

FULL-TIME FACULTY HANDBOOK

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ACADEMIC SERVICES

The College's Table of Organization is updated regularly and details major areas of coordinating responsibility for programs in the Office of Academic Services. See this document on the College's website: www.laspositascollege.edu.

Faculty Standards

Faculty at Las Positas College have been selected with considerable care and with particular attention to their ability to give freely of their knowledge and talents to students. Each faculty member is asked to assume the personal and professional obligations which inhere in a career as college teacher, counselor, librarian, or faculty on special assignment. The faculty are expected to meet the faculty standards by demonstrating excellence: in working with students; in collegial participation; in professional and personal enrichment; and in professional responsibilities.

15C.2 Excellence in Working with Students

See details in Article 15C.

15C.3. Collegial Participation

See details in Article 15C.

15C.4 Professional and Personal Enrichment

See details in Article 15C.

15C.5 Professional Responsibilities

See details in Article 15C.

Discretionary professional activities include but are not limited to holding memberships in the Faculty Senates, joint College/District/Faculty Association committees, College/District ad hoc committees, regional, state, national or international professional organizations, and/or student clubs or activity advising. Faculty may also participate in outreach/marketing activities to other educational segments and the community. First year Contract faculty are exempt from these discretionary professional activities.

See additional specific items for Instructional Faculty, Counselors, Librarians, and Instructors on Special Assignment in Article 15 of the CLPCCD/CLPFA Agreement.

Conferences (Professional)

Faculty members are encouraged to attend professional conferences directly related to their teaching assignments and designed to improve the instructional program of the College, though budget limitations exist. Requests for attendance at educational conferences should be made on the appropriate form to the Division Dean for transmittal to the appropriate Vice President well in advance of the conference in order to receive approval, be eligible for cash

advance privileges, and to be fully covered for insurance purposes. Except for announced, stated sources, such as Staff Development, the college generally has no available funds for conferences or travel. Staff Development funding is capped for how much each individual request can be funded and may limit funding of conference-related expenses. (Article 29E)

Course Development

Each instructional program offered at Las Positas College is developed in the form of a "course of study" which indicates the pattern of courses recommended to students who desire to complete a particular one-year or two-year career program or the lower-division requirements for a transfer major. Refer also to the College Catalog.

These suggested course patterns are developed cooperatively by faculty, counselors, and academic administrators, as well as appropriate advisory boards.

The Curriculum Committee, a subcommittee of the Academic Senate, reviews and recommends courses and programs to the President for action by the Board of Trustees. The Office of Student Services and especially the counselors and Articulation Officer are responsible for keeping current with changes in admission, general education, and major course requirements of four-year transfer institutions and the career programs at Las Positas College.

The evaluation of occupational/career curricula is a responsibility of advisory boards under the leadership of the Vice President of Academic Services. The total education program will be evaluated continuously by the Curriculum Committee.

Recommendations for courses and programs may come initially from many sources: citizens' advisory boards; discipline faculty both full- and part-time; community contacts, such as business employers; public sector employers; K-12 school districts; four-year institutions; regional educational partnerships; Chancellor's Office Economic Development Consortia; CLPCCD Office of Economic Development/Contract Education; community surveys; community member/organizations; labor organizations; students. Program Introduction and Proposals must follow the prescribed steps for program development per current format in CurricUNET and the Program and Course Approval Handbook (PCAH). For more information see the Las Positas College web page, the Curriculum web page or Canvas postings, and the Intranet (Grapevine); or contact the Division Offices of Academic Services.

Curriculum Committee

The development of course and program proposals occurs within a sequence of prescribed steps and forms. Ideas for new courses or course changes are derived from a variety of sources. Curriculum procedures may be updated to clarify and refine the process for development of new courses or proposals for course changes. For current CurricUNET format and the Curriculum Handbook, see the Las Positas College web page, the Curriculum web page or Canvas postings and Intranet or contact Division Offices or the Office of Academic Services.

General Education, Philosophy of

A philosophy of general education addresses both a present reality and a future hope. The reality encompasses the practical elements a well-educated student should grasp early in education. The future hope will serve as a foundation to achieve insights into ethical problems and engage in lifelong learning, the hallmarks of educational excellence.

General Education:

- Provides skills and proficiencies needed to succeed in an academic environment as well as in our continually changing world.
- Exposes students to core knowledge, concepts, and methodologies of the Arts, Humanities, and the Natural and Social Sciences.
- Develops students' appreciation for the cultures and history of the United States and prepares them to participate in our democracy.
- Familiarizes students with a diversity of viewpoints by exposing them to the history and cultures of other countries.
- Advances students' critical thinking skills, enabling them to access, examine, and assess issues and information.
- Hones students' reading, speaking, and writing skills, enabling them to communicate clearly, effectively, and creatively.
- Promotes the development of students' quantitative competencies, to strengthen analytical thinking, and gain the ability to evaluate and access informational technology.
- Increases students' understanding of the physical and biological sciences, the scientific method, and the reliability and limitations of scientific knowledge.
- Deepens students' awareness of wellness and teaches the methods for and importance of maintaining physical and mental health.
- Encourages students to cultivate new interests and develop their abilities to search for answers, recognizing that an educated person understands how much more there is to learn.

(Approved by Academic Senate, February 11, 2004; revised May 2015)

Catalog Listings

Course numbers, units, hours and catalog description are determined by the Curriculum Committee in consultation with the appropriate faculty member. Assignment of course numbers is the responsibility of the Vice President of Academic Services.

It is intended that curriculum development will be a cooperative venture by the faculty, administration, and community. The individual faculty member and students should feel free to attend meetings of the Curriculum Committee and participate in its deliberations to the end that the curriculum will continually serve the differing abilities and interests of students who attend Las Positas College.

Course Articulation with Four-Year Colleges

The approval of transfer courses and curricula by four-year transfer institutions is an articulation responsibility of the Articulation Officer. Initial steps of articulation are incorporated into the course proposal. Faculty members are encouraged to become acquainted with their colleagues in four-year colleges and in high schools. No formal or informal agreements are to be made regarding Las Positas College course acceptance, general education requirements, lower-division majors, or other articulation matters except through the Articulation Officer and the Dean of Student Services.

Course Outlines

An official copy of course outlines, including student learning outcomes is filed in the Office of the Vice President of Academic Services. All instructors agree, as part of their contract, to teach, at a minimum, the material as specified in the Course Outline of Record. Course outlines are expected to be developed by instructors, reviewed by the Division Dean and approved by Curriculum committee, then submitted to the Vice President of Academic Services. They are filed in the Office of the Vice President of Academic Services and available through the Division Offices and on the College's web page. Course outlines should describe the purposes and content of a course sufficiently to help new and continuing part-time or full-time instructors organize an assigned course; to answer questions which might be raised by transfer institutions, counselors or the general public; and to satisfy the requirements of Title V (Title V 55002.3).

The Course Outline of Record plays a critical educational role on campus. It is the primary vehicle for course planning. When a course is revised or updated, it is the course outline that records the changes. As such, it forms the basis for a contract between the student, instructor, and institution, identifying the expectations which will serve as the basis of the student's grade and giving the fundamental required components of the course which the student is guaranteed to receive from the instructor and institution. More than just specifying the required components of the course, the outline of record states the content, expected student learning outcomes, typical assignments, methods of evaluation, and level of rigor for which students--across all sections of the course--will be held accountable.

As our courses are taught by various full- and part-time instructors, it is by reviewing the course outline that they may clearly identify the standards and content of the course they are to teach. In addition, the course outline plays a critical role in the ongoing process of program review by which a college seeks to keep its curriculum relevant and to allocate its resources sufficiently to maintain its programs. When new programs are designed, it is through the selection of courses and construction of new course outlines that the program design is evaluated for its ability to meet the newly-identified needs of students (Program and Course Approval Handbook, State Chancellor's Office).

Course Syllabus

During the first day of class, students must be given a syllabus that outlines the general course content, instructor information, dates, types of assignments, student responsibilities and other pertinent information should be included. To create the course syllabus, faculty will need an academic calendar, a copy of text(s), and other pertinent information and/or materials.

The Faculty Contract requires all faculty to provide their Dean with a copy of the course syllabus for each course taught (Article 9B). This should be completed by the end of the first week of instruction; this varies, e.g., full term, fast track, late start.

Additionally, each class syllabus should clearly address the following issues:

Student/Learning Outcomes

It is required by the regional accrediting agency that Student Learning Outcomes appear on all course syllabi. (Not a contract requirement). Measureable Objectives are optional.

An Attendance Policy

The current College Catalog (page 37) states: *"It is assumed that each student will consider class attendance an absolute requirement. It is the student's responsibility to attend every class the scheduled length of time. Excessive absences, tardiness, and leaving class early may be taken into consideration by instructors in assigning grades. A student absent for a total of four consecutive, or six cumulative, instructional hours and/or two consecutive weeks of instruction may be dropped from that class by the instructor."*

Faculty may retain a student who exceeds four/six hours of absence, but should have a clear reason for doing so (i.e., a lengthy illness). (Article 9L – Grading).

An Extra-Credit Policy

Faculty are not required to offer extra credit work as an option in a class. Indeed, a student's grade should basically be derived from the normal course work of a class. Faculty deciding to allow an extra credit option should be wary of allowing too much extra credit as a substitute for regular course work. (Article 9L – Grading).

A Policy on Make-up Examinations

Faculty choosing to allow make-up examinations should decide if it will be the same exam administered to other students or a different, possibly more difficult version. Some instructors allow students to drop one or more exams and thus avoid make-ups. Others allow extra credit to substitute for one exam, thus accomplishing the same goal. (Article 9L – Grading).

Grading Policy

Syllabus should clearly state how the grade for the course will be determined. This should include how much the components of the grade such as mid-terms, quizzes, final exams, term papers, laboratories, etc. are worth. (Article 9L).

An Explanation of the Grade "Incomplete"

The "incomplete" grade was designed for students who have a last minute disastrous event (serious illness, death in the family) that prevents them from completing the course. This grade was *not* designed to accommodate the casual student at the end of the semester who could have completed the work but did not (as generally the missed assignment is the final exam or paper). The incomplete involves a formal signed contract between instructor and student with obligations on both sides. Be certain the syllabus states that *the student had to be passing the class prior to the "disaster" in order to receive this grade.* (Article 9L).

Classroom Behavior Policy

In joining the academic community, the student enjoys the right of freedom to learn and shares responsibility in exercising that freedom. A student is expected to conduct himself in accordance with standards of the college and those you establish for your classroom. The syllabus should clearly state your expectations in this area and may address such matters as respect for others, avoiding disruptions, cell phone policy, etc. (Article 9B).

Academic Honesty

Students should understand that cheating and plagiarism will not be tolerated, and such behavior will be processed in accordance with the College policy on student misconduct, which could include suspension, expulsion, or other sanctions as appropriate.

The Las Positas College Faculty Senate has prepared a statement on academic honesty that instructors may reference in their syllabi. The statement defines cheating and plagiarism in detail and makes clear that academic honesty is expected from all students. The full statement can be found in Section A of this Handbook, and on the web at: http://www.laspositascollege.edu/services/honesty_statement.htm.

The following is a sample course syllabus template. A sample of a completed syllabus may be obtained from the Division Office or Dean.

Course Syllabus: Course Name/Number

1. **Instructor's Information**
 - ♦ name, office number, office hours, phone number, voice mail, and email
2. **Course content and expectations**
 - ♦ general course content, course outcomes and objectives, and prerequisites (source of information–course outline)
 - ♦ Attendance Policy
 - ♦ Student Learning Outcomes (This is not a contract requirement; it is necessary for accreditation.) Measurable objectives are optional.
3. **Textbook(s) and course supplies**
 - ♦ required supplements and/or recommended text
 - ♦ indicate special supplies required
4. **Course requirements and student responsibilities**
 - ♦ attendance requirements, testing dates, withdrawal deadlines, assignments, reading list with dates, class participation, and policy on academic honesty
 - ♦ accommodations for DSP&S Students can be found in Board Policy/Administrative Procedure 4029
5. **Classroom Behavior Policy**
 - ♦ academic honesty
 - ♦ respect for learning environment
 - ♦ consequences
6. **Grading Standards**
 - ♦ grading components and criteria for grading (include number and type of tests, time allowed to take tests, explanation of points, extra credit policy, make-up policy, incomplete grade)
 - ♦ Policy on accommodations for DSP&S students / Board Policy
7. **Dates to know**

♦ last day for "NGR"	♦ holidays
♦ last day for "CR/P/NP"	♦ last day of class
♦ last day for "W"	♦ date/time of final examination
8. **Schedule of course activities and events**
 - ♦ schedule for the semester of what sections, chapters, topics, etc. will be covered and when
9. **Other supplemental information**
 - ♦ laboratory, teaching mastery learning and/or other related procedures, i.e., safety requirements, handouts/guides, etc.

Credit Hour

The course units of credit are based upon the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline (Ed. Code 55002.B) (Article 10D.1)

Special Courses

All courses offered by Las Positas College have been reviewed and approved by the College Curriculum Committee. From time to time courses may be scheduled which have not been listed in the College Catalog.

• Continuing Education Studies

Continuing education courses include both full-term and short-term courses in a wide variety of course patterns, field studies, seminars, workshops, and any other such educational activities that will meet the educational needs of those students pursuing a community College program. They may be offered under any course title contained in the Catalog, using the numbers 150-199. Continuing Education Studies may be repeated; however, graduation credit is limited to 6 units.

Approval: Division, Division Dean and Vice President of Academic Services

• Independent Study Courses and Contracts

Independent Study contracts may be initiated by a student or a faculty member. Such contracts are voluntary and are approved by the faculty member, his/her immediate supervisor, and the Vice President of Academic Services. Deadline to submit Independent Study contracts is the 17th instructional day of the regular semester. Forms are available from the Division offices. Students are limited to 18 units for graduation purposes.

Approval: Division Dean and Vice President of Academic Services

Contracts, Faculty: Requests for Partial or Reduced Contracts

Requests for partial or reduced contracts must be applied for before the scheduling of classes and assignment of instructor loads unless illness or other emergency problems arise at another, later date. Reduction of workload below full-time will impact benefits and retirement. There is separate provision for pre-retirement reduction in workload (Article 19).

Workload: Faculty Assignments

Although salaried instructors may be assigned classes Monday through Friday during the hours that the College is open, every effort is made to provide reasonable schedules that will address student needs and will maximize faculty performance by considering faculty preference and the evidence of unreasonable time periods. The Vice President of Academic Services, with associated administrators, is responsible for the academic schedule.

Faculty members should make their desires known to the Division Dean in all matters regarding courses to be offered, schedules and room assignments. Rotational seniority shall be used in the event that two or more faculty request a particular assignment in their primary discipline as fulfillment of their full-time service obligation, then the assignment shall go to the faculty member for whom it has been the longest period of time since they last received this

particular assignment (Article 10C.a-b). Each instructor will receive his/her annual schedule and is requested to electronically approve and return to the dean with remarks, if appropriate. Once the deadline passes for responding no further changes are made in room, time, or other parts of the schedule except in rare cases and with the specific advance approval of a Dean of Academic Services and confirmed by an official "class schedule change." An instructor so affected will be given a revised copy of his/her schedule to review and return, indicating his/her acknowledgment.

Faculty members are accountable for their presence on all days required by the college calendar, whether through on-campus or distance education scheduling. During the final examination period, instructors shall post five (5) office hours (Article 10D.3a.) with no more than two (2) office hours on any day.

College meetings may be called as needed between 8 a.m. and 5 p.m. Faculty members are expected to attend meetings of their assigned area (Article 10D.3b-c.).

(Article 10C.1) A faculty member may submit a request for a four-day scheduled week in a given semester; a four-day schedule must be approved in advance by the Division Dean and forwarded to the appropriate Vice President for certification that it is consistent with Discipline Plans, as developed by the Enrollment Management Committee. Faculty schedules should be coordinated with other faculty in their discipline or related disciplines to ensure that student and program needs will be appropriately met.

A full-service week is five days, and faculty members who have received approval for a four-day scheduled week must still be available on the fifth day of the week for committee assignments and other professional responsibilities. The fifth day is not a day off, but typically not a required day on campus.

The College operates from 7 a.m. to 11 p.m. Monday through Friday, and 7 a.m. to 5 p.m. on Saturday.

Disciplines: Primary and Secondary Disciplines Defined

The primary discipline is the discipline in which the faculty member was hired. The secondary discipline(s) is the discipline in which the faculty meets minimum qualifications. In the event a faculty member is underloaded, i.e., unable to achieve a load equal to a full-time service obligation in their primary discipline, the faculty member shall be eligible to take an assignment for load in a secondary discipline (Articles 1C.1h-i. and 10C).

Absences (Faculty Absences)

An instructor unable to meet a class must notify the College immediately on the Faculty Absence Phone Line:

- ♦ Dial (925) 424-1390
- ♦ Provide the following information:
 1. Name
 2. Classes to be notified (times/room number)
 3. Office hours (if applicable)
 4. A contact phone number
 5. **The (contractual) reason for absence**
- ♦ For absence due to illness, an "Absence Report" will be generated for signature.
- ♦ For absence due to other reasons, an "Absence Report" and "Request for Leave of

- ♦ Absence Report” will be generated for signature.
1. **The absence line will be responded to by the Administrative Assistant in each division.** Information will be posted on the website under “Classes Not Meeting Today.” **Doors will not be posted.** This requires faculty members who are ill to call before 4:30 p.m. whenever possible; emergencies will still be handled through the absence line after 4:30 p.m., but checked depending on staffing.
 2. **Emergencies that require assistance after 4:30 p.m.** will be handled by the switchboard or other evening staff. We are very hopeful that we can receive calls for illness before 4:30 p.m. so that we can make sure you are accommodated. However, emergencies happen and we will do our best to assist you.

Please consult with the Division Dean regarding any requests for a substitute.

An *Absence Report* (see *FA-District Contract Appendix: Absence Report Form*) will be generated and placed in your mailbox or sent electronically for your signature. Be certain to sign and return the report no later than 5-days after receipt to avoid delaying payment generated by this report.

Dismissal of Classes Due to Instructor Absence

Classes can be dismissed only with the approval of a Vice President or designee. Each instructor should inform the class that, in the event that s/he is not present at the beginning of the class, Education Code requires that the students remain for twenty (20) minutes after the class is scheduled to begin and leave after that time has elapsed. When a class is scheduled to leave the room for viewing a film or is being combined with another class for a special session, a notice should be placed on the board or door, and a field trip notice filed with the Division Dean.

Distance Education

See Article 10F.

Distance Education is defined as a course of instruction, education or training where the instructor and the student are separated geographically. Communication between the instructor and the student is made through technological devices. It is understood that Distance Education classes shall not exceed the negotiated standards for a comparable face-to-face course. Teaching of distance education courses shall be on a voluntary basis (Article 10F). The Academic Senate, upon recommendation of the Distance Education Committee, has approved the following statement regarding faculty training for use of Blackboard: “*Whereas Blackboard is such an integral part of our education, all faculty who use it need proper training, including copyright and accessibility issues.*” (DE Committee, February 25, 2009; approved by Academic Senate, March 11, 2009)

Class Size

The class size for credit classes shall normally be no less than twenty (20) enrollees, with the understanding that the District is authorized to maintain a limited number of classes of fewer than twenty (20) enrollees specified under Article 10 of the current contract. Furthermore, it is understood that all Distance Education courses shall not exceed the negotiated standards for a comparable face-to-face course (Article 10E.2).

Substitute Instructors

The Board of Trustees has authorized the employment of faculty members as substitute instructors. Instructors will be asked to substitute only in their fields of specialization. All substitute faculty must be Board approved for the term in which they substitute. Faculty should arrange for substitutes with consultation of Dean, and, insofar as appropriate, trades or “swaps” should be considered.

Leaves of Absence (For full information, see CLPCCD/CLPFA agreement, Article 11.)

The various entitled leaves for full-time faculty, including sick leave, leave of absence of extended illness or accident, personal necessity leave, bereavement leave, industrial accident and illness leave, leave for pregnancy, parental leave, judicial leave, military leave, personal leave with pay, personal leave without pay, and other leaves without pay are defined under Article 11 of the Contract.

Sick Leave

Sick leave is earned at the rate of one (1) day per month of full-time employment for a total of ten (10) days per year to be used for the purpose of personal illness or injury. Earned sick leave not used in any school year shall be accumulated from year to year. Sick leave is credited at the beginning of the term and may be utilized immediately. Contract and Regular faculty doing overload service for pay will have corresponding sick leave deductions made from both their regular and part-time sick leave (Article 11A).

Sick Leave Donation

Faculty members may donate days of sick leave to individual employees of the District, who, due to a terminal illness, have exhausted all accumulated sick leave. Donors may not donate more than two (2) days of sick leave in any fiscal year for full-time employees and twelve (12) hours for part-time (adjunct) faculty. Furthermore, donors must have a minimum of forty (40) days of accumulated leave on account with the District (Article 11A.6-7).

Smoking and Eating in Classrooms

Smoking and eating in classrooms are prohibited.

Lecturers, Consultants, and Guest Speakers

Instructors who invite speakers to address their classes will notify the Division Dean in advance. Such notification is to be made on the Guest Speaker Form available from the Division Office or the Office of Academic Services. If there is to be payment for lecturers, speakers, and consultants, payment is subject to prior Board approval. Instructors will remain in the classroom when a guest speaker is present.

Class Visitors, Non-Students

Any non-student who desires to visit a class must obtain prior permission from the instructor and with approval authorization from the appropriate administrator. The only exception to this rule is in the case of students who are enrolled in Teacher Education classes at other institutions and are making an assigned observation. These individuals must be referred to the Office of Academic Services for authorization.

Displaying Materials

The majority of classrooms and laboratories are equipped with nylon-faced tackboards for instructional displays. Push pins should be used whenever possible for fastening such displays. In addition, nylon covered walls may be used for the display of such materials, using push pins or masking tape. Staples, scotch tape, or other heavy adhesive materials should not be used on wall surfaces. Bulletin boards should be used when displaying materials in offices and conference rooms. Faculty are asked to do as little damage to walls as possible when they display materials.

College and University Library Privileges

Faculty members may obtain faculty library cards for the University of California (UC) and California State University, East Bay (CSUEB). A letter of introduction may be obtained from the Division Dean.

Faculty Identification and Business Cards

Las Positas College photo identification cards are issued to all faculty members upon hire; this service is provided by Admissions and Records. The identification card can also be used for Library privileges and Bookstore discount, where applicable.

Library and Media Services

See Section E of this Handbook.

Production/Reproduction of Instructional Materials (Copy Center)

The Copy Center does all bulk production of examinations, handouts and other class materials. Any print job totaling 20 copies or more should be done by the Copy Center, which guarantees next-working-day pickup. Faculty need to know their individual account number, which can be obtained from Division staff assistants. Small copy jobs can be done on the convenience copiers near Division offices; an account number is also needed to operate these copiers. Copy Center hours of operation are 7 a.m. – 7 p.m. Monday through Thursday, 7:00 a.m. – 3:00 p.m. Friday, and closed daily from 11 a.m. – 12 p.m. for lunch.

Texts (Policies and Procedures)

Generally, instructors should consult with their Dean with any questions or concerns regarding texts. The high cost of textbooks is a financial burden for most students. Instructors should carefully consider the mounting costs of textbooks in the selection of text materials.

Texts

The term "texts" is used to include all hardback and paperback books and other printed materials including lab manuals and workbooks used for a course of study.

Basic Texts

Some disciplines may require that the same text be used in all sections of a specific course whenever it is offered. Verify status for your course by consulting your Dean or Discipline Coordinator.

Supplemental Texts

Supplemental texts are those which an individual instructor may choose to use in certain sections of a course. If the discipline has a basic text for the course, *the supplemental text cannot be used to replace the basic text.*

General Policies

1. The same basic textbook is recommended but not required for all sections of a course whenever it is offered – day or evening. With the approval of the Dean, an alternate basic textbook may be selected, in which case the Dean will inform the Bookstore Manager of those course sections which will use the alternate text.
2. Differences in the use of supplemental texts among instructors teaching the same course may occur.
3. Basic textbooks are adopted for at least three semesters. [not in FA Contract]
4. Instructors should carefully consider the mounting cost of textbooks in selection of text materials. Where circumstances exist which would appear to warrant unusually higher costs, an explanation should accompany the text request.
5. Basic texts specified for a course must be utilized. Students must not be required to purchase books which an instructor has no intention of using.
6. If it appears that delivery cannot be made before instruction begins, the Bookstore Manager shall bring the matter to the attention of the instructors affected.
7. It is the instructor's responsibility to give the Bookstore sufficient lead time to provide texts. Texts ordered late may not arrive on time for the opening of classes.
8. Books scheduled for publication, but have not been published, will not be ordered due to the risk of a late delivery.
 - A. Books should not be assigned to students unless the instructor has officially requested the text for his/her section.
 - B. Unless approved by the Dean and the Bookstore, the direct sale of textbooks or other instruction materials to students by faculty is prohibited.
 - C. Should an instructor choose not to order the basic textbook (or any textbook) for a course where a text has been adopted, that instructor needs to explain in writing to the Dean how the objectives of the course are to be met.

Procedures for Ordering Texts

1. Basic & Supplemental Texts - Prior to submitting textbook adoption information each instructor is responsible for contacting the Department Chair or Division Dean to ascertain if

textbook ordering is the responsibility of the instructor, or if the department uses a textbook coordinator.

- A. Prior to the submission of textbook information the instructor should ascertain if he or she is required to use a specific text or have the choice of text approved by the department or dean.
- B. The Bookstore will prepare and distribute Course Adoption Information forms for each section offered in a term. These forms will be pre-filled with the historical book information from the same term and section the previous year.
 1. The instructor is responsible for reviewing the historical information for accuracy and should pay special attention to any notice of a new edition or other changes from the publisher.
 - a. Should the instructor wish to continue using the old edition of a book, she or she ~~they~~ should first contact the Course Materials Manager at the Bookstore so it can be ascertained whether enough copies of the old edition can be acquired to cover the anticipated need for the class.
 2. If the historical information is accurate and reflects the instructor's choice for the upcoming term, the instructor should sign the form, fill in contact information and indicate the estimated enrollment for the term.
 3. Changes to the information may be made directly on the form by crossing out the incorrect items and filling in the information for the requested title(s). Please provide as much information as possible including the ISBN, Author, Title, Edition & Publisher.
 4. Once complete, return your Course Adoption Information form to the Bookstore. Forms may be returned in person, via campus mail or the Postal Service and by fax at 925-606-1716. You may also submit your information via the Bookstore website (www.LPCStore.com – (bookstore specific password 0389)) or by scanning and emailing the form to the Bookstore Course Materials Manager.
- C. The Bookstore Manager and Course Materials Manager are available to assist instructors during the textbook adoption process. A variety of information is available to instructors including:
 1. Contact information for publishers and Publisher Rep.
 2. Information on historical book use for a course as well as information on what other books are in use at Follett managed stores for similar courses across the country.
 3. Information on whether a specific title is on the Bookstore Rental Program or is eligible to be added to the Rental Program.
 4. Fact checking Publisher Rep information regarding price and availability of a book. (Note: Publisher Reps frequently quote net pricing during sales calls. It is recommended that instructors verify actual retail cost to the student by contacting the Course Materials Manager before committing to a textbook.)
- D. When texts are required for student use during the first week of class, the following deadlines for text request submission to the Bookstore must be observed:

🕒 Fall Semester	April 15
🕒 Spring Semester	October 15
🕒 Summer Session	March 15

1. Federal law, the Higher Education Opportunity & Affordability Act, mandates that the school must provide students with the textbook information, including ISBN and price, at the time of registration for classes so students may make informed decisions on the cost of a particular class including both textbook cost and class fees & tuition.
2. Las Positas College fulfills HEOA requirements through BookLook™ technology imbedded in CLASS-Web. In order for this technology to provide the mandated information correctly, the Bookstore must have your Course Adoption Information form by the deadline date each term.
2. Once ordered, instructors are committed to the use of that text. Only in the event of unusual and justifying circumstances, may the order for a textbook be terminated. Instructors must check with the Bookstore Manager to see if the order may be stopped.
3. Students should be instructed to buy their textbooks as early as possible. Books purchased for the immediate semester and not being used for a subsequent semester will start being processed for return to the publisher five weeks after the beginning of the semester. The book(s) will be returned unless the Bookstore Manager is notified by the instructor of his/her desire to have the book(s) kept in stock until a later date.
4. Books are bought back from the students during the week of final exams. In order to offer the best prices to students, the Bookstore must receive the textbook requisitions on a timely basis for the upcoming semester.
5. The acquisition of complimentary desk copies of textbooks adopted for classroom instruction is the responsibility of the instructor assigned to teach the course. In the event a copy of the book is needed prior to receipt of the requested desk copy, the instructor may purchase a copy at the College Bookstore. The Bookstore will refund the price of the purchase if, when the complimentary copy is received, it is returned for refund in a like-new condition (with the sales receipt). You may contact the publisher to request a complimentary copy. The Bookstore can assist with publisher phone numbers.

Bookstore Assistance: The Bookstore staff is available to assist the faculty with answers to questions and concerns. The Store Manager is Nolan Howe; he can be reached at nhowe@laspositascollege.edu or Ext. 1816. The Course Materials Manager is Rachel Harvey; she can be reached at rharvey@laspositascollege.edu or 0389txt@fheg.follett.com or Ext. 1813.

Adding Classes

If a class has not been officially closed by an instructor, students may continue to register into open classes. If a class is closed by the instructor, students will need an add code from the instructor. If a class is full, students may have the option to place themselves on a waitlist.

Students will be prompted during registration if the class has waitlist availability. For detailed waitlist information please refer to the college website.

Field Trips

(For complete description of policy and instructor responsibilities, refer to CLPCCD Board Policy, and the Administrative Procedures in support of Board Policy. Consult with Division Dean and staff, as appropriate.)

A field trip is defined as any movement of a class outside of its regularly assigned classroom for the purpose of receiving educational experiences not possible in the classroom. There are different "classes" of field trips, some of which are subject to certain restrictions by the College's insurance carrier. Carpool travel may not be arranged by faculty, nor may faculty transport any students in their cars, or provide maps or directions. Faculty arranging field trips are responsible for knowing and applying the district and college procedures regarding student injury, accident, or illness (including hospitalization) while on the field trip.

1. CLASS I - Field trips are ON-CAMPUS activities limited to College campus. Authorization is granted through the administrator in charge.
2. CLASS II - Field trips are IN-DISTRICT activities off campus, but limited by boundaries of the Chabot-Las Positas Community College District (Castro Valley, Hayward, San Leandro, San Lorenzo, Union City, Livermore, Pleasanton, Dublin and Sunol). Requests must be submitted at least TWO WEEKS prior to the date of the trip. Authorization is granted by the President of the College or designee.
3. CLASS III - Field trips are IN-STATE, OUT-OF-DISTRICT activities extending outside boundaries of the Chabot-Las Positas Community College District. Requests must be submitted at least ONE MONTH prior to the date of the trip. Authorization is granted by the President of the College or designee.
4. CLASS IV - OUT OF STATE, activities conducted outside the state of California. Requests must be submitted at least SIX WEEKS prior to the date of the trip. Authorization is granted by Division Dean, Vice President for Academic Services, President of the College, and the Board of Trustees.

In accordance with the Education Code, adult students or parent/guardians of minor students must sign the waiver of claims against the Chabot-Las Positas Community College District and the State of California for injury, accident, illness or death occurring during or by reason of the field trip.

Check with the Division Dean for additional policies, procedures, and limitations established for field trips. Field trip forms are available from the Division Offices and from the Office of Academic Services, and are on the Intranet. Forms page.

Consult with Division Deans for policies and limitations on field trips and with the College Business Office for use of a College-owned vehicle.

Student Evaluation and Grading Procedures **Grading Practices (See also Grading Manual, Admissions and Records)**

See Article 9L.3.

Since improved teaching, learning, and evaluation are more likely to occur when teacher and student know clearly at the outset the objectives of a given course, the instructor should discuss with students and present to them at the beginning of a semester, in writing as a component of the course syllabus, a summary of the objectives of the course, the methods of evaluation to be employed, and the standards by which letter grades will be determined.

Letter grades should be assigned on the basis of stated objectives and standards. There should be no rigidly predetermined percentage of each grade in a course. One may well find, for example, that the percentage of grades "A" and "B" will increase in courses toward the end of a sequence. Instructors should remember that a "C" grade is defined as "satisfactory" and meets graduation requirements.

Awarding grades to students is the responsibility of the instructor of the course in which the student is registered. When grades are given for any course of instruction, the grade given to each student shall be determined by the instructor of the course. The determination of the student's grade by the instructor, in the absence of a mistake, fraud, bad faith, or incompetence, shall be final (Article 9). Grades may not be changed except where evidence is presented that an error has occurred. A "Grade Change" request form should be completed and signed by the instructor and by the Vice President of Academic Services (representing the President. Instructors should maintain complete records used as a basis for grades and be prepared to present these records and justify the grades if challenged. Upon presentation of the facts of the situation, and the recommendation of the instructor and Vice President of Academic Services, the President of the College or designee may authorize a change in grade.

Requests for a grade change must be initiated by the instructor of record during the semester immediately following the terms for which the grade was assigned. Grade changes will not be made after the established deadline except in cases of extenuating circumstances. Requests for a grade change under this exception shall be made to the Vice President who may, upon verification of the circumstance(s), authorize the instructor of record to initiate the grade change. The student must present evidence of extenuating circumstance(s). If the instructor of record is unavailable, the Campus Academic Fairness Committee or Student Grievance Committee will review the grade change request.

Examinations

At least one midterm evaluation should be established (but is not required), though several evaluative opportunities for assessing student progress are strongly encouraged. In addition, a final examination or final culminating activity will be given in each course during the final examination week. The final examination or culminating activity is planned to be two hours in duration. A final examination schedule is published and normally covers the last five days in the semester. *No changes are permitted in this schedule nor are examinations to be given in advance of the scheduled time unless approved in advance by the Vice President of Academic Services.* (Articles 9L and 10C.2.)

Midterm Report of Progress

As a means of communicating student achievement during the progress of a course, an instructor may provide a midterm report of progress. (Article 9L.6)

Notice of Unsatisfactory Work

Instructors may notify students of unsatisfactory work at any time during the semester. Such notices are given to the student in person or mailed to the student at his or her home address. Excessive absences, academic deficiency, and failure to submit assignments constitute reasons for notices of unsatisfactory work. A student who receives such notices, or any student who experiences difficulty with academic achievement, is encouraged to consult with his or her instructor and counselor for assistance.

Grade Reports

Awarding grades to students is the responsibility of the instructor of the course in which the student is registered. Once awarded, grades are final. They may not be changed except where evidence is presented that a mistake, fraud, bad faith, or incompetence has occurred. The deadline date for submitting grades is published each semester in the Class Schedule. For complete information on grades and grading of courses, refer to the College Catalog. (Article 9L)

Repeating a Course

The College recognizes that the most recent completion of a course should most accurately reflect a student's academic progress. Therefore, students may repeat for credit those courses taken for which grades of D, F, or NC were received. The most recent grade (A, B, C, D, F, P/NP) received must be calculated into the GPA regardless of whether this grade is lower or higher than the original grade.

Effective Summer 2012, under the new Title 5 regulations, a student may only enroll in a course 3 times, through a combination of substandard grades (D, F, NP, or NC) and withdrawals (W). All prior course attempts at the Chabot-Las Positas Community College District will count toward the limit. Students may seek approval to enroll in a course a 4th time through the petition process. The petition is limited to the following:

1. In extenuating circumstances, such as verified cases of accident or illness.
2. Due to a significant lapse of time (3 years or more).
3. In a variable unit or open entry/exit course that can only be completed once, but with multiple enrollments.
4. For cooperative work experience courses (up to 16 credit hours).
5. For special needs courses (continued need must be demonstrated for each enrollment).
6. When repetition of a course is legally mandated.
7. Where there is a significant change in industry or licensure standards. When a student

has repeated a course and earned a passing grade of A, B, C, D, or P, s/he may petition the Dean of Enrollment Services to count, for grade point calculation only, the most recently earned grade. The "Petition for Use of Most Recent Grade in a Repeated Class" is available at the Office of Admissions and Records, Physical Education activity courses may not be repeated for the higher grade. Students are advised that both the original and subsequent grade will remain so their transcript and that in transferring to another institution, they may be held responsible for all units attempted.

Prerequisite Waivers

Students who have had substantial prior experience related to the content of a college-level course, and who can present adequate evidence of their competence, may petition to have enrollment in that class waived without college credit for purposes of satisfying a program requirement. Courses considered for substitution must have been taken at an accredited institution. Petitions for course substitution or waiver of program requirements are available from the Counseling Center. Approval of the request by the Dean of Student Services is required prior to completing registration. Approval shall be based on the following criteria:

- A. Adequate evidence of competence as supported by transcripts, statements of employers, military or technical school certificate, etc.
- B. Statement from an instructor that the course reflects the appropriate subject matter and fulfills the necessary program requirements, and signature of the Division Dean to validate the course. Students shall be advised that courses waived receive neither unit nor grade credit and that other courses may be needed to satisfy the total number of units required to complete the program of study.

Academic Standards

Academic standards of Las Positas College are established to assist students in making appropriate educational plans. There are two indices to academic standards: Academic Status and Academic Progress. The College will advise students of their grade point average, status, and progress in order that they may make sound self-appraisal of their college work.

Academic Grade Point Average

The Academic Grade Point Average is an index of the quality of a student's work. See College Catalog under Academic Regulations.

Academic Probation and Dismissal

For complete information see the current College Catalog under Academic Regulations.

Progress Probation and Dismissal

For complete information see the current College Catalog under Academic Regulations.

Credit/No Credit Grades

(UNIT LIMITATIONS MAY EXIST AT TRANSFER INSTITUTIONS)

In accordance with the Education Code and the Administrative Code, Las Positas College has established a grading policy which adds the "P" (pass) and "NP" (no pass) grades to the standard

letter grades (A, B, C, D, and F) used in colleges and universities. Courses in which a “P” (pass) grade is earned will apply toward the 60 units required for graduation, but will not affect the student’s grade point average. A maximum of we units of “P” (pass) may be attempted and applied toward the Associate in Arts or Associate in Science Degree.

(Additional units may be applied provided the student secures prior approval from the Dean of Counseling.) A course in which a “NP” (no pass) grade is earned will not apply toward graduation and will not affect the student’s grade point average. An excess of number of “NP” (no pass) grades will affect the student’s academic progress ratio, resulting in a low figure.

Offering courses for pass/no pass grades provides the student with the opportunity to explore areas outside his/her current interest field without undue concern for his/her grade point average. This policy allows the student to take coursework outside his/her major without the fear of a substandard grade, namely a “D” or “F.” Students are expected to complete the course and comply with College attendance requirements and other expectation of the course. Should they fail to do so, their enrollment in the class may be terminated and the work may be graded on the basis of a standard letter grade.

Credit for Advanced Placement

Students sometimes request credit for Advanced Placement test scores. Las Positas College grants credit for successful completion of examinations of the Advanced Placement (AP) Program of the College Entrance Examination Board (CEEB). See current College Catalog under Advanced Placement Examinations.

Credit by Examination

(Individual Student Application)

Chabot-Las Positas Community College District supports the general proposition that the full value of classroom learning experiences cannot be measured by any examination. Students who have achieved elsewhere an equivalent knowledge, understanding, and experience to that required by regular college courses may receive units of credit based on successful completion of a comprehensive and searching course examination approved by the College discipline faculty. Students may apply individually for Credit-by-Examination for any course offered in the Catalog. In addition, the Credit-by-Examination process may also be used to provide credit for completion of certain coursework at the high school level, where deemed appropriate by the majority of faculty in the discipline. See current Catalog for additional information on the process.

High School Articulation

Las Positas College recognizes the value of coursework previously completed at the secondary level through local high schools or ROPs (Regional Occupational Programs). On an ongoing basis, articulation agreements between Las Positas College and these secondary schools are established when deemed appropriate by the College faculty in the discipline. These agreements provide high school (or ROP) students the ability to apply prior work towards Las Positas College requirements. In order for the student to receive recognition of their work once they reach the College, the articulation agreement between the high school and Las Positas College must have been in place at the time the student completed the work at the high school.

The Las Positas College home page, www.laspositascollege.edu, provides a detailed discussion of High School Articulation, along with directions and application forms for students, high schools/ROPs, and College staff. This website also lists current Articulation Agreements

between the College and high schools and ROPs.

Administrative Symbols "IP," "RD," "I"

ADMINISTRATIVE SYMBOL "IP" – In Progress

The administrative symbol "IP" is established to indicate coursework "in progress." The symbol "IP" is not a grade; therefore, it has no value in calculating unit credit or grade point average. The required coursework to remove the "IP" must be completed by the end of the term following the date the "IP" was granted. If a student is assigned an "IP" at the end of a term and does not complete the course during the subsequent term, the appropriate faculty member will assign an evaluative symbol (grade) to be recorded on the student's permanent record.

ADMINISTRATIVE SYMBOL "RD" – Report Delayed

Only the Dean of Admissions and Records can assign the administrative symbol "RD." It is to be used when there is a delay in reporting a grade due to extenuating circumstances. It is a temporary notation to be replaced by a permanent grade/symbol, as soon as possible. "RD" shall not be used in calculating grade point averages.

ADMINISTRATIVE SYMBOL "I" – Incomplete

Incomplete academic work for unforeseeable emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered by the instructor on the student's permanent record. The student may complete the course work by the end of the following term or semester and receive an appropriate letter grade. If the student does not complete the course work before this deadline, the right of the student to make up the work is forfeited. The student may petition to extend the deadline date because of extenuating circumstances, but this will require the approval of the Dean of Admissions and Records of Las Positas College, or designee, and the instructor of record. The "I" will be replaced with the alternate letter grade assigned by the instructor at the time the incomplete was assigned.

A "grade change card" will contain the following documentation and shall be maintained by the Dean of Admissions and Records:

- The condition(s) stated by the instructor for removal of the "I";
- The letter grade to be assigned if the work has not been completed within the designated time limit;
- The letter grade assigned when the stipulated work has been completed; and
- The signature of the student;
- The "I" symbol shall not be used in calculating units attempted or for grade points.

Administrative Symbol "MW"

ADMINISTRATIVE SYMBOL "MW" – Military Withdrawal

If a student is called to active military duty after the No-Grade-of-Record (NGR) period, s/he is entitled to military withdrawal (MW). Servicemen and women should provide copies of their military orders to the Dean of enrollment Services.

Withdrawals

Students are responsible for officially withdrawing from classes by the deadline date listed in the current Class Schedule. There is no automatic withdrawal process. Failure to follow the

proper withdrawal procedures may result in a grade of “F.” Requests to withdraw from a class that is by “NGR” (No-Grade-of-Record) deadline will not appear on a student’s academic transcript. If a student withdraws from a course after the “NGR” deadline but on or before the “W” (withdrawal) deadline, a “W” will appear on the student’s academic transcript. A “W” notation will not affect the student’s grade point average; however, excessive “W” notations may affect: (1) progress status; (2) status as a full-time student; (3) eligibility for financial aid and other benefits; (4) athletic eligibility; or (5) ability to repeat a course (based on Title 5 regulations). Refer to the Class Schedule for important deadline dates.

Students who intend to withdraw from the college must initiate withdrawal procedures for each class in which they are enrolled. Student are held accountable for clearing all obligations with the college including fees, library books, equipment, and lockers. The deadline for withdrawal from classes with a guaranteed symbol of “W” is 75% of class meetings. Refer to the Class schedule for important deadline dates.

Extenuating Circumstance Withdrawal: Class withdrawal after the twelfth (12) week of instruction is permitted only on the grounds of verified extenuating circumstances (accident, illness, or other matters beyond the control of the student). A “W” notation will be granted only if the petition is approved and the class instructor verifies that the student is maintaining a passing grade of “D” or better (grade “P” in Pass/No Pass courses). Those students whose request for a withdrawal is denied may choose to continue current class enrollment. Extenuating Circumstance Petition forms are available at the Admissions & Records Office.

In-person/Face-to-Face Courses: The instructor may drop students who miss the first meeting of a course. In addition, an instructor may initiate a drop if the student is absent for a total of four (4) consecutive or six (6) cumulative instructional hours and/or two (2) consecutive weeks of instruction.

Online/Hybrid Courses: The instructor may drop students who miss the first meeting of a course. The first meeting of online or hybrid Distance Education courses is the first day of the class as specified in the Class Schedule. For these courses, the instructor may drop students who do not log into their online course module and/or complete indicated activities by the third day of classes. Instructors may drop students if they have not submitted work and/or accessed the class for two consecutive weeks.