which courses may be audited. Priority in class enrollment shall be given to students enrolled in the course for credit toward a degree or certificate. An auditing student is a class observer who attends the class without the requirement of taking tests or completing assignments. The auditing student must submit a college application (if not already enrolled at the college for the given term).

To audit a course, students:
1. Attend the first class meeting and request permission to audit the course from the instructor. Students must receive approval from the specific instructor by the last day to add the course each term.
2. Obtain and complete an Audit Form from Admissions and Records.
3. Bring the Audit Form to the Admissions Office by the third week of the term with a payment of $15/unit fee. Students enrolled in classes to receive credit for ten or more semester units shall not be charged a fee to audit three or fewer units per semester.

High school and F-1/1-20 students are not allowed to audit a course. A student may enroll as an auditor the week after the late registration period is concluded because those students taking the course for credit have first priority for all class-room space. Enrollment as an auditor is a manual process and the student must complete an “Audit Form” that is signed and approved by the instructor and submitted to the Office of Admissions and Records. No student auditing a course shall be permitted to change his or her enrollment to receive credit for the course. An auditing fee as established by California Education Code is payable at the time of enrollment as an auditor, with the exception of students enrolled in ten or more semester units auditing a course with three or fewer semester units.

Procedure for:
Concurrent Enrollment for High School Students
1. Complete an online application. (Go to westvalley.edu, CLICK APPLY NOW) 24 hours after completing an online application: Check your e-mail for the West Valley ID number. Add it to your paperwork. Returning high school students need to file an updated online application and a complete Concurrent Enrollment packet each semester.
2. Review class offerings. Go to westvalley.edu and click Schedule of Classes. Classes numbered 9000 above (basic skills) and kinesiology classes are NOT available for concurrently enrolled students. Enrollment is limited to 8 units within the district.
3. Print and complete the Concurrent Enrollment Form and Parental Consent for Treatment of Minor form. Meet with your high school counselor.
4. Prerequisites: Check the Schedule of Classes to see if your class requires a prerequisite. If your class requires a prerequisite, submit a copy of your high school transcript (with report cards) or AP scores and/or college transcript to WAssessment@wvm.edu prior to your registration date. Be sure to include your West Valley ID number and the course you want to take on your transcripts/ copy of AP scores.
5. All students must complete the Guided Self-Placement prior to registration. https://www.westvalley.edu/Admissions/Assessment/
6. Check to see if a class(es) has space. Go to westvalley.edu/wvportal/searchsections.html to log in and required.
7. High school students that are California residents do NOT pay any enrollment fees but are responsible for any class fees (ex: lab fees), the Health Center fee, testing fees (ex: Counseling classes), textbooks and supplies. (ex: art supplies, Scantron forms, etc.)
8. Submit your application and all required paperwork to the WV Assessment Office WAssessment@wvm.edu

Procedure for: Transferring into West Valley College
1. Complete an application to the college indicating transfer from another college.
2. Complete a transcript evaluation form in the counseling building. Only credits earned at an accredited college/university are eligible for transfer credit.
3. Students must have completed a minimum of 12 units at the college before an evaluation will be completed.
4. Attach official transcripts (in a sealed envelope) and/or official AP reports to your transcript evaluation form.
5. Once evaluation is completed, the student will receive an email notification.
6. Student schedules an appointment with a West Valley College counselor to review the evaluation.
7. The evaluated units become part of the student’s permanent record at the college and cannot be removed.
8. Major requirements must be approved by the West Valley College department chair and are not included in the evaluation.

Grading System

Evaluative Grade Symbols
Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student’s grade point average. The highest grade shall receive 4 points and the lowest grade shall receive 0 points, using only the following evaluative symbols, except if a student receives a non-evaluative grade symbol (see below):

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass (at least satisfactory, units awarded not counted in GPA)</td>
<td>No value</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass (less than satisfactory, units not counted in GPA)</td>
<td>No value</td>
</tr>
<tr>
<td>SP</td>
<td>Satisfactory progress (satisfactory progress for noncredit courses only, units not counted in GPA)</td>
<td>No value</td>
</tr>
<tr>
<td>EW</td>
<td>Excused Withdrawl (units not counted in GPA and/or academic progress)</td>
<td>No value</td>
</tr>
</tbody>
</table>

A student’s grade point average on this 4.00 scale is calculated in the following manner: the grade points for each course in which the student is enrolled are first determined by multiplying the grade point value for the grade awarded times the number of semester units represented by the course. Next, total grade points are summed for all courses in which a grade of A, B, C, D, or F has been awarded. This total is then divided by the total number of units for all courses in which one of these five grades was awarded.

Pass/No Pass
Courses may be offered in either or both of the following categories (as referenced in The California Code of Regulations, Title 5 §55732):
1. Courses in which all students are evaluated on a “Pass/No Pass” basis.
   a. When a course is offered in which credit is awarded on the basis of a single satisfactory standard of performance, the “Pass/No Pass” grading standard must be utilized. Pass (P) shall be awarded for meeting that standard and No Pass (NP) for failure to do so.
   b. Transfer of Credit Units: A student is responsible for checking with a counselor or transfer institution to determine any limitation on the transfer of credit units.
   c. Maximum Number of Credit Units: A maximum of 20 credit units of the “Pass/No Pass” type may be applied toward the completion of the associate degree; units earned on a Pass/No Pass basis shall not be used to calculate grade point averages. Pass/No Pass units attempted for which No Pass (NP) is recorded, however, shall be considered in probation and progress dismissal procedures.
2. Courses in which a student may elect on registration, or within a prescribed period, not to exceed the first 30 percent of the term, whether the basis of evaluation is to be “Pass/No Pass” or a letter grade.
   a. Courses in which such option exists will be so designated by the Department Chair in consultation with appropriate members of the Division faculty within each College.
   b. The utilization of courses graded on a “Pass/No Pass” basis to satisfy major or certificate requirements must be approved by the Department Chair in consultation with appropriate members of the Division faculty within each College.
   c. A maximum of 20 units toward an Associate degree may be applied from courses in which the student has elected a “Pass/No Pass” option.

Satisfactory Progress
Title 5, section 55023 includes SP as an official grading designation. This evaluative symbol is defined as “Satisfactory Progress towards completion of the course used for noncredit courses only and is not supplanted by any other symbol.” The adoption of this new grading designation was preceded
by a substantial vetting process that was initiated in 2009 when the effort of establishing a grading system for all noncredit providers began. The SP designation completes the list of noncredit progress indicators, which already includes P (passing) and NP (no pass). These two grade indicators have been in existence but were insufficient on their own because the progress of noncredit students cannot be divided into passing and non-passing cohorts without losing track of efforts made towards attendance and course completion by students who, for a variety of reasons, cannot complete their courses in a single academic term.

Noncredit apportionment is based on positive attendance, which means that noncredit institutions are reimbursed by the state only for students who are attending classes. Because of the open entry – open exit system of noncredit institutions, students are free to come and go from the class of their choosing. Students with the fewest hours of attendance earn an NP grade because they are not able to achieve the course outcomes in the limited time they attend. Students with P grades normally attend school more consistently and are able to achieve the course outcomes. The SP designation shows that students are progressing and have acquired some of the skills and knowledge needed to achieve course outcomes but still have work to do. The SP designation is therefore a reflection of student progress and success.

A grade of SP may be awarded to a student who has met at least one of the following criteria:
• Did not attend enough class meeting (e.g. added to class too late) to adequately learn the materials
• Demonstrated improvement/making progress, but not enough to pass
• Showed consistent effort, but overall low scores
• Has imbalanced skills
• Missed several class meetings for a legitimate reason and exhibits potential for successful completion of program level when able to attend for the duration of the term

Nonevaluative Symbols

1. I - Incomplete
   a. The grade "I" may be recorded when students doing passing work and regularly attending at least 75% of a course are unable to take the final exam or otherwise complete the course because of illness or other unforeseeable emergency and justifiable reasons. Conditions for the removal of the "Incomplete" shall be set forth by the faculty member in a written record which also indicates the grade assigned in lieu of removal. The student will receive a copy of this record and a copy will be filed by the Director of Admissions and Records or the responsible Vice President. A final grade will be assigned by the faculty member when the stipulated work has been completed and evaluated. The 'I' grade shall not be used in either calculating units attempted or for the computation of the grade point average.
   b. An "Incomplete" grade must be made up no later than one year following the end of the term in which it was assigned. Established College procedures may be utilized to request a time extension in cases involving unusual circumstances.

2. IP - In Progress
   a. This symbol is to be used in the student’s permanent record to confirm enrollment and to indicate that the class extends beyond the normal end of the term. It indicates that work is “In Progress” and that unit credit and a grade will be assigned when the course is completed.
   b. If a student enrolled in an open-entry, open-exit course is assigned an “IP” grade and does not re-enroll for the subsequent attendance period, the faculty member will assign an evaluative symbol, in accordance with evaluative symbols in 5.6.5(a) above, to be recorded on the student’s permanent record for the course. The “IP” grade shall not be used in the computation of grade point average.

3. RD - Report Delayed
   a. This symbol is to be used only by the Director of Admissions and Records or the designee of the responsible Vice President for the purpose of indicating that there has been a delay in reporting the grade due to circumstances beyond the control of either the student or the Admissions and Records Office. It is to be replaced by a permanent symbol as soon as possible.
   b. The “RD” grade shall not be used in the computation of the grade point average.

4. W - Withdrawal
   a. The student may withdraw from a semester length class through the end of the 2nd week and no notation will be made on the student’s academic record. In courses of less than a regular semester’s duration, a student may withdraw prior to the completion of 10 percent of the period of instruction and no notation will be made on the student’s record.
   b. Thereafter, a student may withdraw from a semester-length class, whether passing or failing, at any time through the last day of the twelfth week of instruction and a “W” grade shall be authorized. In courses of less than a regular semester’s duration, a student may withdraw prior to the completion of 75 percent of the period of instruction and a “W” grade shall be authorized.
   c. The academic record of a student who remains in class beyond the time periods set forth above must reflect an authorized symbol other than “W.” However, after the end of the twelfth week (or after 75 percent of the period of instruction in courses of less than a regular semester’s duration), withdrawal may be authorized in the case of extenuating circumstances beyond the control of the student. In such cases, the student must submit a petition in accordance with established procedures. Approved withdrawal, under the conditions set forth, shall be recorded as a “W.”
   d. A student is only allowed to attempt a three times when they receive a W, NP, D or F grade. The student will have to visit Admissions & Records to request the third and final repeat in person during the registration period.

5. MW - Military Withdrawal
   a. “Military Withdrawal” occurs when a student who is a member of the active or reserve United States military service receives orders necessitating a withdrawal from classes. Upon verification of such orders, the withdrawal symbol of “MW” shall be assigned. Military Withdrawals shall not be counted in “satisfactory progress” probation and dismissal calculations. Further, the following courtesies are available to the student:
   i. In lieu of an “MW” symbol, a student may directly petition the faculty member for an Incomplete (“I”) grade. If granted, the student will receive an “IMW.” This grade will default to a “MW” grade as opposed to one of the standard letter grades if the student fails to ever complete the class.
   ii. In the case of a student who is an active or inactive member of the military service and who receives orders compelling a withdrawal from courses, the District shall, upon petition of the affected student, refund the entire enrollment fee for courses in which academic credit is not awarded.

   b. Appeals of Withdrawal Decisions: A student may appeal a decision regarding withdrawal in accordance with District policy, 5.21 (Student Grievances and Appeals) and the California Education Code. The District shall maintain procedures for such appeals and those procedures shall be published and widely available to students.

6. EW - Excused Withdrawal
   (In accordance with Title 5, section 55024(e), the governing board of a district shall adopt an EW procedure based upon verifiable documentation supporting the request. An EW is acceptable when a student withdraws from a course(s) due to reasons beyond their control, which include but are not limited to, the following:
   a. Job transfer outside the geographical region;
   b. Illness in the family where the student is the primary caregiver;
   c. An incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term (In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student’s behavioral violation or if the student requested and was granted a mid-semester transfer);
   d. The student is the subject of an immigration action;
   e. Death of an immediate family member;
   f. Chronic or acute illness;
   g. Verifiable accidents; or
   h. Natural disasters directly affecting the student.

Verifiable documentation can include, but is not limited to a note from a doctor stating the student is not currently able to complete the work due to illness, employment verification of a new job, a booking report, police report of an accident, or any other documentation that proves the student's completion of a course is impractical. The Chancellor’s Office defines impractical as impossible due to reasons beyond the student’s control. The determination shall be made by the local college’s admissions and records office.

A student may request to use an EW for only one course or all courses in a term depending on the reason for the request. It is possible a student, based on an Illness for example, is not able to participate in an in-person course but is able to continue with online courses. Colleges should use individual case facts to determine the continuity of some courses and not others.
A student with an approved EW grade may file a petition with the district requesting a refund of the enrollment fee. Therefore, the governing board of a district shall adopt a procedure for refunding the entire fee for an approved EW grade, unless the student is awarded academic credit or they received a grant paying for the enrollment fee or waiver of these. Units for courses assigned an EW grade may be included in FTES calculations and reporting. In accordance to Title 5, section 55024 (e), an EW symbol may be requested by the student at any time during the semester and no later than the date when WVMCCD the district/college policy allows a grade change. Excused Withdraw shall not be counted in progress probation or dismissal calculations nor shall it be counted towards the permitted number of withdrawals or counted as an enrollment attempt. The financial aid of a student may be affected depending on individual circumstance. A student should consult with the financial aid staff regarding any impact. These guidelines are to be effective immediately. All districts shall communicate the option of an EW to all students in the same method other withdraw options are communicated. This can be via grading policy publications, website postings, course catalog, and/or petition forms.

Inclusion/Exclusion of Units Attempted
The determination of the applicability of the policy on academic probation and dismissal will be based on the inclusion of:
1. All units in which the student has been officially enrolled, except those in which the student has been assigned a grade or non-evaluative symbol of “W,” “MW,” “EW,” “F,” “NP,” “SP,” “I,” “RD,” or “IP” when computing grade point average.
2. All units in which the student has been officially enrolled, except those in which the student has been assigned a non-evaluative symbol of “MW,” “EW,” “RD,” or “IP” when applying the satisfactory progress rule.
3. All District units in which the student has been enrolled will be utilized in determining the applicability of the policy on academic probation and dismissal.

Course Repetition
1. Course Repetition: Grade Alleviation
   a. A student who has earned a grade of “D,” “F,” or “NP” in a credit course at any College in the District may repeat the course for the purpose of grade alleviation.
   b. A student may repeat a credit course for purposes of grade alleviation three times. A student may petition the appropriate College appeals body for permission to repeat a course more than once, but the petition will be granted only based on a finding that unusual circumstances exist which justify a second repetition.
   c. Upon satisfactory completion of the repeated course, the last grade earned in the repeated course is used in the computation of the grade point average.
   d. In no case will the unit value of the repeated course be counted more than once.
   e. The permanent academic record shall be annotated in such a way that a true and complete record is maintained. Academic renewal is not reversible once posted to the transcript.
2. Course Repetition: Special Circumstances
   a. Under special educationally justifiable circumstances, repetition of credit courses other than those for which substandard work has been recorded may be permitted.
   b. A student may petition the appropriate College appeals body to authorize course repetition consistent with the California Code of Regulations, Title 5, § 55762-3.

Academic Renewal
Pursuant to California regulations governing community colleges, a student is permitted to request that substandard academic work (D, F, NP or NC) be disregarded from his/her cumulative grade point average when such work does not reflect current demonstrated ability or level of performance. A maximum of 24 units of course work may be requested from either one or both colleges in the student’s cumulative grade point average.

A student who wishes to qualify for a degree, certificate, or transfer may petition the designated academic appeals committee at their college of attendance by submitting their petition to the appropriate college office. Academic renewal does not guarantee that other colleges will accept this action. The acceptance of academic renewal is at the discretion of the receiving institution.

Limitations to Academic Renewal:
1. A maximum of 24 units of work which is substandard (D, F, NP, NC) and not reflective of the student’s present scholastic level of performance may be alleviated and disregarded in the computation of grade point average.
2. A period of at least two semesters must have elapsed since the most recent work to be alleviated was completed.
3. Subsequent to the semester(s) for which academic renewal is sought, the student must have completed an additional 12 semester units of study in the District or at another accredited institution with a cumulative grade point average of at least 3.00 or 24 semester units of work with a cumulative grade point average of at least 2.00.
4. The College will disregard courses selected by the student in consultation with a Counselor.
5. The academic renewal policy will ordinarily be applied only when alleviation of prior work is necessary to qualify a student for: a program, transfer to another institution, completion of a certificate program or graduation from the College.
6. Determination of the applicability of this policy will be made only following formal application to the appropriate College appeals body.
7. When academic work is alleviated, the permanent record shall be properly annotated in a manner to ensure that all entries are legible, and that a true and complete record is maintained. Academic renewal is not reversible once posted to the transcript.
DISCRIMINATION & SEXUAL HARASSMENT

VOCATIONAL EDUCATION NON -DISCRIMINATORY POLICY

Vocational Education Programs are offered at West Valley College without regard to race, color, national origin, sex or disability. Admission to the College is open to high school graduates and to persons 18 years of age and older who show evidence that they can profit from instruction, including those who have passed the High School Proficiency Exam or the test of General Educational Development (GED). Verification of eligibility must be included with the application.

While the lack of college-level English skills may not be a barrier to admission and participation in the college’s vocational education programs, it is recommended that students take assessment and see a counselor for adequate class selection.

In accordance with approved District Policy and Procedure, the following individuals are designated as the Responsible Officer for grievances, complaints and questions.

• For sexual harassment or discrimination
  The Associate Vice Chancellor
  West Valley College, Personnel Office
  14000 Fruitvale Avenue
  Saratoga, CA 95070-9698
  (408) 741-2060

• If you are a student seeking a reasonable accommodation under Section 504 or the ADA Act, see
  Disability and Educational Support Program
  West Valley College
  14000 Fruitvale Avenue
  Saratoga, CA 95070-9698
  Coordinator: Cheryl Miller
  (408) 741-2010

PÓLIZA QUE PROHÍBE DISCRIMINACIÓN

La admisión al Colegio está abierta para los graduados de la escuela de secundaria y para las personas mayores de 18 años de edad o los que muestran evidencia que ellos pueden beneficiarse de la educación que reciben, incluyendo aquellos que han pasado el Examen de Habilidad en la Secundaria o el Examen de Desarrollo Educativo General (GED). La prueba de elegibilidad debe ser incluida con la aplicación.

La falta de conocimiento del lenguaje Inglés no es un obstáculo para la admisión y participación en los Programas de Educación Vocacional del Colegio.

Según la Póliza y Procedimientos aprobados por el Distrito los siguientes individuos han sido nombrados como los Representantes Responsables de quejas, agravios y preguntas a cerca de:

• Acoso sexual, Título IX, e Igualdad de los sexos.
  The Associate Vice Chancellor
  West Valley College, Personnel Office
  14000 Fruitvale Avenue
  Saratoga, CA 95070-9698
  (408) 741-2060

• Si usted es estudiante buscando acomodación razonable bajo Sección 504 de la Ley para Americanos Incapacitados (ADA) diríjase a:
  Disability and Educational Support Program
  West Valley College
  14000 Fruitvale Avenue
  Saratoga, CA 95070-9698
  (408) 741-2010

WEST VALLEY COLLEGE NON-DISCRIMINATION STATEMENT

ENGLISH | ESPAÑOL | VIỆT

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

El Distrito, y cada individuo que lo representa, proveerá acceso a sus servicios, clases, y programas sin tener en cuenta la nacionalidad de origen, religión, edad, género, identidad de género, expresión de género, sexo, raza o etnia, color, condición médica, información genética, ascendencia, orientación sexual, estado matrimonial, minusvalía física o mental, embarazo, estado militar incluyendo tanto aquellos en servicio como a los veteranos, o porque a él/ella se le perciban una o más de las mencionadas características, o por asociación con una persona o grupo con una o más de estas características ya sean reales o percibidas.

Đại Học Cộng Đồng Mission và West Valley và mỗi cá nhân sẽ cung cấp quyền truy cập vào các dịch vụ lớp học và chương trình mà không cần phân biệt về nguồn gốc quốc gia, tôn giáo, giới tính, tuổi tác, chủng tộc, hoặc dân tộc, màu da, tình trạng sức khỏe, thông tin di truyền, tổ tiên, khuynh hướng giới tính, tình trạng hôn nhân, khuynh hướng để thay đổi màu sắc hoặc hình dạng, hoặc tình trạng trong quá khứ và futuro của người đó có cảm nhận về một hoặc nhiều đặc điểm nói trên, hoặc người đó có liên hệ với một người khác, hoặc nhóm khác có một hoặc nhiều đặc điểm thực tế hoặc nhận thức này.