Faculty Handbook

2019-2020
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This handbook is subject to change at the discretion of the administration.
Administration and Governance of Clovis Community College

Clovis Community College (CCC) is the third fully accredited college in the State Center Community District. The college is led by a President who reports to the Chancellor of the State Center Community College District (SCCCD). The administrative team is comprised of a Vice President of Administrative Services; Vice President of Instruction; Vice President of Student Services; two Deans of Student Services; three Deans of Instruction, Director of Institutional Research, Evaluation, and Planning; Director of Financial Aid; Director of Marketing and Communication; Admissions and Records Manager; Child Development Lab School Manager; Athletics Director, Small Business Development Center Director, and Custodial Manager.

Clovis Community College has developed a long-term Educational Master Plan and four-year Strategic Plan aligned with the District’s Educational Master Plan and Strategic Goals that establish the vision and goals for the college. Faculty and staff are involved in the development of the strategic plan and review the plan annually to update the achievement of goals and objectives. The Strategic Plan is driven by the Mission and Vision Statements of the college. This Strategic Plan provides the foundation for decision-making processes regarding personnel, budget, facilities, program development, and future plans. Additional planning documents are tied to the Strategic Plan as a result of the collaborative decision-making process: the Technology Plan, Integrated Plan, and Strong Workforce Plan.

The Clovis Community College Academic Senate was formed in Spring of 2012. The senate is made up of an executive committee (President, Vice President, Secretary/Archivist, Past President, and Curriculum Chair) and fourteen senators, two from each of the seven departments. Officers serve a two-year term that begins after spring graduation. All faculty are encouraged to run for seats and to participate in ad hoc and subcommittees.

During the Spring 2012 semester, classified staff formed the Clovis Community College Classified Senate as part of the participatory governance process. The Classified Senate Council consists of three officers (President, Vice President, and Secretary/Treasurer), and five representatives from the following areas: Facility Services, Instructional Services, Student Services, Business Services, and Other Services.

In 2010, the Board of Trustees approved an Associated Student Government (ASG) body for the college. The ASG is comprised of duly elected student senators and officers by all ASG members.

The College Council, comprised of representatives from all constituencies of Clovis Community College, is the overarching participatory governance group charged with oversight for the continuous improvement process involving a collaborative decision-making model cycle of analysis, integrated planning, resource allocation, implementation, and evaluation.

Clovis Community College has seven departments that each elect a department chair to serve as a liaison between the division Dean and department faculty. Department chairs also assist with recommending adjunct faculty for teaching, selecting texts, defining and prioritizing expenditures, and orienting part-time faculty. The department chairs, Academic Senate President, Vice President, Secretary/Archivist, and Curriculum Committee Chair are allocated release time to serve in these offices.

Student Learning Programs and Services
All instructional programs are guided by curriculum approved by the Clovis Community College Curriculum Committee. Whenever curriculum changes are made to course outlines, all full-time faculty in the discipline at all sites are consulted.
The Program Planning process was developed in consultation with the college’s faculty, administration, and staff and is followed by all programs. The Unit/ Program Review Committee is responsible for training, assisting, and guiding all unit and program plans (formerly program reviews.)

Student Services at the college are comprehensive and include Admissions and Records, Assessment, Counseling, DSP&S, EOP&S, Financial Aid, Honors Program, Outreach, Scholarships, Student Activities, Transfer and Career Services, and Veterans Services. Co-curricular activities are provided through student clubs and organizations and are supported by a Student Activities Coordinator and faculty advisers. Clovis Community College also has a tutorial center that provides writing and math assistance to students across the curriculum, along with tutoring in a variety of specific disciplines.

Library facilities offer current print, DVD and audiobook collections, computers and printing services, and wireless access. The automated library catalog allows users to search and request circulating materials from all four library collections in the SCCCD. Research databases provide full-text and abstracts of scholarly journals, magazines, newspapers, and e-books. The library catalog, databases, and e-book collection are available to students and can be accessed both on and off campus. More detailed information regarding the library can be found under the LIBRARY menu of the college website.

Resources
Clovis Community College has developed a comprehensive staffing plan. CCC has a faculty handbook outlining procedures and policies which is particularly helpful for adjunct faculty. The college also holds an onboarding meeting for adjunct faculty each semester.

All classrooms are equipped with “smart” technology that includes desktop computer and laptop access to the internet, DVDs, CDs, and instructional software.

Clovis Community College receives an allocation for a variety of categorically funded programs and grants in addition to the normal annual base budget to enhance delivery of programs and services for students. The State Center Community College Foundation allocates mini-grant funds each semester based upon faculty requests. The Foundation also allocates scholarship funds for qualified student applicants.

In conclusion, the continued growth and development of Clovis Community College has resulted in providing quality instruction and student services for all those interested in pursuing their educational goals by “Creating Opportunities- One Student at a Time”.

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VISION STATEMENT

Clovis Community College- the college of choice for academic excellence, innovation, and student achievement.

MISSION STATEMENT

Creating Opportunities – One Student at a Time:
- We embrace diversity and serve all students of the community;
- We believe education is based on integrity, generosity, and accountability;
- We foster critical, creative, and engaged thinking;
- We support student success by preparing students for their futures and for the community’s future through career/technical certificates, degrees, and transfer programs;
- We cultivate community partnerships to enhance student learning and success;
- We engage in reflective, data-driven cycles of research and innovation focused on learning and student outcomes.
Clovis Community College
Integrated Planning Model

MISSION
Creating Opportunities - One Student at a Time

Data Analysis

Educational Master Plan

Strategic Plan

Program Plans
SSSP
Student Equity
Program Review
Basic Skills
Technology

Resource Allocation
Faculty hiring
Staff hiring
Facilities
Equipment, etc.

Program Assessment & Data Analysis

Implementation

Improvements

Communication • Equity • Data • Technology • Planning
District and Clovis Community College

General Information
During the Summer 2019 semester, the district office will move to:
1177 Fulton Street
Fresno, CA 93728

*When the district office moves, the phone numbers will change.
Clovis Community College Administration

10309 N. Willow Ave.  
Fresno, Ca. 93730  
(559) 325-5200  
(559) 499-6065 AC1 fax  
(559) 499-6064 AC2 fax

Dr. Lori Bennett, President  
Emilie Gerety, Executive Assistant to the President

Monica Chahal, Vice President of Instruction  
Leslie King, Executive Assistant

Marco J. De La Garza, Vice President of Student Services  
Vacant, Executive Assistant

Lorrie Hopper, Vice President of Administrative Services  
Cathy Ostos, Executive Assistant

Dr. James R. Ortez, Dean of Instruction, Humanities, Social Sciences, and Athletics  
Debbie Nieto, Instructional Administrative Assistant  
Gayle Oki, Office Specialist

Dr. John Forbes, Dean of Instruction, STEM and Technology  
Vicki Cockrell, Instructional Administrative Assistant

Robbie Kunkel, Dean of Instruction, CTE, and Dual Enrollment  
Kelley Benzler, Instructional Administrative Assistant

Kira Tippins, Dean of Student Services  
Jittapaun Inthavong, Administrative Assistant

Gurdeep He’bert, Dean of Student Success, Equity, & Outreach  
Emalee Aguilar, Administrative Assistant

Alex Adams, Director of Institutional Research, Planning, and Evaluation  
Stephanie Babb, Director of Marketing and Communication  
Matthew Levine, Director of Financial Aid

Reynani Hawkins, Admissions & Records Manager  
Monica Marquez, Child Development Lab School Manager  
Sergio Salinas, Custodial Manager  
Susan Yates, Athletic Director
Herndon Campus  
390 W. Fir Ave.  
Clovis, Ca. 93611  
(559) 324-6400

Lorrie Hopper, *Vice President of Administrative Services*  
ext. 5246

Robbie Kunkel, *Dean of Instruction, CTE, and Dual Enrollment*  
ext. 6455

Karen Ainsworth, *Senior Admissions & Records Assistant*  
ext. 6454

Rich Mostert, *Director, Valley Community Small Business Development*  
ext. 6413

Varies, *Evening Coordinator/Counselor*  
ext. 6456
Instructional Calendars

Click here for instructional calendars.
Student Services
The following programs and services are provided to support the full range of student needs in-person and online. For more information, please check the student services webpages on our website.

**Academic Counseling**
Counselors are available in the Counseling office to assist with academic advisement, establishment of academic goals, and development of a student educational plan to meet those goals.

**Admissions and Records**
The Admissions and Records office provides a variety of services to students including: registration into courses, selling parking passes, accepting payments for college fees, mailing official transcripts, awarding degrees, and much more.

**Alpha Gamma Sigma (AGS) Honor Society**
Alpha Gamma Sigma is the statewide community college student organization established to promote, maintain and recognize outstanding scholars. Membership is based upon academic achievement and members develop leadership skills, attend conferences and take part in college and community activities.

**Athletics**
CCC provides competitive athletic programs in accordance with the California Community College Athletic Association Constitution. Support services for student athletes includes a comprehensive team approach to address the academic and personal demands of being a student athlete. The team is composed of an athletic director, academic counselor, athletic trainer, coaches and other staff/faculty.

**Bookstore**
The bookstore stocks a variety of educational supplies and is the official distributor of required material(s) for coursework at Clovis Community College.

**Cafeteria/Cafe**
The campus cafe provides fuel for the brain and body. Meals and snacks are available throughout the day for faculty, staff.

**CalWORKs Program**
CalWORKs stands for California Work opportunities and Responsibility to Kids. The CalWORKs Program provides employment training, academic and career counseling, childcare and work-study opportunities.

**Child Development Center (CDC)**
A licensed child care facility is available at Clovis Community College for students, faculty, and staff for a nominal fee. The CDC facility serves as a teacher-training laboratory for Child Development majors.

**Disabled Student Programs and Services (DSP&S)**
Disabled Student Programs and Services provide specialized counseling, support services, and resources to students with temporary or permanent disabilities.

**EOP&S**
Extended Opportunities Programs & Services (EOPS) is a student support program designed for low income, educationally disadvantaged students. It provides specialized financial and academic.
**Financial Aid**
CCC offers a coordinated program of financial aid opportunities. All students are encouraged to complete a Free Application for Federal Student Aid (FAFSA), for U.S. citizens, or the California Dream Act Application (CADAA), for AB540 eligible non-citizens. Financial staff are available to assess students with this process.

**First Year Experience (FYE)**
The FYE Program was designed especially for the first time college student, to assist in the transition from high school to the campus community. Starting college can be a confusing and stressful time. FYE will assist and support students during the first semester and beyond.

**Health Services/Psychological Services**
Health Services provides assessment for ill or injured students by a registered nurse. Psychological Services offers personal counseling assistance in a number of areas, including personal growth, crisis resolution, daily living problems, and relationship and family issues. Health Services provides registered nurse assessment, intervention, education and/or referral for any health related issues including illness, injury, preventive health and reproductive health. In addition, we offer a variety of wellness promotion services. Psychological Services offers individual brief therapy for many issues including depression, anxiety, stress, crisis management, adjustment and relationship issues.

**Honors Program**
The Clovis Community College Leon S. Peters Honors Program is designed to challenge students with a customized curriculum and reward their efforts through individualized academic counseling sessions, field trips, scholarship opportunities, and priority registration. Students begin a sequence of classes and activities to prepare them for transfer to four-year institutions.

**Library**
Library services provide students with learning resources. The library has a collection of volumes. The library also subscribes to a variety of periodicals and several local and national newspapers.

**Student Activities, Clubs, & Organizations**
CCC offers a variety of co-curricular and extracurricular programs, including student government, clubs, community service projects, social activities, and college-wide events.

**Student Government**
The Clovis Community College Associated Student Government (ASG) is the organization that officially represents the college’s student population. The legislative power of the Associated Student Government is vested in the senate whose members are elected by the student body composed of students enrolled at Clovis Community College.

**Transfer Services**
Transfer Services assists students with the transition from community college to a baccalaureate level college or university. CCC Transfer Services provides a variety of resources and services to help students transfer to other colleges and universities for completion of their educational goals. These resources include major sheets, transfer counseling, articulation agreements, college catalogs, Transfer Admission Guarantees (TAG) for UC’s, Associate Degrees for Transfer (ADT) for CSU’s, one-on-one appointments with transfer representatives from 4-year universities, transfer application workshops and individual assistance with the completion of their California State University (CSU) and/or University of California (UC) admissions application.
TRIO Program
Students Support Services (SSS) and STEM are free Federal TRiO programs that serve students who are first generation, low-income, or have a disability. The programs provide academic support and guidance to help students meet the challenges of obtaining a degree and/or transferring to a four year university. Other services include free field trips, priority registration, and scholarships.

Tutorial Services
Tutorial Services provide free individual (one-on-one) and small-group tutoring in a variety of academic subjects to any student who needs and wants to improve his or her class performance. Students improve subject understanding, study skills, and test preparation to become strong independent learners. Students are tutored by fellow college students who have demonstrated academic expertise in the specific subject area.

Veterans
CCC provides specialized academic counseling services for Veterans. Veteran students are provided with the necessary services to achieve their educational goal, including academic and personal counseling, a veteran student educational plan (VSEP) and the appropriate veteran chapter application forms. A Veterans Resource Center is also located in Building AC-2.
Click here for the current schedule.

HOURS & LOCATIONS

Admissions and Records
Tel: 559-325-5200
Room AC2-130
M - Th - 8:00 a.m. - 6:00 p.m.
F - 8:00 a.m. - 6:00 p.m.

Bookstore
Tel: 559-325-5253
bookstore.cloviscollege.edu
Bookstore Building (next to cafe)
M - Th - 7:45 a.m. - 6:00 p.m.
F - 7:45 a.m. - 1:00 p.m.
Extended hours at beginning of semester
(see website for hours)

Business Services
Tel: 559-325-5319
Room AC1-280
M - F - 8:00 a.m. - 5:00 p.m.

Career Resource Center
Tel: 559-325-5308
AC2-174
M, W, Th, F - 9:00 a.m. - 6:00 p.m.
Tues - 8:00 a.m. - 6:00 p.m.

Transfer Services
Tel: 559-325-5230
AC2-133
M - F - 9:00 a.m. - 4:00 p.m.

Child Development Center
Tel: 559-325-5240
CDC Building
M - 7:30 a.m. - 4:00 p.m.
T - F - 7:30 a.m. - 6:30 p.m.

Computer Lab
Tel: 559-325-5294
Room AC1-120
M - Th - 7:30 a.m. - 8:00 p.m.
F - 7:30 a.m. - 6:00 p.m.

Café
Tel: 559-325-5302
M - Th - 7:30 a.m. - 3:30 p.m.
F - 8:00 a.m. - 3:00 p.m.

Counseling
Tel: 559-325-5230
Room AC2-133
M - Th - 8:00 a.m. - 6:00 p.m.
F - 8:00 a.m. - 6:00 p.m.
Counselors are available on select Saturdays, evenings, and online

Disabled Student Programs & Services
Tel: 559-325-5230
Room AC2-133
M, W, Th, F - 8:00 a.m. - 6:00 p.m.
Tues - 8:00 a.m. - 6:00 p.m.

Financial Aid
Tel: 559-325-5239
Room AC2-141
M - Th - 8:00 a.m. - 6:00 p.m.
F - 8:00 a.m. - 6:00 p.m.

Health Services
Tel: 559-325-5318
Room AC2-274 West
M - F - 8:00 a.m. - 11:30 a.m. and
12:30 p.m. - 4:00 p.m.
Call for Psychological Services hours

Herndon Campus
390 W. Fr Ave, Clovis, CA 93611
Tel: 559-324-6400
M, W, F - 8:00 a.m. - 6:00 p.m.
T, TH - 8:00 a.m. - 9:00 p.m.

Library
Tel: 559-325-5215
Room AC2-148
M - Th - 8:00 a.m. - 8:00 p.m.
F - 8:00 a.m. - 3:00 p.m.
Sat - 10:00 a.m. - 2:00 p.m.

Office of the Deans
M - Th - 8:00 a.m. - 6:00 p.m.
F - 8:00 a.m. - 6:00 p.m.
Dean of Students:
Tel: 559-325-5285
Deans of Instruction:
Tel: 325-5285
Room AC2-235

Student Activities
Tel: 559-325-5249
Room AC1-160
M - F - 8:00 a.m. - 6:00 p.m.

Test Center
DSP&S and Make-Up Testing
Tel: 559-325-5276
Room AC2-176
Testing Hours
M-F: 9:00 a.m. - 3:30 p.m.
Office Hours
M-F: 9:00 a.m. - 6:00 pm
Appointments may be made in
Rooms AC2-176 or AC2-193

Tutorial Center
Tel: 559-325-5248
Room AC1-137
M - Th - 8:00 a.m. - 6:00 p.m.
F - 9:00 a.m. - 2:00 p.m.
Herndon Tutorial Center
M - Th - 10:00 a.m. - 2:00 p.m.
Tel: 559-324-6410

Veterans Resource Center
Tel: 559-325-5415
Room AC2-121
M - F - 8:00 a.m. - 4:00 p.m.

Welcome Center
Tel: 559-325-5421
Room AC1-140A
M - F - 8:00 a.m. - 6:00 p.m.

As of 1/24/19
(Hours subject to change)
Policies and Procedures
Absences

Clovis Community College

Absence Reporting Procedures

Please email your Administrative Assistant for your discipline to report all absences.

<table>
<thead>
<tr>
<th>Humanities/Social Sciences/ Athletics</th>
<th>STEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debbie Nieto (325-5264)</td>
<td>Vicki Cockrell (325-5356)</td>
</tr>
<tr>
<td><a href="mailto:debbie.nieto@cloviscollege.edu">debbie.nieto@cloviscollege.edu</a></td>
<td><a href="mailto:vicki.cockrell@cloviscollege.edu">vicki.cockrell@cloviscollege.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelley Benzler (325-5420)</td>
</tr>
<tr>
<td><a href="mailto:kelley.benzler@cloviscollege.edu">kelley.benzler@cloviscollege.edu</a></td>
</tr>
</tbody>
</table>

If you are notifying us the day of your absence, we need you to call in as well. Please follow this process:

1. **Call the Attendance Hotline at 325-5201.**

   If no answer, please leave a message. *Every instructional office, including the Deans Office and Administration will receive your message.*

2. Follow up with an email to the Administrative Assistant for your discipline.

If you call after 5:00pm for classes that begin by 6:00pm please call the Office of the Deans at 325-5285.

If you call after 6:00pm – Call Maya Davis at 325-5244 (CCC) or Witney Grandi (HC) at 324-6400 and leave a message.
You will be required to complete an absence slip **immediately upon your return to duty**. In case of absence due to illness of five (5) or more consecutive duty days, a statement from a physician verifying your fitness to return to duty must accompany the absence slip.

**Adjunct faculty members are entitled to sick leave.** The number of teaching hours per week will determine the number of sick leave hours earned per semester.

**Academic Freedom**

Intellectual freedom and responsibility

Intellectual freedom is to be guarded as a basic right of all citizens in a free society. To this end, the colleges of the district are committed to free discussion and open inquiry in the pursuit of truth. It is recognized that freedom to think, to read, to speak and to question is necessary to the development of an informed citizenry. This freedom shall be integral to the philosophy of this district and is guaranteed to all staff and students.

For each faculty member, intellectual freedom is both a right and a responsibility. As a right, it guarantees the instructor freedom to interpret personal findings and to communicate the conclusions without being subjected to interference, molestation, or penalty because the conclusions are at variance with those of other persons. As a responsibility, it carries the obligation to study, to investigate, to present, to discuss and to interpret fairly and objectively facts and ideas related to the instructor's assignments and to avoid teaching material which has no relation to the subject.

Since human knowledge is limited and changeable, the instructor will acknowledge the facts on which controversial views are based and show respect for opinions held by others. While striving to avoid bias, the instructor will cite the evidence available and present the conclusions to which the instructor believes this evidence points without limiting the freedom of the student to express and defend the student's own views and beliefs. With the understanding that the student must also respect the rights of others, the student shall have the freedom to question and differ without jeopardy to the student's scholastic standing.

The college faculty member is a citizen, a member of a learned profession, and an employee of an educational institution. As a person of learning and an educational employee, the faculty member should remember that the public judges the profession and the institution by his/her utterances. Hence, the faculty member should at all times be accurate, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson.

To insure these principles of intellectual freedom for this district's colleges, the administration and the board, as the governing body of the district, will demonstrate their support by actively working toward a climate which will foster this freedom. Such participation will extend to the point of defending and supporting any tenured or non-tenured faculty member who, while maintaining the high standards of the profession, finds personal freedom of expression unfairly attacked or curtailed.
Freedom of Speech, Political Activities

The governing board recognizes the right of any employee of the district to take or refrain from taking a stand on any political issue and to support or oppose any issue or candidate. In accordance with the Education Code, such activities must be conducted on the employee's own time. The employee will exercise reasonable care to show that he/she is acting in his/her capacity as a private citizen. Nothing in this policy shall prevent:

1. The discussion and study of political, social, and moral issues when such discussion and study are appropriate to the subject matter of a course.
2. The conducting of student and employee elections and campaigning connected therewith.

See Administrative Regulation 4030

Reference: Title 5 Section 51023; Accreditation Standard 2.2

Adopted by the Governing Board: June 8, 1978; June 4, 1996; October 5, 2004
Revised: October 13, 1982; January 1984; July 1, 2008

Academic Senate

Membership in the senate is open to all certificated staff except those whose assignment requires an administrative credential. The purpose of the Academic Senate shall be to represent faculty as a vital element of a system of shared governance with regard to academic and professional matters, as specified in Section 70901 of the Education Code.

The officers of the Academic Senate comprise the Executive Council; Officers serve for two years, beginning after spring graduation. The 2019-2020 officers are:

President: Liz Romero
Vice President: Erik Fritz
Secretary: Melanie Sanwo
Curriculum Chair: Jennifer Hanson
Past President: Jeff Burdick

Two senators are selected by each of the seven departments. Senators serve for one year. Adjunct representatives are elected in the fall semester and serve for one year.

Adds/Drops

Students must have an authorization code from the instructor if they wish to register after classes begin. Students may add full-term classes through the third week of the semester (prior to census date). Please announce this date to your students when you agree to add them to your class. Remind them that they are not registered, nor will they receive a grade, until their paperwork is processed and their fees are paid.

Drop all no-shows the first week of class to allow for room to add other students. Also drop students for lack of attendance per the attendance policy in the Clovis Community College Catalog. The policy states that, “Unless
there are significant extenuating circumstances, that student will be immediately dropped from class by
the instructor if the absences are occurring before 50 percent of the class is expired.” (CCC Catalog)
You must add students from the waitlist in the order they are listed. You may add walk-in students only after
you have added the waitlisted students. Your syllabus should address how you will add walk-in students to
your waitlist and the class. Instructors will not receive the LGI pay bump unless the Dean of Instruction has
pre-approved the class as being LGI and to what degree, i.e. 65 students, or 75 students, etc. Therefore, as an
element, if an instructor voluntarily enrolls more than 50 students in a section with a section cap of 50, the
instructor will only be paid for 50 students and will not receive the LGI bump. The LGI bump in pay is
calculated at census.

Monitor the WebAdvisor enrollment status of those students who were given authorization codes; ensure that
they are processed in a timely manner. Remember the WebAdvisor roster is the one and only official list of
enrolled students. Regularly compare the WebAdvisor roster to your working roster/attendance sheet and
resolve discrepancies in a timely manner. Informing your Dean of Instruction that a student was a NO SHOW
at the conclusion of the semester means you were not properly managing the class roster.

Beginning with the fourth week of full-term classes, students wishing to add classes must obtain and complete a
Student Petition for Exception to Enrollment Deadline Due to Extenuating Circumstances (SPEEDE) form from
the counseling office. Petitions are submitted to the instructor. Instructors will be required to state the
extenuating circumstance on the petition. Instructors submit the petition to their Dean of Instruction for
approval. If approved, Deans submit the form to Admissions and Records and Admissions and Records notifies
the student and instructor by email if approved.

The last day to drop a full-term class and qualify for a full refund is the end of the second week of the semester.
After the third week, students will receive a “W” on their transcript. The last day to drop a full term class is
the end of the ninth week. Short-term classes will have the final drop date recorded on the class roster.

Instructors shall drop students on WebAdvisor. Title 5 Section 58004 requires instructors to drop all no-
shows. NO SHOW drops should be completed during the 1st week of class. Any student who has not attended
class for a period of time should be dropped. Reinstatements are always possible; drops are not.
Americans with Disabilities Act (ADA)
Academic Accommodations for Students with Disabilities

Clovis Community College is strongly committed to maintaining an environment that guarantees disabled students full access to its education programs, activities, and facilities. In our continuing efforts to meet this commitment, we call upon the faculty to be especially sensitive to the needs of students with disabilities.

Since the passage of the Americans with Disabilities Act, much discussion has resulted centering on the responsibility of the college community to its members with disabilities. Some of the issues raised focus on the continued impact of Section 504 of the Rehabilitation Act of 1973. In order to make the college community aware of the State Center Community College District’s policy regarding students with disabilities, the following information is provided:

1. Section 504 as amended states
   …no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any academic, research, occupational training, housing, health insurance, counseling, financial aid, physical education, athletics, recreation, transportation, other extracurricular, or other postsecondary education program or activity…
Section 504 also defines a qualified person as
…a handicapped person who meets the academic and technical standards requisite to admission or participation in the…education program or activity…

2. Section 508 of the Rehabilitation Act requires that colleges make information accessible to students before they enter a course. This means that course materials should be ready for students as soon as they enter the class. Accessibility means that everyone can access the material, including students who require adaptive technology.

- All documents faculty create should be accessible, including Word, PDF, PowerPoint, and Excel documents.
- Websites and publisher materials should be accessible to students.
- Videos shown in class or online must be captioned.
- Instructors who are responsible for choosing textbooks should contact the publisher and confirm that accessible versions of the text are available.

CCC DSP&S faculty and staff, Instructional Designer, Distance Education Coordinator, and Alternative Media Specialist can all be resources.

3. Clovis Community College is fortunate to have an excellent Disabled Student Programs and Services (DSP&S) with trained professionals who are qualified to assist both students and faculty to establish the necessary and appropriate academic adjustment. DSP&S assists the faculty with the use of proctors, extended-time examination administration, alternative testing methods, and a wide variety of other auxiliary aids. It is imperative that anyone needing these services contact DSP&S (559) 325-5230 with requests and to allow time for processing.

**Attendance**

Attendance **must be** taken at every class meeting. AR 7122 states that an instructor of the district shall, keep accurate attendance and grades and submit, on time, attendance reports, grade reports, and other records required by the various administrative offices. Attendance records must be turned in with your grades at the end of the semester. Instructors teaching sections with “To Be Arranged” (TBA), must submit hardcopy (originals preferred) documentation for each and every student for each and every TBA class meeting. These documents are required for auditing purposes. They also ensure that the claimed apportionment is correct. The last day of attendance must be entered in WebAdvisor for all students earning an F in the class.

The State Center Community College District complies with all attendance accounting requirements as mandated by state regulations. The District Director of Enrollment Management will prepare support documentation regarding all course enrollment, attendance and disenrollment information and maintain records in accordance with state audit regulations.

The units of full-time equivalent student (FTES) for apportionment purposes shall be computed for all courses based on the type of course, the way the course is scheduled, and the length of the course. The District will insure that computation of FTES includes only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the District authorized to render service in the capacity and during the period in which the employee served.
The primary term length for credit courses is eighteen (18) weeks.

In compliance with regulations from the Chancellor’s Office, the District Director of Enrollment Management will be responsible for reporting of FTES during the “First Period” (between July 1 and December 31), “Second Period” (between July 1 and April 15), and “Annual” (between July 1 and June 30).

The State Center Community College District will maintain compliance with census procedures prescribed by the state Chancellor’s Office for all credit courses including work experience, independent study, and credit courses being reported on an actual attendance basis. The District Director of Enrollment Management will prepare census day procedure tabulations using the District’s Administrative computing system.

The District Director of Enrollment Management will report actual student contact hours of attendance procedure tabulations using the District’s Administrative computing system. The actual student contact hours of attendance will be reported as verified by the instructor of the course.

The District will maintain at least 177 instructional days during the fiscal year, including flex days.

Reference: Title 5 Sections 58000 et seq.
Adopted by Chancellor's Cabinet: August 18, 2008

**Census Roster Certification**

Faculty members are responsible to drop any inactive students via WebAdvisor prior to the Census date of a class. Inactive students are defined as: Never Attended or Absent without permission for 2 weeks or more. Roster certification is when we drop students who have never attended the class, i.e. missed the first day of instruction. The catalog definition for attendance states that after two weeks or more of absences a “student will be immediately dropped from the class by the instructor if absences are occurring before 50% of the class is expired.”

Certify Census/Rosters as soon after the census date as possible (after end of 3rd week for full-semester classes). Datatel will not allow census certification prior to the census date. You will be unable to drop students on WebAdvisor as 'No Show' once certified as in attendance on Census.

Faculty and student initiated drops are confirmed by an electronic email that states which students have been dropped from your class. You should verify that the list is correct. As a final check, please log in to WebAdvisor the next day to ensure the students have been dropped. If not dropped, contact the campus Records office for assistance.

**Cheating and Plagiarism**

It is our belief at Clovis Community College that students are entitled to the best education the college can make available to them and that they, their instructors, and their fellow students share responsibility for seeing that their education is honestly attained.

In keeping with this philosophy and Board Policy (BP 5500- Standards of Conduct), each student is expected to exert an entirely honest effort toward attaining an education.
Every instructor has the authority and responsibility to address such instances of cheating or plagiarism as may occur in class per Administrative Regulation 5500- Standards of Conduct and Administrative Regulation 5520-Student Discipline Procedures. Faculty need to complete a Cheating and Plagiarism Infraction Form to report student cheating or plagiarism. These forms are kept in the Office of the Deans.

**Children in Class**
In order to promote a positive learning environment for all, it is recommended that students make arrangements for their child’s care while class is in session.

**Class Rosters**
Current class rosters can be accessed through WebAdvisor on the district’s website. (See WebAdvisor)

Your official initial roster is your opening roster. This roster lists all enrolled and waitlisted students, as well as 24 authorization codes to be assigned to those students you are allowing to register late for your class. Please discard any used authorization codes or make notation on them so as not to reuse the same authorization code. Only one authorization code per student may be used. If you need additional authorization codes, please contact Admissions and Records. (ext. 5200).

**Commencement Exercises**
Clovis Community College full-time faculty members are invited to participate in the commencement exercises every year. Adjunct faculty are invited to attend on a non-pay status by their departments. Faculty members must notify Gayle Oki in the Deans’ Office to order caps and gowns. Note: if an instructor chooses not to attend commencement, the instructor is still obligated to fulfill the contractual on-campus requirement for that day or complete an absence slip.

**Copying Services**

**Limited** copying services are available for production of syllabi, class handouts, tests, etc. There are copy machines in the mailroom (AC1-264), workroom (AC1-194), the Deans’ Office (AC2-235), and Adjunct Faculty Office (AC2-134) for your use. Please be prudent in your copier use and be aware of copyright laws, which carry severe penalties for abuse.

We encourage you to not wait until the last minute to make your copies. Copy machines break down at the most inconvenient times!

When possible, route print jobs from a computer (attached to the network) directly to one of the high speed printers/copiers. This process is much cheaper than feeding the original through the printer/copier.

Scanning and posting information on Blackboard/Canvas instead of handing out paper copies is also appropriate.
Department Chairs

Appointment of Department Chairs
Department Chairs are appointed for two-year service by the Academic Senate and the college President upon recommendation of the department faculty and the Vice President of Instruction and Vice President of Student Services.

During the spring semester, departments meet to nominate a minimum of two full-time faculty members for the position of chair. The names of the nominees, ranked at the discretion of the department membership, are submitted through the Deans and the Vice Presidents to the President.

It is expected that the administration will be able to appoint the Department Chairs from those faculty nominated by the department membership. In the event that no name submitted is acceptable to the administration, the department will be asked to reconsider its recommendations in the hope that a mutually acceptable candidate can be identified.

The process for identifying Department Chairs should be completed in the spring semester prior to the beginning of their two-year service. New terms begin July 1.

2019-2020 Department Chairs are:

1. English and Reading Department: Erik Fritz
2. Humanities Department: Stephen Dent
3. Social Sciences Department: Jon McPhee
4. CTE Department: Sallie Turpen
5. Math/Engineering: Courtnie Choate
6. Science and Health Department: Ann Fallon
7. Student Support Services Department (counselors, nurses, librarians): Ralph Munoz

Duties and Responsibilities of Department Chairs

1. Attend and participate in regular and special meetings of department chairs as organized by the Office of the President, Office of Instruction, and/or Office of Student Services, as appropriate.
2. Assist with the implementation of academic processes and procedures, including course substitution petitions, credit by exam, prerequisite challenges, and academic (“new faculty”) position requests.
3. Act as a liaison between the division Dean and the department faculty.
4. Assist in the development and continuing review and evaluation of departmental curriculum and programs in collaboration with the department faculty. This includes:
   a. Coordination of the regular submission of program review reports. In the course of facilitating the completion of program review reports, if the department contains a program that does not have a full-time unit member, the chair shall work with the appropriate Dean to identify a unit member (either full-time or part-time) to develop the report on behalf of the program. The identified unit member shall be compensated for hours spent completing the report up to a maximum of ten (10) hours logged on the appropriate timesheet (Appendix E) at the unit member’s Schedule B lab rate. Payment will be made the next pay date after the completed report is submitted.
b. Coordination of the regular assessment, compilation, evaluation, and report of course and program student learning outcomes conducted by all full-time department faculty.

c. Coordination of the review and revision of course outlines at least once every five (5) years.

d. Collaboration with program advisory committees, as appropriate.

5. Chair department meetings on dates and at times not in conflict with any instructional duties of faculty.

6. Prepare and post department meeting agendas and/or notes/minutes to a common repository accessible by all department members.

7. Assist in the coordination of the orientation and evaluation of full-time and part-time unit members in matters related to instruction and institutional practices, protocols, and procedures.

8. Advise unit members regarding the recruitment and evaluation procedures.

9. Coordinate the department response to class schedules recommended by administration.

10. Coordinate department recommendations

Note: The above list is in compliance with the current contract and will be updated as the contract changes.

Drug-Free Campus

Clovis Community College is committed to maintaining a drug- and alcohol-free campus. The college prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, and possession of any paraphernalia related thereto (as defined in Schedules I through V of the Controlled Substances Act [21 U.S. C.812] and as further defined by Regulations 21 CFR 1308.15 in the drug-free work place). Behavior which violates this policy will be subject to disciplinary action in accordance with campus policies and applicable regulations (Board Policy 5410). Persons who seek information and/or resolution of alleged violations are directed to the Vice President of Instruction or the Vice President of Student Services (559) 325-5214 in room AC1-260, the Deans of Instruction (559) 325-5285 or the Dean of Student Services (559) 325-5265, in room AC2-235, or campus police at (559) 244-5911.

Disabled Student Programs and Services (DSP&S)

Disabled Student Programs and Services (DSP&S) is designed to provide access to education to students with documented disabilities. Students with disabilities must ‘self-identify’ and request services for DSP&S for services to be initiated. Not all students with disabilities will choose to work with DSP&S. Perhaps they do not know of the program or they might not want accommodations.

If a student is requesting an academic accommodation from you, you should ask for their CCC ‘Notification of Authorized Services’ (NOAS). This document outlines the DSP&S approved academic accommodations within the current academic year and a CCC DSP&S counselor’s signature. DSP&S will provide our students as many copies that they need so that they can give this document to the faculty to keep. DSP&S advises faculty to keep this record with their course information so that it is able to be referred to.

CCC DSP&S advises the students to give their NOAS to the professors in the first week of class, but some students may wait to give it to you later in the semester. CCC DSP&S advises that the professor review the NOAS confidentially with the student, to determine which accommodation(s) they are requesting to utilize in this class. It is encouraged to write the date on the NOAS of when you received it and which approved accommodations were discussed.

Common Accommodations and impacts on faculty:
Note Taker: It is the faculty’s responsibility to address the class and find a volunteer note taker for the DSP&S student. Please make every effort to keep the DSP&S student anonymous, unless the DSP&S student states that they would like to connect with the chosen note taker. The volunteer note taker should come into DSP&S to fill out a contract and receive a quick overview of how the process works. Once the contract is filled out, the note taker is submitted by DSP&S for priority registration in the upcoming semester.

Preferential Seating: It will be noted as to where the student needs to sit. Even with a seating chart this accommodation needs to be honored.

Self-Directed Breaks: Faculty need to be aware that when a student with this accommodation leaves, they are expected to return. Faculty should not call attention to the DSP&S student leaving the room.

Testing Services (proctoring, extended time, scan and read, speech to text): CCC provides testing accommodations. The DSP&S student needs to come to DSP&S and set their test appointment during or closely around the same time as the class exam. The student is responsible for doing this approximately one week in advance, but no later than 48 hours in advance. The student will provide you with a test appointment sheet. Fill out your directives and return the appointment sheet with the exam to the DSP&S office. More instructions can be found on the test appointment sheet.

E-Text: DSP&S can provide electronic versions of most texts to students with this accommodation once they have purchased/rented it. In the event that a book or edition is not available, faculty should work with DSP&S for an alternative plan to meet the student need.

Audio Recorder- Smart Pen: Student can audio record all of class. Student signs a recording agreement with DSP&S that states they cannot use this recording for any other purpose than which it is intended.

Faculty should never deny a student an approved accommodation, even a statement like “you won’t need this in my class” is unacceptable. Always feel free to call DSP&S at (559) 325-5230 for further clarification and assistance.

DSP&S students are held to the same academic rigor and standards as the rest of your roster. DSP&S will not ‘clear’ a student’s absence with faculty, but in extreme circumstances DSP&S will contact faculty to discuss attendance.

Providing accommodations that are not on the NOAS is not advisable. Extending deadlines or reducing workload will not be approved on NOAS by DSP&S. If the faculty choose to do so for a DSP&S student they need to remain consistent and provide this with their entire roster.

CCC DSP&S has a complete faculty resource guide for additional information, and faculty are encouraged to ask questions or schedule conversations by phone, meeting or email.

**E-MAIL**

All instructors should use their district e-mail account as that is the e-mail address listed on Canvas for students to contact you. Also, critical information is disseminated via district e-mail. Please make it a habit to check your district e-mail account at least twice a week. You can access your campus e-mail account from any computer that has access to the internet by following these steps:
● Open the District’s website: www.seccd.edu
● At the top left side of the page, click on “My Portal”
● Click on “Employee email”
● Enter your user name and your password

EMERGENCY PROCEDURES

In the event of an actual or potential life threatening emergency: Dial 911
If in doubt as to whether or not it is a life threatening emergency: Dial 911

Other options available:
1. District Police ext. 5911 or (559) 244-5911
2. Push the red button on campus cisco phones. This will connect you to District Police. They will not verbally answer unless you speak to them, but they will be able to hear what is going on and can dispatch an officer as needed.

For more information:
1. Refer to Emergency Procedure Posters posted in classrooms and office areas
2. Visit the Police Department’s website.
3. Sign up for 1st2KnowEmergency Alert System on WebAdvisor

For non-life threatening STUDENT INJURIES on campus, complete the Student and Public Accident Report Form, and send the form and injured student to the Health Services Office, AC2-274 West or call the Health Office at ext. 5318. During the evening, contact the Evening Coordinator at ext. 5244.

For non-life threatening EMPLOYEE INJURIES on campus, call the Company Nurse Hotline: 1-877-854-6877

Please refer to the Emergency Procedures charts that are posted in every classroom and office on campus. For situations involving paramedics, injury or illness:
Keep calm – evaluate the situation – and follow the steps below

IF THE CONDITION OF THE INJURED OR ILL PERSON IS QUESTIONABLE, UNSTABLE OR LIFE THREATENING, CALL 911 IMMEDIATELY.

Step 1. CALL: 911 if necessary

Step 2. Report the incident to the School Nurse
Nurse - 5318
Executive Assistant - 5214
Evening Coordinator - 5244
Saturday coordinator - 5212
Step 3. If this was an emergency situation and 911 was called, call District Police to document the situation and complete a report.

CALL: District Police, ext. 5911
(244-5911, 24 Hours Daily)
GIVE: Your name and telephone number
Name of victim
Location and type of problem
Inform District Police that you have called 911/Nurse already

For situations not requiring emergency personnel:

For students/public: Complete “Student and Public Accident Report” and file with the School Nurse.

For Employee/Student Worker: Call the Company Nurse Hotline at 888-770-0929

**Emergency Kits:**

Kits (containing miscellaneous items to assist in managing an emergency situation or scene), and first aid kits are located in the following areas:

- Administration, AC1-260
- Art Studio, AC1-237
- Biology Labs, AC2-277, 281, 285
- Bookstore
- Cafeteria
- Chemistry Lab, AC2-230, 238, 246
- Library, AC2-148
- Registration, AC2-130
- Science Prep Rooms, AC2-234, 242, 279, 283
- Student Services, AC2-133

Each classroom and office has an emergency button on the telephone. This line (indicated by a red dot) will connect you directly with the District Police Department. The police department will not verbally answer when they pick up the call; if you’re in a situation that keeps you from speaking, they will listen to find out what’s going on and dispatch an officer(s) if necessary.

**EMPLOYEE ASSISTANCE PROGRAM**

Confidential, professional referrals and face-to-face counseling for various personal and work related concerns is available to SCCCD employees upon request. Call (888) 425-4800 to reach Halcyon or www.halcyoneap.com.

**EVALUATIONS**

For information on full-time faculty evaluations, please refer to the current faculty contract, Article XIII, Sections 1 & 2.

For information on adjunct faculty evaluations, please refer to the current part-time faculty contract, Article XII, Section 1.
FACILITIES
Problems with rooms, heating, cooling, etc. should be addressed with: Cathy Ostos.
Problems with classroom technology should be addressed with: Technology department.

FIELD TRIPS
In one semester, no class or activity may schedule field trips or events that would cause students to miss more than three (3) days of other classes. A student may not be required to miss more than nine (9) days of classes for field trips in a semester.

All class work missed by a student due to field trips or activities must be made up to the satisfaction of the instructor, or the absence will be unexcused. The student is responsible for working with the instructor on how and when missed work may be made up.

Instructors, advisors, and coaches should inform the office staff in advance of trips or activities that will take students out of classes. A list of events, dates, and times should suffice. The forms needed to request a field trip and transportation can be found on the Clovis Community College webpage under “Faculty and Staff/Forms Online”. Field trip forms must be submitted at least one month in advance.

FINAL EXAM SCHEDULE
Finals must be given during the regularly scheduled finals week, the last week of the semester for full-semester classes. You must hold class during finals week. All full-term classes will meet only once during finals week. Short term classes meet each class session and hold their final on the last day of the class. Saturday class finals are scheduled for the Saturday prior to finals week. Please refer to the finals schedule.

If you wish to change the day or time of your final, every student in the class must be in agreement, and it must be approved by the Vice President of Instruction in advance. You must also notify your students in writing. Note that the room availability should be checked by your dean’s Instructional Administrative Assistant.

Class examinations on a semester’s work are given at the close of each semester. Failure to attend the examination may result in a grade of “F” for the examination. Arrangements for emergencies may be made with approval of the individual instructor.

Students who have more than three examinations scheduled for the same day may petition to have one rescheduled and taken with a certified proctor.

GRADIES

Entering Grades

1. ENTER FINAL GRADES IN WEBADVISOR.
   After logging into WebAdvisor:
   a. Select Faculty → Grading and enter term; submit
   b. Indicate Final Grading, and select Class; submit
   c. Enter a Final Grade for each individual that appears on your WebAdvisor roster. (You MUST do this even if this person stopped attending or has never attended your class.) (If “F” grade, indicate the last date of attendance.)
   d. Submit
2. PREPARE BACKUP PAPERWORK

The following information must be included in your paperwork:

a. Final Grade for each student on your roster
b. 4 substantiating grades (how you arrived at the final grade)
c. Grading scale
d. Attendance (attendance MUST be submitted)

**CANVAS Attendance Instructions:** Yes, this is **NEW** and if you tracked attendance in Canvas, you can export the file for attendance documentation

Please name your document (Excel 2000 or newer or PDF) according to the following naming convention:

```
COURSE-SECTION#_LASTNAME_TERM
EXAMPLE: IS-15-12345_SMITH_2015FA
```

3. SUBMIT PAPERWORK

a. Submit paperwork IN ONE FILE via the link in WebAdvisor under the Faculty Menu: “Please click here for Electronic Submission of Rosters”

b. Email as an attachment to: ccc.records@scccd.edu

**INSTRUCTORS NOTE:** When posting grades to WebAdvisor, every student listed must receive a grade of “A”, “B”, “C”, “D”, or “F” regardless of attendance status. Remember all NO SHOW students were to be dropped during the first week of class. You are requested to monitor your WebAdvisor Roster to ensure all “add” students actually added and all students you dropped for non-attendance actually were dropped when requested. The WebAdvisor Roster used to post grades should match your working/attending roster, if not the discrepancy must be addressed prior to due date for posting grades.

**Changing Grades**
The instructor’s grades, when submitted to the Admissions and Records Office, are **permanent** and may not be changed for any reason except error in computation or recording. A Request for Grade Change form is completed to change a grade. If there is a discrepancy between a grade received and the grade a student thinks he/she should have received, the student should discuss it with the instructor. If the situation is not resolved, the student can file a Grade Review Petition.

**Incomplete Grades**
An Incomplete (I) may be assigned as a grade only by approval of the course instructor if all of the following conditions are met:

- The students has completed all but the final examination or other minimal amount of course work required for a final semester grade.
- The student has a serious and verifiable reason for not completing the required course work.
- The students has a passing grade in the course work at the time the Incomplete grade is assigned.
• The student requires no additional class time for completion of the course.

In assigning an Incomplete (I) grade, the instructor will specify, on the appropriate grade report form, a list of conditions necessary for the removal of the Incomplete grade, the time period allotted to the student to satisfy these conditions, and the evaluative grade to be assigned if the listed conditions are not satisfied within the allotted time period.

Posting Grades
Grades shall not be posted by name, Social Security Number, or SCCCD ID number. If grades are to be posted, they must be posted in a manner that individual students cannot be identified. Posting grades on Canvas or similar platform is the preferred/recommended method.

GRIEVANCE PROCEDURES- Students
Any complaint concerning an alleged unauthorized or unjustified act or decision by a Clovis Community College staff member, not involving sexual harassment and/or discrimination, which adversely affects the grades, status, rights, or privileges of a student is the concern of the Clovis Community College administration. See Board Policy AR 5530 available online at www.scccd.edu or in the Dean of Student Services Office (AC2-235) office.

A student who has a complaint that does not involve sexual harassment and/or discrimination may take action in the following sequence:

1. Discuss the problem with the individual involved.
2. If a mutually satisfactory understanding has not been reached at step one, the student may complete a Clovis Community College Student Appeal Complaint form and return it to the Office of Administration (AC1-260). The Student Appeal Complaint form must be submitted and time allowed for processing. After the complaint is thoroughly investigated, the student will be notified of the decision.
3. If the student’s concerns remain unresolved after steps one and two, the student may make an appointment with an administrator. The following lists the appropriate administrator to make an appointment with:

   If your complaint is against: Contact:
   Faculty.................................................................Dean of Instruction (AC2-235 or 325-5285)
   Student Support Services .......................................Dean of Students (AC2-235 or 325-5285)
   Another Student or Counselor..................................Dean of Students (AC2-235 or 325-5285)
   All other complaints ..............................................Vice President of Instruction or Vice President of Student Services (AC1-260 or 325-5214)

4. If the student is not satisfied with the outcome at step three, as a final step, the student may petition to the Clovis Community College Vice President of Instruction and Student Services.

Student Appeal/Complaint forms are available in the Office of Administration (AC1-260), Admissions and Records (AC2-130) and the Office of the Deans (AC2-235).

HEALTH SERVICES
Good health is essential to success. Health Services supports student success through a variety of services and activities that promote health and wellness. We strive to provide services and information that will support
wellness throughout a lifetime. Health and wellness information is provided to students in a variety of methods including personal consultations with the registered nurse, handouts and brochures available at the health office, classroom presentations on a variety of college health topics, online college health resource information, and outreach events.

Health Services provides integrated health and mental health care including, but not limited to, health screenings for vision, hearing, blood pressure, and diabetes; depression screenings; stress, sleep, and self-care counseling; referrals to psychological services; illness and injury evaluation, care and referral; birth control counseling; Tuberculosis (TB) skin testing; Tuberculosis Risk Assessments; and Flu Shots. In addition, free condoms, over-the-counter medications and personal care items are available at the Health Office.

Health Services is location in AC2-274 West. Office hours are Mon-Fri 8:00 am to 4:00 pm. We are closed 11:30 to 12:30 for lunch. To schedule an appointment with the nurse, call: (559) 325-5318.

Naomi Forey, MSN RN PHN
Health Services Coordinator
naomi.forey@cloviscollege.edu

**Psychological Services**

Psychological Services is an integrated program within Health Services designed to serve students who are experiencing stress or other emotional difficulties. Frequently, these difficulties can affect a student’s ability to function effectively in social, academic, or work settings. To assist students in overcoming these challenges, we offer individual, couples, and group therapy. Assistance and/or appropriate referral for issues such as: panic or anxiety, depression, grief and loss, identity struggles, relationship difficulties, substance abuse, and/or test anxiety are available. We strive to offer a safe and positive place to address these difficulties.

In order to access complementary campus Psychological Services, students must complete a “Request for Psychological Services” form available in the Health Services Office, AC2-174 West.

For the most up-to-date information on Psychological Services office hours/availability, please contact Health Services at 559-325-5318.

**INSTRUCTIONAL MINUTES PER HOUR AND CLASS BREAK TIME**

Classes will be listed in the class schedule to allow instructors maximum flexibility in planning classroom breaks. Classes scheduled for one hour per scheduled day will be shown as (for example) 8:00-8:50, and the instructor will be expected to hold class for the entire fifty-minute period. (The ten minutes between 8:50 and 9:00 is allowed for passing time; there is no other break.) For classes scheduled for more than one hour per day, the instructor must allow at minimum a ten-minute break after the first 100 minutes of instruction, and may allow additional breaks amounting to ten minutes for each additional hour. For example, a two-hour-per-day class will be shown in the schedule as 8:00-9:50, but it will be understood that the instructor will provide a ten-minute break sometime during that period. A three-hour-per-day class will be shown in the schedule as (for example) 6:00- 8:50, with the understanding that the instructor will provide a break of 10-20 minutes in duration in the middle of that period. Any questions concerning scheduled class time, etc., should be directed to your dean. **Class breaks may not be "saved" and given at the end of a class period as a justification to leave early.**
KEY AUTHORIZATION

Except where approved by the Vice President, only full-time staff members will be provided with keys and/or fobs to the facility. Faculty members should not turn keys over to students or other unauthorized persons. Under no circumstances are keys to be duplicated. For key questions, contact Leslie King at ext. 5214.

Any time you are in the building after hours, call the District Police Department at ext. 5911. Let them know when you arrive and also when you leave. Be sure to lock the building behind you at all times. Note that in unlocking some doors, you are unlocking all doors!

LIBRARY

The Clovis Community College Library is located in AC2-148 and offers a wide array of resources and services to students, faculty, and staff. Over 17,000 print books, 25 print magazines and newspapers, and 830 audiobooks and DVDs are available in the library. The online library catalog allows users to search and request print circulating materials from all four libraries in the State Center Community College district. Interlibrary loan services provide access to print resources from participating libraries outside the district. Faculty and staff borrowing privileges include extended checkout periods, no late fees, and no borrowing limits. Book and media purchase suggestions can be made in person, or by using the Book/Media request form located under Faculty Services on the library’s web page.

Over 200,000 eBooks, 45 research databases, streaming music, videos, and audiobooks, and the full-text The New York Times are accessible on campus and remotely. The course reserve collection offers students access to a selection of course materials in the library. The library also has twenty desktop computers, three study rooms, 13 laptops and calculators with checkout privileges, 10 tablets for student use in the library, headphones, personal-sized whiteboards, and charging stations.

Librarians offer classroom research instruction sessions that are tailored to course assignments, and one-on-one research and reference services via face-to-face, phone, email, and through the 24/7 reference service available on the library’s web page. Extended one-on-one research sessions can be scheduled through Book-a-Librarian on the Library’s webpage. Library Instruction request forms are available under Faculty Services on the Library’s web page and in the library.

For more information visit the Faculty Orientation guide - under Research Guides on the Library’s web page.

MAILBOXES

Please make it a practice to check your mailbox before each class session (AC1-264), as important messages are relayed in this manner. The main campus will be forwarding time sensitive materials requiring your prompt attention (rosters, reports, absence slips, etc.).

Please note: Students are not allowed in the mailroom. Please post a manila envelope outside your office where students can turn in homework, assignments, etc.

MILEAGE
Faculty are entitled to reimbursement for travel that is required from their base site. Mileage reimbursement forms are turned in monthly. Mileage forms can be found under the online forms section of the CCC website. For any questions regarding mileage, please contact your dean.

**NON-DISCRIMINATION STATEMENT**

The State Center Community College District does not discriminate nor harass on the basis of race, color, national origin, gender, sexual orientation, disability, or age in any of its policies, procedures, or practices, nor does it tolerate sexual harassment, in compliance with the Americans with Disabilities Act of 1991, Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), and Age Discrimination Act of 1975 (pertaining to age). This nondiscrimination policy covers admission and access to, and treatment and employment in, the College’s programs and activities, including vocational education.

Inquiries regarding the equal opportunity policies, the filing of complaints, or to request a copy of the complaint procedures covering discrimination complaints at Clovis Community College may be directed to: Dean of Student Services and Title IX Officer/ Section 504/ADA Coordinator Kira Tippins, in the Office of the Deans, 10309 N. Willow Ave., Fresno, CA 93730, Room AC2-235, (559) 325-5285.

The college recognizes its obligation to provide overall program accessibility throughout Clovis Community College for handicapped persons. Contact the Clovis Community College Section 504 and ADA Coordinator Kira Tippins, AC2-235 at (559) 325-5285 to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons.

Inquiries regarding Federal laws and regulations about nondiscrimination in education or the District’s compliance with those provisions may also be directed to the Office for Civil Rights, U.S. Department of Education, 221 Main Street, Suite 1020, San Francisco, CA 94105.

**OPEN COMPUTER LAB**

The Open Computer Lab (AC1-120) is available for student use for research, homework, accessing college resources, the internet, and much more. Included in the software available for use in the Open Lab are Windows 7, Office 2013, Creative Cloud 2015, Internet Explorer 11, as well as other software applications that are taught in Clovis Community College classes.

Pre-paid, rechargeable print cards are available for purchase in the open computer lab. The card costs one dollar and has 80 cents preloaded; additional funds can be added. Black and white prints are ten cents per page.

The open lab is open M-Th from 7:30 am – 8:00 pm, and F 7:30 am – 4:30 pm.

**PARKING**

Parking permits are required to park on campus any time classes are in session, except for Saturday classes. Vehicles parked without permits, illegally in handicapped spaces, next to fire hydrants, in fire lanes, or in any other non-parking space are subject to being cited. District Police issue tickets with substantial fines for parking without a current permit. Parking permits for fall and spring semesters are $30.00 and $10.00 for summer semester. These permits are valid for the entire District. You may purchase permits and pick up a copy of the
complete parking regulations at the Admissions and Records Office (AC2-130) or the bookstore. Staff parking permits are not required for Saturday-only classes.

**PAYROLL**
Full-time instructors are paid on the last working day of the month. Schedule C (adjunct and overload) are paid on the 10th of the month, unless the 10th falls on a weekend, in which case you will be paid the Friday before. For questions regarding payroll, contact Debbie Nieto (ext. 5264), Vicki Cockrell (ext. 5356), or Kelly Benzler (ext. 7520).

**PRIVACY ACT**
The Family Education Rights and Privacy Act (FERPA) outlines certain rights students have concerning access to and release of their educational records. Copies of District Administration Regulations implementing this act may be obtained from the Admissions and Records Office. Each student is encouraged to obtain a copy. The act ensures that the students will have access to their educational records and that the college will not release their records to anyone, including any parents, who is not designated by the student to receive them, except as provided by the law itself. The law authorizes the release of directory information in the absence of student objection. Directory information includes: name, address, date and place of birth, major field of study, current class schedule, participation in activities, dates of attendance, degrees and awards received, and last institution attended. Objection, if any, to the release of this information may be made at the time the student applies for admission or at registration.

**PROCTORING EXAMINATIONS**
Examinations must be supervised by certificated personnel. In the event that a student needs to make up an exam, with the instructor’s permission, testing services are offered as a supplemental support service. Make up exams are proctored by classified assessment technicians. See your Dean of Instruction for details.

**Professional Development and Travel and Conference**
The Clovis Community College Professional Development Committee makes recommendations on the direction of college-wide professional development activities.

Faculty may request pre-approval through their dean, and corresponding vice president, to be off campus for a conference, seminar, or training session. If approved, they may attend without the loss of pay by completing the Travel and Conference Form. Forms are located in the Office of the Deans. Travel and Conference Forms are not required for attending District-sponsored events within the District. Faculty are responsible for completing the form and securing any necessary accommodations. Dean’s approval of travel does not guarantee that the college will cover travel expenses; fund must also be approved by the Dean. Please contact your Dean for the appropriate budget number to include on your Travel and Conference Form.

**ROOM USAGE**
In the event you need a room to hold a meeting, extra study session, etc., please contact Leslie King at ext. 5214. If the room is available, you will need to complete a facilities request that will be routed through the appropriate Dean.
SABBATICAL LEAVE
It is advisable to consult the most recent contract for current policies. All faculty members who have satisfactorily completed at least six (6) consecutive years of full-time service in the District will be eligible to apply for a sabbatical leave. After completing sabbatical leave, the faculty member is not again eligible to apply for such leave until he/she has served on a full-time basis for at least six (6) additional consecutive years. The faculty member applying for a sabbatical leave will agree to serve the District for at least two (2) years immediately following completion of the leave. The faculty member is expected to complete his/her sabbatical leave as indicated in his/her approved sabbatical leave proposal.

Each member applying for sabbatical leave shall submit a formal application (available through the Vice President of Instruction) to the Sabbatical Leave Committee prior to November 1 of the academic year preceding the academic year of the proposed leave. The committee provides the College President with a recommended rank order of leave applications which shall be submitted to the Chancellor, along with the President’s recommendations, for subsequent presentation to the Board of Trustees.

The faculty member is required to submit a written report covering the sabbatical within one semester after return to duty.

Sabbatical leaves may be granted as follows:

1. One semester at 100 percent of full salary.
2. One full academic year at 65 percent of full salary.
3. Two semesters within three academic years at 65 percent of full salary. If this option is selected, the service between semesters will be credited toward a subsequent sabbatical.

SAFETY PRACTICES AND GENERAL LIABILITY INSURANCE COVERAGE
All staff of the District are expected to promote safety recognition programs and proactively adhere to the District’s Injury and Illness Prevention, Right to Know, and Emergency Preparedness Programs as approved by the Board of Trustees.

The District provides general liability insurance coverage for all approved programs and related activities of the College.

ANY and ALL ACCIDENTS, safety hazards, environmental concerns, or incidents of an unusual or suspect nature are to be reported immediately to the District Police Department.

SARS EARLY ALERT

Clovis Community College is committed to student success and retention and therefore we have developed an Early Alert/SARS Connect program to identify students with potential academic and performance difficulties in the classroom. In general, our goal is to identify and contact at-risk students so we can provide the necessary interventions for academic success.

Here’s how it works:
1. You identify students who are having difficulties in your class(es) using the SARS Connect Referral Form.
2. You select intervention strategies based on the student’s reported difficulties.
3. An email is sent to the student letting them know that you are concerned about their academic progress in your class and will list the specific concerns you selected. The email encourages them to take advantage of the services listed and meet with a counselor. *Please NOTE that referrals made for personal concerns, Psychological Services, EOPS, CalWORKs, and/or DSP&S will not be sent to the student.

4. Additional emails are generated and forwarded to all the service areas available to help the student. Each of these areas follows up with the student via email and/or phone calls.

On the Clovis Community College webpage under Faculty & Staff there is a link to the new SARS Connect program.

Should you have any questions or need additional assistance with the SARS Connect Referral System, please contact Nancy Chavero at (559)325-5260 or in the Counseling Department.

**SATURDAY CLASSES**
Currently these classes are only held in AC2. Only the main door near the Counseling Office entrance is open.

The Saturday Coordinator is on site between 8:00 a.m. and 1:00 p.m. An Academic Counselor is available the first Saturday of every month.

**SCCCD SEXUAL HARASSMENT POLICY**

*This policy is subject to change. Please visit sccd.edu for the most current Administrative Regulation.*

For questions, or to report sexual harassment, Kira Tippins, Dean of Student Services, 325-5265, or kira.tippins@cloviscollege.edu.

**Sexual Harassment is Forbidden by Law** The State Center Community College District, as your employer, must take all reasonable steps to prevent discrimination and harassment from occurring. Sexual harassment in employment violates the District’s policy and is prohibited under Title VII of the Civil Rights Act and the California Fair Employment and Housing Act.

**Sexual Harassment Defined**
Federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of employment; or (2) submission to or rejection of such conduct is used as basis for employment decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee’s work performance or creating an intimidating, hostile, or offensive working environment.

California law defines sexual harassment as unwanted sexual advances or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior. The following is a partial list:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive pictures, cartoons, or posters.
- Verbal conduct: making or using derogatory comments, epithets, slurs, sexually explicit jokes, comments about an employee’s body or dress.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual’s body, sexually degrading words to describe an individual, suggestive or obscene letters, notes, or invitations.
- Physical conduct: touching, assault, impeding or blocking movements.

It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is unlawful whether it involves students, coworker harassment, harassment by a supervisor or manager, or by persons doing business with or for the college.

Section 67386 to the California Education Code, approved September 28, 2014, established the "affirmative consent" standard; "affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

Preventing Sexual Harassment
A program to eliminate sexual harassment from the workplace is not only required by law but is the most practical way to prevent incidents from occurring, or to avoid or limit damages if harassment should occur despite preventive efforts.

SCCCD’s Complaint Procedures (Available through the Dean of Students)
- The District’s complaint procedure provides for an immediate, thorough, and objective investigation of any sexual harassment claim, appropriate disciplinary action against one found to have engaged in prohibited sexual harassment, and appropriate remedies to any victim of harassment.
- Employees who believe they have been sexually harassed on the job, including any persons doing business with or for the District, should provide a written or verbal complaint to their own or another supervisor as soon as possible. The complaint should include details of the incident(s), names of individuals involved, and the names of any witnesses. Supervisors and managers must immediately refer all harassment complaints to the District’s Director of Personnel and/or the Vice President of Students.
- All incidents of sexual harassment that are reported must be investigated. The designated representatives will immediately undertake an effective, thorough and objective investigation of the harassment allegations. The investigation will be completed and a determination regarding the harassment alleged will be made and communicated to the employee who complained, and the District will take appropriate action to remedy any loss to the employee resulting from the sexual harassment.

Protection Against Retaliation
SCCCD’s policy and California law prohibit retaliation against any employee or by another employee or by the District for using this complaint procedure or for filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by a federal or state enforcement agency. Prohibited retaliation includes, but is not limited to, demotion, suspension, failure to hire or consider for hire, failure to
give equal consideration in making decisions, failure to make employment recommendations impartially, adversely affecting working considerations or otherwise denying any employment benefit.

Once the District knows of the occurrence of sexual harassment, no further harassment will knowingly be permitted, and the District will not knowingly permit any retaliation against any employee who complains of sexual harassment or who participates in any investigation. The District policy and California law prohibit retaliation against any employee who opposes sexual harassment. Opposition includes, but is not limited to: seeking advice or assisting or advising any person in seeking advice of an enforcement agency regardless of whether a complaint is filed, or if filed, substantiated; opposing employment practices that an employee reasonably believes to be unlawful; participating in any activity perceived to be opposition to discrimination by an employer covered by the law; or contacting, communicating with, or participating in any federal, state, or local human rights or civil rights agency proceedings.

Any report of retaliation by the one accused of harassment, or by coworkers, supervisors, or managers, will also be immediately, effectively, and thoroughly investigated in accordance with the district’s investigation procedure outlined above. If a complaint of retaliation is substantiated, appropriate disciplinary action, up to and including discharge, will be taken.

**Liability for Sexual Harassment**

Any employee of SCCCD, whether coworker, supervisor, or manager, who is found to have engaged in unlawful sexual harassment is subject to disciplinary action up to and including discharge from employment. An employee who engages in sexual harassment, including any manager who knew about the harassment and took no action to stop it, may be held personally liable for monetary damages. SCCCD will not pay damages assessed personally against an employee.

**Additional Enforcement Information**

In addition to SCCCD’s internal complaint procedure, employees should also be aware that the federal Equal Employment Opportunity Commission (EEOC) and the California Department of Fair Employment and Housing (DFEH) investigate and prosecute complaints of sexual harassment in employment. Employees who believe that they have been sexually harassed may file a complaint with the EEOC within 30 days of the harassment or with the DFEH within one year of the harassment. Both the EEOC and the DFEH serve as neutral fact finders and attempt to help the parties voluntarily resolve disputes.

If the EEOC finds a complaint is justified, it may bring a lawsuit in federal court seeking an order to prevent further unlawful activity, as well as orders to pay large fines and damages, and remedies such as hiring, reinstatement, back pay, promotion, and changes in the employer’s policies and/or program practices. If the DFEH finds evidence of sexual harassment, and settlement efforts fail, the DFEH may file a formal accusation against the employer and the harasser. The accusation will lead either to a public hearing before the Fair Employment and Housing Commission or a lawsuit on the complainant’s behalf by the DFEH. If the Commission finds that harassment occurred, it can order remedies, including up to $50,000 in damages and/or fines from each employer or harasser charged. In addition, the Commission may order hiring or reinstatement, back pay, promotions, and changes in the policies or practices of the involved employer. A court may order unlimited damages.

For more information, contact the Director of Personnel/Affirmative Action Officer at the District Office, the Dean of Student Services at CCC, or the nearest office of the EEOC or DFEH as listed below:
STUDENT ACADEMIC REGULATION AND PROCEDURES

1. General Procedures (Consult the current Clovis Community College Catalog for complete information on Admissions and Academic Regulations)

Adding Classes
Students must be officially registered for a class in order to receive credit. A student may officially enter a class in two ways: the student may register for a class before school begins or may add a class after the class begins. In the latter case, the instructor must approve the student’s entry into the class. The instructor may authorize such entry until the end of the third week of school. A student is not officially registered in a class until he or she has completed the registration process through the registration desk or WebAdvisor. The instructor will receive e-mail notification from Admissions and Records when a student has officially registered.

2. Withdrawals From College

A student may withdraw from all of his/her classes, thereby withdrawing from the college, through the last day of the ninth week of instruction (or 50 percent of a term, whichever is less) through WebAdvisor or in person at the Admissions and Records Office. The student may also mail a signed letter of request postmarked by the 50% point to completely withdraw from his/her classes to the Admissions and Records Office (please include student identification and date of birth). Students are encouraged to discuss complete class withdrawals with an academic counselor before filing the withdrawal. Upon submission of a withdrawal form, the student will be withdrawn from all of his/her classes and an entry of “W” will be recorded for each class in which the student was enrolled. The “Ws” will not be used in calculating grade point averages, but excessive “Ws” will be used as factors in progress probation and dismissal procedures.

3. Faculty-Initiated Withdrawals

1. An instructor must drop students due to inactive enrollment/non-attendance. Non-attendance is defined as students who, without communicating with the instructor, do not attend the first day of a face to face class, or who do not log in and participate at the opening of an online course.
2. An instructor may drop a student due to excessive absences, defined locally as absent in excess of two successive weeks prior to the drop deadline.
3. An instructor may not drop a student after the drop deadline, defined as the last business day before the census date for the course.

B. Student Attendance/Grading
The attendance records are subject to local and state department audits and it is, therefore, imperative that teachers record student attendance in a uniform and accurate manner. The following rules govern attendance reporting:

1. District Policy and Reinstatement Procedure

   Each instructor shall take and record attendance for each class period (actual contact hours). An instructor shall drop a student from class when, in the judgment of the instructor, the student’s lack of attendance causes unsatisfactory progress.

   As a guide, it is generally accepted that absences in excess of two weeks of class meetings jeopardize a student’s satisfactory progress.

   An instructor cannot drop a student after the 50% point of the class (9th week for full-term classes).

2. Census Classes

   Most classes are reported to the state by using a census procedure that indicates student enrollment at 20 percent of the class length. Classes are primarily full-time, weekly census classes and the census date is the beginning of the fourth week of the term. Daily census classes of less than semester duration have a census date set at 20 percent of the length of the class counted in the number of days the class meets.

3. Positive Attendance Classes

   Instructors teaching classes accounted for by the positive attendance process must record and report the actual attendance hours each student attends during the length of the class. CCC Admissions and Records Office will collect this data at the end of the class.

C. Student Grade Reports (See also “SARS Early Alert”)

1. Unscheduled Progress Check

   Students participating in intercollegiate athletics, special programs, or needing to verify current progress/grade(s) in current term courses may request weekly or bi-weekly progress checks.

2. Final Grade Reports

   Final grades are entered by the instructor into WebAdvisor. The final grade must also be recorded on the final roster, and the roster must be signed by the instructor. Detailed instructions for grade reporting are provided for each grading period by Admissions and Records office.

   It is important that the final grades are submitted by the due date to eliminate students receiving RD (report delayed) on their grade cards.

3. Extenuating Circumstances

   Extenuating circumstances are verified cases of accidents, illnesses, death in the immediate family, jury duty, declaration of war, natural calamity, military conscription, family or job displacement, instructor error, or other circumstances beyond the control of the student which are justifiable in the judgment of the college president or his/her designee. (California Code of Regulations, Title 5, Section 55024).
Students can submit a Withdrawal for Extenuating Circumstances Form through the Counseling Office. Petitions can be submitted during the current term, but no later than the end of the semester immediately following.

Students exempt from the physical education graduation requirement because of medical reasons must complete the request form with a counselor.

**STUDENT CONDUCT STANDARDS**

Once a student enrolls in courses on a campus of the State Center Community College District, that individual accepts both the rights and responsibilities associated with that enrollment. The State Center Community College District exists to educate individuals in our community. All other considerations are secondary. The district will not infringe on anyone’s constitutional rights and the right to dissent and to protest will be supported. However, the right to dissent and to protest must not be construed as a right to disrupt operation of the institution. No individual or group can be permitted to infringe on the rights of others to secure an education.

These conduct standards, and Administrative Regulation 5520 which defines discipline procedures, apply to all students who are enrolled in courses offered by either college of the State Center Community College District. Any student will be subject to discipline who, in any way:

1. prevents other students from pursuing their authorized curricular or co-curricular interests;
2. interferes with or disrupts faculty and administrators who are fulfilling their professional responsibilities;
3. prevents classified employees from fulfilling their prescribed duties;
4. disrupts presentations by authorized guests; or
5. deliberately endangers the safety of persons, or the security of college property

The Student Conduct Standards and Grievance Procedures Guide can be obtained in the Dean of Students’ office. Also see the section on “Grievance Procedures”.

**STUDENT LEARNING OUTCOMES**

*Why Student Learning Outcomes?*
Student Learning Outcomes (SLOs) are a required component of the accreditation process. As of Fall 2012, all colleges must be at the “proficiency level”. The Accrediting Commission for Community and Junior Colleges (ACCJC) and Western Association of Schools and Colleges (WASC) has defined “proficiency” as:

- Student learning outcomes and authentic assessment are in place for courses, programs, support services, certificates and degrees.
- There is widespread institutional dialogue about the results of assessment and identification of gaps.
- Decision-making includes dialogue on the results of assessment and is purposefully directed toward aligning institution-wide practices to support and improve student learning.
- Appropriate resources continue to be allocated and fine-tuned.
- Comprehensive assessment reports exist and are completed and updated on a regular basis.
- Course student learning outcomes are aligned with degree student learning outcomes.
• Students demonstrate awareness of goals and purposes of courses and programs in which they are enrolled.

What are Student Learning Outcomes?
SLOs exist at several different levels within the institution. Student Learning Outcomes exist for every course offered at the Clovis Community College. These outcomes state what students will demonstrate upon leaving a course. Program Learning Outcomes state what students will demonstrate upon leaving your program or series of courses within your program. General Education, Learning Outcomes state what students will demonstrate upon earning their ADT, AS or local degree or successfully leaving the institution. All three levels of outcomes must be assessed.

What if I still have questions?
If you still have questions, you may refer to the Student Learning Outcomes and Assessment section of the UP Plan (formerly Program Review)/SLO Blackboard organization. For more direct questions, please contact the Student Learning Outcomes Coordinator, Anna Martinez, at anna.martinez@scccd.edu or ext. 5322.

STUDENT RIGHT-TO-KNOW DISCLOSURE STATEMENT

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the State Center Community College District and Clovis Community College to make available its completion and transfer rates to all current and prospective students.

A cohort of certificate- and degree-seeking students from Fall 2013 was created and tracked over a three year period. Based on that definition, 23.1% of students transferred to a 4-year college or obtained a degree or certificate within three years from Fall 2013 to Spring 2016.

Students who are “transfer-prepared” have completed 60 transferable units with a GPA of 2.0 or better.

Based on the cohort defined above, 21.2% transferred to another postsecondary prior to obtaining a degree or certificate within three years from Fall 2013 to Spring 2016.

More information about Student Right-to-Know rates and how they should be interpreted can be found at the California Community College “Student Right-to-Know Information Clearinghouse” Website.

STUDENTS WITH DISRUPTIVE BEHAVIOR

Listed below are suggestions regarding methods of intervention and referral in dealing with students who may be exhibiting disruptive behavior.

<table>
<thead>
<tr>
<th>Situation</th>
<th>Recommended Action</th>
</tr>
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<tbody>
<tr>
<td>Student appears to be extremely withdrawn or non-attentive. Behavior is not disruptive to class, but student appears to be disoriented.</td>
<td>Talk with student and register concern with the student. Inform student of service available in Counseling, Psychological Services, and Health Services. If student is interested in assistance, refer to appropriate service</td>
</tr>
<tr>
<td>Behavior Description</td>
<td>Action</td>
</tr>
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<td>-------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Student is disruptive in class (i.e. loud, pushy). Behavior is inappropriate but controllable. Comments are unrelated or unusual.</td>
<td>Talk privately with student and set limits on behavior. Example: “You cannot continue in class if your disruptive behavior continues.” Review the Student Conduct Code removal procedure, available through The Dean of Students. If the disruptive behavior continues, ask the student to leave class for one day. Student may be asked to remain out of class for one additional class meeting. Inform immediate supervisor and contact The Dean of Students in person, or by completing the Disruptive Student Form. This will activate the process to remove student from class for 10 or more days, if appropriate.</td>
</tr>
<tr>
<td>Student openly expresses anger and is acting out in class. Appears potentially violent. Student makes verbal threats.</td>
<td>Ask student to leave class for the day and the next scheduled class meeting. If the student refuses to leave, call the District Police (ext. 5911). Inform the immediate supervisor and contact The Dean of Students for disciplinary action. File a Disruptive Behavior Report.</td>
</tr>
<tr>
<td>Student appears suicidal or capable of harming self or others.</td>
<td>Call District Police (ext. 5911), Psychological Services (ext. 5377), or Health Services (ext. 5317). Contact The Dean of Students.</td>
</tr>
<tr>
<td>Student displays violent behavior. Example: Student strikes another student or threatens others with a weapon.</td>
<td>Call District Police (ext. 5911), Psychological Service (ext. 5377), or Health Services (ext. 5317). Notify the immediate supervisor and contact The Dean of Students and/or file the Confidential Disruptive Behavior Report form.</td>
</tr>
<tr>
<td>Sexual Harassment (student/student, faculty/student, staff/staff).</td>
<td>Contact The Dean of Students.</td>
</tr>
</tbody>
</table>

Always document the incident and behavior in writing. The “Confidential Disruptive Behavior Report” is available from the Dean of Students. “Complaint of Sexual Harassment” form is available from the Dean of Students.
SYLLABI

Course syllabi set the tone for a class and guide students throughout the semester. It is especially important to adhere to grading, attendance, and other policies stated in the syllabus with some rigidity. Schedules, exam dates, and due dates for work done outside of class may be treated with greater flexibility, but should but should never be changed without agreement from the students.

Syllabi must be turned in during the first week of the classes. Please e-mail a copy of your syllabus to Gayle Oki. The preferred method is as a pdf file. Please use the following file naming process: last name-course name & number-section number-semester; e.g., Mester-Biol-22-82012-FA12. First name or initial after your last name is optional and may be nice for instructors with same last names. If possible, include the course schedule number in the single document if not part of your syllabus.

The course syllabus is a contract with the student, and is the primary document used when dealing with student complaints, grievances, etc.

You must include the course Student Learning Outcomes (SLO) on your syllabus. These are the outcomes the students should have achieved upon successful completion of the course. You can find the SLOs for your particular course by going any of the SCCCD websites, clicking on the Faculty & Staff Tab, the Curriculum Website tab, and finally the Course Outline of Record.

Once you click on the Course Outline of Record Tab you will see a list of the disciplines. Select the discipline that your course outline would be located under and find your course outline. Locate Section II on the course outline and you will find the SLOs for you course. You may cut and paste these SLOs into your syllabus and then use them to design your course.

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Course ID: ENGL 125  Course Title: Writing Skills for College

II. COURSE OUTCOMES

(Specify the learning skills the student demonstrates through completing the course and link critical thinking skills to specific course content and objectives)

Upon completion of this course, students will be able to:

A. Prewrite constructively to generate ideas and determine ideas, opinions, positions, and ultimately theses and plans
B. Respond to a prompt quickly and independently
C. Write a developed essay with a clear thesis and support
D. Write with some sophistication: introduction should be more than a thesis; a conclusion should be more than a summary; an essay should have a simple substance
E. Plan and devise fairly independently employing all stages of the writing process as necessary and appropriate
F. Recognize and revise common errors such as problems with comma splices throughout a piece
G. Construct idiomatically correct sentences although there may be an “accent” resulting from a consistent type of ESL error
H. Use a variety of rhetoric and structures, including documented sources
I. Use MLA style with some guidance to set up papers and document sources
Clovis Community College  
Syllabus Checklist

A. Course Information:
   ❑ 1. Class number and name
   ❑ 2. Class meeting day and time
   ❑ 3. Semester and year
   ❑ 4. Meeting location (building name and room number)
   ❑ 5. Class schedule code (if you have several sections of the same course, you may wish to list the code with each class day and time rather than creating different syllabi for each section).

B. Faculty Information:
   ❑ 1. Your Name
   ❑ 2. Voice mail number/office phone number
   ❑ 3. Email Address(es)
   ❑ 4. Office Hours (full-time only)
   ❑ 5. Office Location (building name and room number; full time faculty only)
   ❑ 6. Website (if applicable)
   ❑ 7. Other contact information (if applicable)

C. Important Dates:
   ❑ 1. Drop deadlines (see schedule of classes for these dates)
   ❑ 2. Holidays (see calendar in schedule of classes)
   ❑ 3. Final exam date and time (see final exam schedule in the schedule of classes). Any changes to the scheduled final exam day or time must be approved by the Dean.

D. Other course information:
   ❑ 1. Course description (from the college course of record).
   ❑ 2. Course objectives and student learning outcomes. These should follow the course outline of record for your course, which may be found on the curriculum website:
   ❑ 3. Course prerequisites, co-requisites, and/or advisories (see the approved curriculum information at the website above).
   ❑ 4. Required textbooks, materials, and supplies
   ❑ 5. Recommended textbooks, materials, and supplies
   ❑ 6. For Large Group Instruction (LGI) Only: If you are teaching an LGI over 100 students and using a reader, you need to include information that the reader will be involved in the assessment process.
   ❑ 7. How to access Canvas for your class (not required)
   ❑ 8. Tutorial Center information (not required)
   ❑ 9. Policy statements regarding:
       - Attendance (note: you may not use attendance for grading)
       - Punctuality
       - Late work
       - Homework
- Extra credit (not required)
- Use of computers, cell phones, PDAs, etc. in the classroom (not required)
- Classroom visitors
- Other behavioral issues that are important to you as the instructor

- 10. Plagiarism and academic dishonesty policy (see the Clovis Community College Catalog for policies)

- 11. Accommodations for students with disabilities (see ADA statement)
  - "If you have a verified need for an academic accommodation or materials in alternate media (e.g., Braille, large print, electronic text, etc.) per the American With Disabilities Act or Section 504 of the Rehabilitation act please contact your instructor as soon as possible."

- 12. Course outline: Major assignments and approximate due dates

- 13. An explanation of the standards and methods of evaluating student performance. This includes the grading scales, policies, and evaluation criteria for any of the following that may be assigned in your course:
  - Exams, Quizzes, Homework, Writing Assignments, Class Participation, Other Graded Work, Grade Scale for Final Semester Grade.
  - Evaluation criteria can include rubrics, minimum content requirements, and format requirements.

- 14. Every effort should be made to ensure that all instructional materials, including course syllabi, comply with accessibility guidelines.

The grading scale for all course work and the final semester grade must be very clear. The scale for the final semester grade must be included on the grade rosters when submitted to Admissions and Records at the end of the semester. There should be a minimum of 4 graded assignments for a 3-unit class (3 for a 2-unit class, etc.).

**TEXTBOOKS**

Full-time and part-time instructors will collaborate to select textbooks and materials for courses offered by the discipline. Due consideration will be given to the student cost as well as to campus resources such as laboratory materials and staffing.

Where several instructors teach the same course, an effort should be made to use a common text. Disciplines should maintain a list of recommended texts for each course taught.

Textbook requisitions are to be completed by the subject area full-time instructor(s). Changes to textbooks and learning materials should occur during the fall semester particularly for two-semester courses, recognizing, ultimately, this decision is at the discretion of each discipline.

Textbook requisitions shall be reviewed and signed by the Department Chair and submitted to the Dean of Instruction.

Once textbooks are officially ordered, no changes shall be made except for extenuating circumstances. If a class is added after the textbook requisitions are due, when possible, it will be up to the discipline expert to select the book, if not, it will be up to the dean to select the book.
Faculty members are responsible for ordering their own desk copies. Contact your Department Chair or the Office of the Deans with questions concerning textbooks.

TUTORIAL CENTERS

The Tutorial Center at Clovis Community College offers tutoring in math, reading, and writing, as well as other subjects.

MATH- Students desiring math tutorial help can drop-in and sign up for INTDS 301, a non-unit, free tutorial support class.

READING AND WRITING- The Tutorial Center is designed to support students in all disciplines at all reading and writing levels. Faculty of all disciplines are encouraged to refer their students for writing and reading assistance. Experience has shown that students who consistently attend regularly-scheduled tutorial sessions produce better essays with fewer errors, accurate documentation, and improved focus and content. Many faculty have found that offering extra credit to students who enroll in and attend English 272 is a worthwhile incentive. The coordinator can provide instructors with verification of attendance.

Tutors are available to give presentations on a variety of writing topics including research, documentation, and mechanics. These presentations can be given in the classroom or in the Tutorial Center. Contact the coordinator for a complete list of presentations and to schedule one.

Students who want consistent help all semester with their writing or reading are encouraged to sign up for English 272, a half-unit tutorial class, where they work in small groups twice a week with a trained tutor under a supervisor. This is the ideal course to take with any class involving writing because students can develop and polish essays for those classes with the assistance of a tutor. Any student who desires writing and/or reading guidance is welcome. Other services include drop-in tutoring (appointments are encouraged but not required), computer access, and a library of writing resources. A non-unit, free tutorial support class is also available. To register for English 272, motivate students to come in early the first week of the semester for their best scheduling options. Be advised that Tutorial Center is not a proofreading service.

The Tutorial Center is located AC1-137 and hours may vary. You can contact the Tutorial Center at 325-5248.

The Herndon campus Tutorial Center is open Monday through Thursday from 10:00 A.M. to 2:00 P.M. in Building A, room 110. The phone number there is (559) 324-6410. In general, math/science tutors are available to help students on a walk-in basis; this is more of a round-robin type of tutoring session. Additionally, students are able to request one-on-one tutoring sessions with writing tutors up to twice a day; these sessions are 30 minutes in length and can't be back-to-back appointments.

VOLUNTEERS

State Center Community College District (SCCCD) is proud to have the advantage of volunteers and utilizes their services within the confines of the Fair Labor Standards Act (FLSA). SCCCDD uses two types of volunteers:

- Current employees who volunteer to do District work other than that which they were hired for;
- People from the community (ex.: retirees, interns and students).
All volunteers must complete the College’s State Center Community College District Volunteer Service Agreement. Completion of this form indicates the person’s agreement to work without being compensated. See your Dean for further details.

WAITLISTS
It is important to note that on the first day of class, instructors will determine the number of openings available in the class, and then add students who are on the waitlist (providing they are present in the class) in the order in which their names appear on the list. The instructor will assign authorization codes, along with WebAdvisor registration instructions, to those students who will be allowed to register late for classes (see Adds/Drops). Authorization codes are valid until the day before the class census date. Questions regarding waitlists should be referred to your dean. An instructor may add walk-in students to the bottom of the official provided waitlist. The instructor should specify within their syllabus how students will be added to the waitlist to ensure a fair and defendable procedure is followed.

WEBADVISOR
Click here for WebAdvisor.

State Center Community College District has upgraded its WebAdvisor online web product. WebAdvisor is a convenient way to access your current student rosters for up-to-the-minute accuracy and to enter your final semester grades. You can access WebAdvisor using the user name and password used when logging on to a district computer. If you have any technical questions regarding WebAdvisor, contact the WebAdvisor Help Desk at 499-6070.
Maps and Forms
CLOVIS COMMUNITY COLLEGE

Phone: (559) 325-5200
Corner of Willow and International Avenues
HERNDON CAMPUS

Clovis Community College
Herndon Campus

390 W. Fir Ave.
Clovis, CA 93611
ACTION PLAN FUNDING REQUEST FORM

Clovis Community College Planning and Budget Process

Action Plan Funding Request

Submission Date: ____________

Submit to Dept. Chair, Dean of Students, or Classified Manager by October 1.

Proposed by:

1. Discipl ine/Program Submitting: ________________________________ Funding Year: ______

2. Action Plan Title: ____________________________________________

3. Resource allocation tied to planning:
   Educational Master Plan ___ Strategic Plan ___ Enrollment Mgmt Plan ___ Technology Plan ___ Student Success Plan ___
   Student Learning Outcomes ______________________ Other ______________________

   (Indicate specific objectives and how the action plan relates to one or more of the above plans):

4. Program Review (Indicate how the action plan relates to Program Review recommendations if applicable):

WORK PLAN

<table>
<thead>
<tr>
<th>Activities/Items</th>
<th>Resources Required to Implement</th>
<th>Costs</th>
<th>Person(s) Responsible</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

Total Anticipated Costs: $ ______________

5. Organizational areas possibly impacted by project (check all that apply):
   Facilities [ ] Technology [ ] Student Services [ ] Instructional Equipment [ ] Instructional Materials [ ] Library [ ]
   [ ] Other (List):

Office Use Only:

Date that Department Chair Received: ________________________ Date Dean Received: ______________ Date of College Council Review: ______________

Amount Allocated: ______________ Funding Source: ______________

8/19/15
DISRUPTIVE BEHAVIOR REPORT

Instructions: The purpose of this form is to help faculty/staff resolve situations created by disruptive students and/or to report other behaviors that are of concern. All information on this form will be confidential. Please complete the form promptly within 24 hours after incident and submit it directly to the Dean of Students in the Office of the Deans suite (AC2 235).

Student Name

Instructor Name

Student ID

Course Title & Number

Room Number

Course Time

Today’s Date

Date of Incident

Instructor’s Description of the Incident (i.e., disrupted class by unreasonable outbursts, verbally abusive to instructor, threatened peer, etc.). Attach separate document if needed:

Response/Action Taken by Instructor:

HAVE YOU HAD PROBLEMS WITH THIS STUDENT BEFORE? □ YES □ NO
If yes, please explain:

DID YOU REVIEW THE STANDARDS IN YOUR CLASS WITH THE STUDENT? □ YES □ NO
DID YOU REFER THE STUDENT TO DEAN FOR FURTHER DISCIPLINARY ACTION? □ YES □ NO

INSTRUCTOR RECOMMENDATION(S):
□ Review by Dean of Students.
□ No follow-up requested. Submitted report for documentation purposes ONLY.
□ Two-day removal from class.
□ Recommend longer suspension – Do not want the student returned to my class until the student meets with dean.
□ Request consultation services from:
  □ Nurse/Health □ Campus Police □ Psych. Services □ DSPS Program □ Counseling
Disruptive Student Behavior Report
Student Services Form

PROCESS FOR IMMEDIATE REMOVAL OF A STUDENT FROM CLASS

A college instructor may suspend a student from his/her class for a period not to exceed a maximum of two class meetings as scheduled:

1. On the day of the suspension (One Day), OR
2. On the day of the suspension and the instructor’s next scheduled meeting of the same class (Two Day).

Procedure for suspending a student for a maximum of two class meetings:

1. Provide appropriate warnings to student:
   - Review syllabus and course expectations during the orientation to the course.
   - Talk privately with the student and identify specific policies, rules, and/or regulations the student is not following.
   - Talk privately with the student, set limits on behavior, and identify appropriate behaviors. Document these meetings for future reference.
2. Provide clear oral or written notice of the reasons for the proposed suspension.
3. Allow the student an opportunity to offer relevant comment on the proposed suspension.
4. After considering student’s comments and all relevant information, decide whether to revoke, modify or proceed with the proposed suspension.
5. Immediately following the initiation of a suspension, notify the Dean of Students of the suspension and direct the student to the office of the Dean of Students.
6. The student may not return to class without the meeting with the Dean of Students.

If a student is suspended:

1. Immediately contact the Dean of Student office at (559) 325-5265.
2. Send a follow-up email addressed to the Dean of Students.
3. Complete the Confidential Student Behavior Report and submit to the Dean of Students in the Office of the Deans.
# FACILITIES REQUEST

STATE CENTER COMMUNITY COLLEGE DISTRICT  
Application/Permit for Use of College Facilities  
Clovis Community College (CCC) & Clovis Herndon Campus (HC)

(Submit to VP, Administrative Services 10 days in advance of activity)  
Date of application: 

<table>
<thead>
<tr>
<th>Type of Activity:</th>
<th>College</th>
<th>College Student Group</th>
<th>Civic</th>
<th>Nonprofit</th>
<th>Commercial</th>
</tr>
</thead>
</table>

The (name of organization): 
herby applies for permission to occupy: 

CCC or HC using room(s) 
commencing on: 
from: 
to: 
(including set-up, event & clean up). Actual event time: 

For continuous usage (if any):

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<th>M</th>
<th>T</th>
<th>W</th>
<th>TH</th>
<th>F</th>
<th>S</th>
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</thead>
</table>

Beginning on: 
Ending on: 
Total hours of use: 
Estimated attendance: 

Office Use Only

<table>
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<tr>
<th>Insurance:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Charges:</td>
<td></td>
</tr>
</tbody>
</table>

The purpose of meeting is: 
The conditions of admission and fee to be charged are as follows: 
The proceeds will be used for: 
Charge for use of building:

Contact person’s name: 
Phone: 

Adult in charge (must be present) Name: 
Phone: 

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Check Services Necessary to Accommodate Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>Facility access: Will someone from police or custodial staff be needed to open and close facility? If no, who will open and close?</td>
</tr>
<tr>
<td>☒</td>
<td>☐</td>
<td>Audio-Visual Equipment:</td>
</tr>
<tr>
<td>☒</td>
<td>☐</td>
<td>Special custodial or police services: Describe: Should the VP, Administrative Services determine that the special custodial or security services are needed, you will be notified if there are additional charges.</td>
</tr>
<tr>
<td>☒</td>
<td>☐</td>
<td>Parking Arrangements (other than students and staff with permits): Notification will be made to applicant after approval of this application. (Directional signage will be your responsibility).</td>
</tr>
<tr>
<td>☒</td>
<td>☐</td>
<td>Food Service: Use of cafeteria/dining area: Contact Sara Abawi (559) 325-5302 or ext. 5302</td>
</tr>
</tbody>
</table>

Other special arrangements, equipment, personnel, and comments (be specific):

---

Sign and Complete for college-sponsored activity

<table>
<thead>
<tr>
<th>Application by:</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Divisions Administrator Approval:</td>
<td></td>
</tr>
<tr>
<td>Student Activities Approvals Advisor:</td>
<td></td>
</tr>
<tr>
<td>Student Activities Coordinator:</td>
<td></td>
</tr>
<tr>
<td>Club President:</td>
<td></td>
</tr>
</tbody>
</table>

☐ Provide a Certificate of Insurance in the amount of at least $1,000,000/$1,000,000 naming State Center Community College District as Additional Insured. For certain hazardous events, a $2,000,000 Certificate of Insurance is required.

☐ Certificate of Insurance on file with Clovis Community College Administrative Services office.

We hereby certify that we shall be personally responsible, on behalf of our organization for any damage sustained by the college facility or furniture accruing through the occupancy of said facility by our organization. We agree to conform to all the Rules and Regulations of the State Center Community College District governing the use of college facilities as printed on the reverse side hereof.

President or Authorized Agency Representative: ____________________
Address: Street: ____________________ City: __________ State: __________ Zip: __________

Application Approved – VP, Administrative Services: ____________________

---

Dirt | Maint | ECO | Police | Cafeteria | Applicant | Library | Grounds | Calendar |
|-----|-------|-----|--------|-----------|-----------|---------|---------|----------|

Revised 06/26/18
FIELD TRIP REQUEST FORM

Student Field Trip/Activities Form

Description of Field Trip/Activity

Purpose for Attending/Benefit to Students

How does this activity support our College Strategic and Vision for Success goals?

Location of Event: ________________________________ Date(s) of Event: ________________________________

Number of students attending: ________________________________ Estimated Cost of Event: ________________________________

Faculty Signature: ________________________________ Date: ________________________________

Dean Approval: □ Yes □ No

Dean Signature: ________________________________ Date: ________________________________

Clovis Community College Mission Statement:

Creating Opportunities... One Student at a Time

• We embrace diversity and serve all students of the community;
• We believe education is based on integrity, generosity, and accountability;
• We foster critical, creative, and engaged thinking;
• We support student success by preparing students for their futures and for the community’s future through career/technical certificates, degrees, and transfer programs;
• We cultivate community partnerships to enhance student learning and success;
• We engage in reflective, data-driven cycles of research and innovation focused on learning and student outcomes.
Grade changes must only be made in the framework of Education Code (E.C.) Section 76224 (a): "When grades are given for any course of instruction taught in the public schools, the grade given to each pupil shall be the grade determined by the teacher of the course and the determination of the pupil's grade by the teacher, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

Student Name: ___________________________ ID#: ___________________________

<table>
<thead>
<tr>
<th>SCHEDULE NUMBER</th>
<th>COURSE</th>
<th>UNITS</th>
<th>SEMESTER/YEAR</th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>CHANGE OF GRADE</th>
<th>CHANGE OF UNITS*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original grade given:</td>
<td>Original units given:</td>
</tr>
<tr>
<td>Change to:</td>
<td>Change to:</td>
</tr>
</tbody>
</table>

*Admissions and Records will verify all change of unit requests with the student prior to processing due to assessment of fees.

EXPLAIN THE REASON FOR THE CHANGE:

☐ Error/Mistake ☐ Made-Up Incomplete Grade ☐ Unit Correction ☐ Other: ___________________________

Signature of Instructor: ___________________________ Date: ___________________________

ADMISSIONS & RECORDS USE ONLY:
Transcript __________ Roster __________ Student mail copy: ________
INCOMPLETE

Request for Incomplete Grade
Admissions & Records Form

In situations where a student is unable to complete all of the coursework due to a serious and verifiable reason, a student can request an incomplete grade (I). An incomplete grade is a temporary grade assigned to courses where minimal amount of work is required to be completed. An incomplete grade (I) may be assigned in a course, only by the instructor of record and if all of the following conditions are met:

☐ The student has completed all but the final examination or other minimal amount of course work required for a final semester grade.
☐ The student has a serious and verifiable reason for not completing the required course work.
☐ The student has a passing grade in the course at the time the incomplete (I) grade is assigned.
☐ The student requires no additional class time for completion of the course.

An incomplete grade will not affect the academic status of a student, but it will affect the progress status. An incomplete grade must be replaced by the appropriate evaluative grade symbol no later than one full semester after it has been assigned, though an earlier limit may be specified by the instructor. Students may not re-enroll in a course for which they have received an incomplete grade during the time that the incomplete grade is in effect.

INCOMPLETE GRADE REQUEST

Student Name: ___________________________________________ ID#: ____________________________

<table>
<thead>
<tr>
<th>SCHEDULE NUMBER</th>
<th>COURSE</th>
<th>UNITS</th>
<th>INSTRUCTOR</th>
<th>SEMESTER/YEAR</th>
</tr>
</thead>
</table>

INSTRUCTOR’S CONDITIONS-Conditions necessary for the removal of the incomplete grade must include:

TIME LIMIT-The student must satisfy all of the identified conditions by the following allotted time limit:
☐ The end of the: ☐ Fall ☐ Spring ___________ (year) semester
☐ Date ( Must be no later than one full main term semester after the “I” was assigned): ____________

PERMANENT GRADE-If the following conditions are not satisfied within the allotted time period the student will be assigned the permanent grade based on the coursework completed within the scheduled start/end dates of the course.

Student will be awarded the Permanent Grade: ______ if conditions are not met by time limit stated.

INCOMPLETE GRADE AGREEMENT

I understand and agree to the conditions for being awarded an incomplete grade for the course indicated above. I have met, discussed, and been informed about the incomplete grade process and the conditions I must complete to remove the incomplete grade. I am requesting to be awarded an incomplete “I” in the class identified above. The conditions for removal of the incomplete are noted above. I agree to complete the conditions within the identified time limits, one semester or less time as specified by the instructor, to satisfy the conditions for removal. When this time has lapsed, if the conditions for removal are not satisfied, the incomplete will revert to the grade originally assigned.

Student Signature: ___________________________________________ Date: ____________
Instructor Signature: ___________________________________________ Date: ____________

ADMISSIONS & RECORDS PROCESSING

Processed by (Signature): ___________________________________________
Date Processed: ____________ Date Student/Instructor emailed: ____________
PROCESS FOR FILING AN INCOMPLETE GRADE REQUEST

1. If the student requests an incomplete grade or if the instructor of record believes a student may qualify for an incomplete grade, the instructor and student must have a discussion reviewing the Request & Notice of Incomplete form. The instructor may access the form online to complete by hand or electronically.

2. If both the student and instructor agree an incomplete grade (I) should be assigned then the instructor and student must complete the form together to ensure all parties are aware of the details of the agreement. When assigning an incomplete grade the instructor is required to identify:
   - Conditions necessary for the removal of the incomplete grade
   - Time period allotted to the student to satisfy these conditions
   - Permanent grade to be assigned if listed conditions are not satisfied within the allotted time period.

3. The request must have student and instructor signatures and date completed.

4. Instructors must submit the Request & Notice of Incomplete form with the final grade roster for the specified course. For each incomplete grade assigned a Request & Notice of Incomplete form must be completed and submitted.

5. The Admissions and Records Office will process and email the student and instructor a copy of the request.

6. When the student meets the required conditions for removal of the incomplete grade, the instructor is required to complete and submit a Notice of Grade/Unit Change form to the Admissions & Records (A&R) office to process the new grade to be awarded.

7. After the new grade has been recorded by A&R, the student will be notified the student's incomplete grade has been changed to the permanent grade. If no new grade is recorded within the time limit or if the student did not meet the required conditions for removal of the incomplete grade, the A&R office will change the student's permanent record to reflect the originally assigned grade and notify the student of this action.

DISTRICT POLICY

Incomplete academic work for unforeseeable, emergency and justifiable reason at the end of the term may result in an "I" symbol on the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record which includes the grade which will be assigned should the student not complete the missing work. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" may be made up no later than one semester following the end if the term in which it was assigned. Neither units nor grade points are counted until a final grade is recorded on the student's transcript.

A student may petition for a time extension due to unusual circumstances.
MILEAGE REPORT

State Center Community College District

MILEAGE REIMBURSEMENT FORM

Effective January 1, 20XX

<table>
<thead>
<tr>
<th>Date</th>
<th>From Location</th>
<th>To Location</th>
<th>Purpose</th>
<th>Parking Meter or Garage Fee (receipt, if avail)</th>
<th>Total Miles Driven</th>
<th>Less * Commute Miles</th>
<th>Reimbursable Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/22/2019</td>
<td>DO-Fulton</td>
<td>DO-HC</td>
<td>Meeting</td>
<td></td>
<td>21</td>
<td>7.2</td>
<td>47.9</td>
</tr>
<tr>
<td>1/30/2019</td>
<td>Home</td>
<td>RC/DO-Fulton</td>
<td>Meeting at Reedle College, return to work (Fulton)</td>
<td></td>
<td>55</td>
<td>7.2</td>
<td>57.9</td>
</tr>
<tr>
<td>1/24/2019</td>
<td>DO-Fulton</td>
<td>Multiple Sites</td>
<td>Preservation at all colleges (FCC&gt;RC&gt;CCC&gt;Home)</td>
<td></td>
<td>76</td>
<td>7.2</td>
<td>58.8</td>
</tr>
<tr>
<td>1/31/2019</td>
<td>DO-Fulton</td>
<td>DO-HC/ Home</td>
<td>Meeting at HC, then Home</td>
<td></td>
<td>14.5</td>
<td>7.2</td>
<td>7.3</td>
</tr>
</tbody>
</table>

Total Reimbursable Miles: 144.9

Amount Due @ $0.58 per mile: $84.04

Total Parking Reimbursement: $84.04

Attatch proof of mileage (shortest route, even if you didn’t take that route). DO NOT attach driving instructions.
PETITION TO WITHDRAWAL DUE TO EXTENUATING CIRCUMSTANCES

Student Name: ___________________________  ID#: ___________________________

Address: ___________________________  Phone: ___________________________

Students who wish to withdrawal due to extenuating circumstances must complete the following form, submit the completed form with supportive documentation, a written explanation to the counseling department, and meet with a counselor. According to California Code of Regulations, Title 5, Section 55758, an extenuating circumstance is defined as:

"Extenuating circumstances are verified cases of accidents, illnesses, death in the immediate family, jury duty, declaration of war, natural calamity, military conscription, family or job displacement, instructor error, or other circumstances beyond the control of the student which are justifiable in the judgment of the college president or his/her designee (California Code of Regulations, Title 5, Section 55758)."

Student(s) must petition to withdraw from ALL enrolled classes; exceptions (i.e., partial withdrawal) must be approved in advance by Dean of Students. This form can be submitted during the term the student is enrolled in the course(s) and up to one full semester following.

Type of withdrawal requested (Select One):

- [ ] Withdrawal from all courses.
- [ ] Partial withdrawal from course(s)-Dean Approval Required

<table>
<thead>
<tr>
<th>COURSE INFORMATION</th>
<th>Course 1</th>
<th>Course 2</th>
<th>Course 3</th>
<th>Course 4</th>
<th>Course 4</th>
<th>Course 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEMESTER:</td>
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<tr>
<td>Course Title</td>
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<tr>
<td>Section #</td>
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<tr>
<td>Instructor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Date of Attendance In Course</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I am requesting permission to withdraw after the drop date because of extenuating circumstances. I understand what an extenuating circumstance is, as defined by Title 5 (see above), and acknowledge it is my responsibility to provide supportive documents and a detailed statement explaining my situation and justifying my request. The detailed statement will be attached for faculty review.

Student Signature: ___________________________  Date: ___________________________

**************************************************************************

A Clovis Community College counselor has reviewed the above request to determine if 'extenuating circumstances' are met as defined by Title 5. Per review of documentation, the counselor:

Counselor Signature: ___________________________  □ Supports  □ Doesn’t Support

Counselor Name (Print): ___________________________  Date: ___________________________

Comments:

**************************************************************************

The intent of this request is to give instructors an opportunity to review and decide whether to assign this student a W or the earned letter grade, per Title 5 (55024). Please return all forms to the Clovis Community College Admissions & Records Office. If you want further information or desire to discuss this matter, contact the counselor submitting this form (ext. 5230). Per review of the statement and course records, the instructor has decided to:

Instructor Signature: ___________________________  □ Approve  □ Deny

Instructor Name (Print): ___________________________  Date: ___________________________

Comments:

**************************************************************************

□ Request Partial Withdrawal-Dean of Students  □ Approve  □ Deny

Signature: ___________________________  Date: ___________________________

Processed-A&R Manager: ___________________________  Date: ___________________________

F:\Docs\Forms\Plans\2016Forms\word docs\CCC Request to Withdraw Due to Extenuating Circumstances 2017.docx  1/18/17
TIMELINE FOR SUBMISSION:
The following identifies the timeline by which a Clovis Community College student may file a Request to Withdraw Due to Extenuating Circumstances (RTW):

- During the semester a student is currently enrolled
- The semester following a grade being posted for the course-in accordance with the following chart:

<table>
<thead>
<tr>
<th>Semester grade was earned</th>
<th>Summer</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Petition must be submitted prior to the end of the next semester.</td>
<td>Fall</td>
<td>Spring</td>
<td>Fall</td>
</tr>
</tbody>
</table>

*If student files a Request to Withdraw due to Extenuating Circumstances later than the last day of the following semester the grade was received, then the request will be submitted to the Academic Standards Committee (ASC) to determine if an exception of the deadline will be approved.

PROCESS FOR SUBMISSION:
The following lists the Request to Withdraw Due to Extenuating Circumstances (RTW) process:

1. Student obtains the RTW form from Counseling.
2. Student completes the RTW form and attaches detailed statement/additional documents for justification.
3. Student must submit completed RTW to counselor for review.
4. Counselor submits RTW to A&R (Unless RTW needs to be approved by the ASC*).
5. A&R will process RTW, scan the RTW, email the instructor with the RTW attached, and send a copy of RTW to the instructor's mailbox for review and completion.
6. Instructor reviews RTW, completes their portion of the RTW, provides a decision, and submits the completed request to A&R within 10 days of receiving email and/or copy of request (whichever is first).
7. A&R processes & notifies the student and the instructor of the final decision.
Student Petition for Exception to Enrollment Deadline
Due to Extenuating Circumstances (SPEEDE)
Student Services Form

The SPEEDE form should only be used if a student has not officially enrolled in class and the last day to add a class has passed. This form is for late enrollment only. For further clarification refer to information and instructions on the backside of this form.

<table>
<thead>
<tr>
<th>STUDENT RESPONSIBILITIES (See detailed instructions on reverse)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name: ____________________________</td>
</tr>
<tr>
<td>SCHEDULE NUMBER</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
</tbody>
</table>

STUDENT ACKNOWLEDGEMENT: I understand by completing this form I am petitioning to be enrolled in the specified class identified above. I acknowledge and understand the approval of this SPEEDE form by the instructor and the dean does not guarantee enrollment into the course, as I am responsible for making sure I am eligible to register for this course (i.e., placement test, pre-requisites, co-requisites) and do not have any registration holds (i.e., fees, academic probation, progress probation, etc.). If holds are present, I am responsible for removing them.

Student Signature: ____________________________ Date: __________

INSTRUCTOR APPROVAL (See detailed instructions on reverse)

☐ DON’T APPROVE
☐ APPROVE: By approving I am acknowledging this student has not been officially enrolled in the above class. I APPROVE the late enrollment of the above individual for the above class. It is understood that the college will not receive State apportionment money for the student’s attendance. The student is being recommended for exception to the enrollment deadline due to the following circumstances (An instructor explanation is required):

REQUIRED - Student’s first date of attendance: ___________

Instructor Signature: ____________________________ Date: __________

DEAN OF INSTRUCTION APPROVAL

☐ Approve ☐ Don’t Approve
Reviewed by Dean of Instruction (Signature): ____________________________ Date: __________

ADMISSIONS & RECORDS PROCESSING

Processed by (Signature): ____________________________
Date Received: ____________ Date Enrolled: ____________ Date Student Notified: ____________
## STUDENT AND PUBLIC ACCIDENT REPORT

**Purpose:** To document accidents occurring on campus or during off-campus school-sponsored activities.

**To be completed by:** Main employee witness to accident or employee supervising at the time of accident.

### A. INJURED PERSON
- **Name:**
- **Date of Birth:**
- **Address:**
- **Phone:** ( )
- **ID# or SSN:**

### B. DATE OF ACCIDENT
- **(Month/Day/Year):**
- **Time of Accident:** AM PM

- **Time classes/activities began:** AM PM
- **Time classes/activities ended:** AM PM

### C. LOCATION OF ACCIDENT
- Fresno City College
- Reedley College
- Willow International
- Clovis Center
- Madera Center
- Oakhurst Center
- Other:

### D. DESCRIPTION OF ACCIDENT
Describe how accident occurred - may use back of form if needed:

### E. SUPERVISION
- **Person supervising at time of accident:**
- **Title:**
- **Was this person present at time of accident?** YES NO
- **Phone:** ( )

### F. WITNESSES
- **Name:**
- **Title:**
- **Phone:** ( )
- **Name:**
- **Title:**
- **Phone:** ( )

### G. DESCRIPTION OF INJURY
- **Body part(s) Injured:**
- **Apparent Nature and/or Extent of Injury:**
- **First Aid Administered:**
- **By Whom:**

### H. DISPOSITION OF INJURED AFTER ACCIDENT
- **Class:**
- **Who was notified:**
- **Relationship to injured:**
- **Phone:** ( )
- **Home:**
- **Doctor:**
- **Hospital:**
- **Injured person released to:** Self (no additional assistance was requested)
- **Other:**
- **(Specify):**

### I. HEALTH INSURANCE STATUS
- **Other than campus student accident insurance:**
- **No Health Insurance**
- **Medi-Cal Coverage**
- **Private Insurance (list company):**

---

**Report Completed by:**
**Title:**
**Phone:**
**Date:**

**Report Reviewed by:**
**Title:**
**Phone:**
**Date:**

---

Please return completed form to Health Services Office ASAP
STAFF DEVELOPMENT LONG FORM

LONG FORM
STAFF DEVELOPMENT PROJECT PROPOSAL
Over $400.00

<table>
<thead>
<tr>
<th>Person Requesting Funds</th>
<th>Department/Area</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Office Phone</th>
<th>Manager/Dean's Signature (Indicates notification, not approval)</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Staff Category:</th>
</tr>
</thead>
<tbody>
<tr>
<td>§ Administration</td>
</tr>
<tr>
<td>§ Faculty</td>
</tr>
<tr>
<td>§ Classified</td>
</tr>
<tr>
<td>§ Full time</td>
</tr>
<tr>
<td>§ Part time</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level of project:</th>
</tr>
</thead>
<tbody>
<tr>
<td>§ Individual</td>
</tr>
<tr>
<td>§ Department</td>
</tr>
<tr>
<td>§ Institutional</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity of Project:</th>
</tr>
</thead>
<tbody>
<tr>
<td>§ Professional</td>
</tr>
<tr>
<td>§ Instructional</td>
</tr>
<tr>
<td>§ Organizational</td>
</tr>
<tr>
<td>§ Curriculum</td>
</tr>
<tr>
<td>§ Self-Esteem</td>
</tr>
</tbody>
</table>

| Project Title: | |
|               | |

<table>
<thead>
<tr>
<th>Date of Event:</th>
<th>Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Brief Description (Please attach brochure or conference literature if possible):

What do you hope to gain and how will others benefit from your participation in this activity?

Anticipated Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

District Vehicle

<table>
<thead>
<tr>
<th>District Vehicle</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Own Vehicle

<table>
<thead>
<tr>
<th>Own Vehicle</th>
<th>Yes</th>
<th>No</th>
<th>Miles (x .375)</th>
</tr>
</thead>
</table>

Other (Specify):

Airfare roundtrip

Airline flights and hotel accommodations will be booked through the district's travel partner, Mark Lewis Travel.

Meals:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$ 7.00</td>
</tr>
<tr>
<td>Lunches</td>
<td>$ 9.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$19.00</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Days</td>
<td>Cost per Day</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

| Miscellaneous | (Please itemize as accurately as possible) | $ |

| Deduct other available funds: | $ |

| Total Funds requested from staff development | $ |

For Committee Use Only

<table>
<thead>
<tr>
<th>Committee Recommendation</th>
<th>Approved</th>
<th>Disapproved</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Accept by Dean of Instruction and Budget Services</th>
<th>Approved</th>
<th>Disapproved</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Accept by Vice Chancellor</th>
<th>Approved</th>
<th>Disapproved</th>
<th>Date</th>
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<tr>
<th>Notification to applicant</th>
<th>Date</th>
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</tbody>
</table>

Revised: 7/1/96

75
Abstract: (Write a concise summary of the essential points of your proposal)

1. Goals & Objectives: (Include extent to which they support department goals. Goals should be tangible, achievable, and measurable)

2. Identification of Need:

3. Dissemination plan: (How will this project and its benefits be shared or reported to appropriate members of the college community?) Also, identify the target audience for your report
## STAFF DEVELOPMENT SHORT FORM

### SHORT FORM

**STAFF DEVELOPMENT PROJECT PROPOSAL**

**Under $400.00**

<table>
<thead>
<tr>
<th>Person Requesting Funds</th>
<th>Department/Area</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<th>Manager/Dean's Signature (Indicates notification, not approval)</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff Category: (Check one)</th>
<th>Administration</th>
<th>Faculty</th>
<th>Classified</th>
<th>Full time</th>
<th>Part time</th>
</tr>
</thead>
<tbody>
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<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level of project: (Check one)</th>
<th>Individual</th>
<th>Department</th>
<th>Institutional</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity of Project:</th>
<th>Professional</th>
<th>Instructional</th>
<th>Organizational</th>
<th>Curriculum</th>
<th>Self-Esteem</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Project Title:

- **Date of Event:**
- **Location:**

### Brief Description (Please attach brochure or conference literature if possible)

### What do you hope to gain and how will others benefit from your participation in this activity?

### Anticipated Expenses

**Fees:**

<table>
<thead>
<tr>
<th>Fees</th>
<th>$</th>
</tr>
</thead>
</table>

**Transportation:**

- **District Vehicle:**
  - Yes [ ]
  - No [ ]

- **Own Vehicle:**
  - Yes [ ]
  - No [ ]

- **Distance (Specify):** miles x $0.50

**Other:** (Specify)

Airfare roundtrip

Airfare and hotel accommodations will be booked through the district travel: Mark Lewis Travel

### Meals:

- **Breakfast:** x $7.00
- **Lunch:** x $9.00
- **Dinner:** x $19.00

### Lodging:

- **Number of Days:**
- **Cost per Day:**

### Miscellaneous (Please itemize as accurately as possible)

<table>
<thead>
<tr>
<th>Miscellaneous</th>
<th>$</th>
</tr>
</thead>
</table>

Deduct other available funds:

$ |

### Total Funds requested from staff development:

$ |

---

For Committee Use Only

<table>
<thead>
<tr>
<th>Committee Recommendation</th>
<th>Approval</th>
<th>Disapproval</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Action by Vice-President of Instruction and Student Services

<table>
<thead>
<tr>
<th>Approval</th>
<th>Disapproval</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Action by Vice-Dean/Chair

<table>
<thead>
<tr>
<th>Approval</th>
<th>Disapproval</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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</table>

Notification to applicant:

<table>
<thead>
<tr>
<th>Date</th>
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<tr>
<td></td>
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</tbody>
</table>

Revision 3rd
# STUDENT COMPLAINT FORM

**Student Complaint Form**  
Student Services Form

**Instructions:** Students must use this form to lodge a complaint regarding a student or a Clovis Community College staff or faculty. The form MUST be completed by the student making the complaint.

<table>
<thead>
<tr>
<th>Name (print):</th>
<th>Student ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## DETAILS OF COMPLAINT

**Complaint is Against (Name):**

<table>
<thead>
<tr>
<th>Course (include course and section number) or Service Area:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

## DESCRIPTION OF COMPLAINT:  
(Include circumstances, dates, times, and name of person(s) or witness(es) involved. Who or what is the complaint about? Are any witnesses willing to testify about what occurred?)

## EXPLAIN WHAT STEPS YOU HAVE ALREADY TAKEN TO SOLVE THE PROBLEM:  
(Check that apply)

- [ ] Talked with person
- [ ] Talked with supervisor. Name of supervisor: ____________________________
- [ ] Other (Explain): ____________________________

## RESULTS/OUTCOME OF THE ABOVE (IF ANY) TO DATE:

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

## WHAT ACTION ARE YOU NOW REQUESTING?  
(State what you expect as a result of filing this form.)

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**SIGNATURE OF STUDENT**

<table>
<thead>
<tr>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
**********Each section should be completed by the designated individual.**********

INSTRUCTOR/ACCUSED RESPONSE:

NAME (print) 

Date Responded

STUDENT RESPONSE:

Date Responded

DEPARTMENT CHAIR ACTION/RECOMMENDATION:

NAME (print) 

Date Responded

☐ Complaint Resolved/Resolution Reached
☐ Referred to Dean (Required)-Date Referred: ____________________

DEAN ACTION/RECOMMENDATION:

NAME (print) 

Date Responded

☐ Complaint Resolved/Resolution Reached
☐ Referred to Vice President (if needed)-Date Referred: ____________________

VICE PRESIDENT ACTION/RECOMMENDATION:

NAME (print) 

Date Responded

☐ Complaint Resolved/Resolution Reached
☐ Referred to Academic Standards (if needed) - Date Referred: ____________________
1. **Description of the Unit/Program**

   *(Brief description of the Unit/Program)*

2. **Status report on improvement goals from the prior Unit/Program Plan (or program review)**

   *(Brief description of the status of each improvement goal cited in the prior Unit/Program Plan.)*

   Unit/Program: insert goal #1, goal #2, goal #3, etc. from the prior plan and provide status update for each

3. **Status report on the Unit/Program’s contribution to the [College Strategic Plan Goals and Objectives](#)**

   *(Identify unit/program’s contributions to at least one institutional goal or Strategic Plan goal, objective, or action step.)*

   Unit/Program: insert specific Strategic Goals or objectives and list completed activities/outcomes that support meeting these goals. *(Refer to Appendix A.)*

4. **President’s Strategic Goal Focus 2018-2020: Increase Course Success Rates**

   For 2018-2020, Clovis Community College will focus on increasing course success rates.

   *This supports strategic goal 2.3: Increase completion rates of degrees and certificates.*
a. Success Rates and Headcount by Subject & Course

<table>
<thead>
<tr>
<th>Course</th>
<th>2015-16</th>
<th>2016-17</th>
<th>2017-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headcount</td>
<td>Success Rate</td>
<td>Headcount</td>
<td>Success Rate</td>
</tr>
<tr>
<td>Course 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

b. Performance review on discipline-specific data on course success rates

(Brief summary of program performance on the selected data point; be prepared to identify areas in need of improvement in the discussion with the Dean. Add improvement goals for the coming year.)

5. Program Three-year Data Summary
   a. See Data Packet for Information
   b. Performance review on program specific data identified by the program

(Brief summary of program performance on the data points; be prepared to identify areas in need of improvement in the discussion with the Dean. Add improvement goals for the coming year.)

6. Provide an example of how SLO and/or PLO data analysis has contributed or will contribute to unit/program improvements.
7. Improvement Goals
   a. Describe short-term improvement goals

   (List 3-5 departmental changes (at a broad level) anticipated in the next two years. Activities should address areas identified as needing improvement in the data analysis section of this plan. Do not include requests for resources.)

   b. Potential Projects, Activities, and Improvement Goals

   (List 2-3 points outlining the department’s vision for the future. Include strategies to address areas identified as needing improvement in the data analysis section of this plan. Tie to Strategic Goals/Objectives. Do not include requests for resources)
1. Description of the Unit/Program

   (Brief description of the Unit/Program)

2. Status report on improvement goals from the prior Unit/Program Plan (or program review)

   (Brief description of the status of each improvement goal cited in the prior Unit/Program Plan.)

   Unit/Program: insert goal #1, goal #2, goal #3, etc. from the prior plan and provide status update for each

3. Status report on the Unit/Program’s contribution to the College Strategic Plan Goals and Objectives

   (Identify unit/program’s contributions to at least one institutional goal or Strategic Plan goal, objective, or action step.)

   Unit/Program: insert specific Strategic Goals or objectives and list completed activities/outcomes that support meeting these goals. (Refer to Appendix A.)

4. President’s Strategic Goal Focus 2018-2020: Increase Course Success Rates

   For 2018-2020, Clovis Community College will focus on increasing course success rates.

   This supports strategic goal 2.3: Increase completion rates of degrees and certificates.
## Clovis Community College

### Headcount & Success Rate

<table>
<thead>
<tr>
<th>Year</th>
<th>Headcount</th>
<th>Success Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-16</td>
<td>9,747</td>
<td>71.3%</td>
</tr>
<tr>
<td>2016-17</td>
<td>10,456</td>
<td>74.2%</td>
</tr>
<tr>
<td>2017-18</td>
<td>11,657</td>
<td>74.7%</td>
</tr>
</tbody>
</table>

### Success Rates and Headcount by Subject & Course

<table>
<thead>
<tr>
<th>Year</th>
<th>Course 1</th>
<th>Headcount</th>
<th>Success Rate</th>
<th>Course 2</th>
<th>Headcount</th>
<th>Success Rate</th>
<th>Course 3</th>
<th>Headcount</th>
<th>Success Rate</th>
<th>Course 4</th>
<th>Headcount</th>
<th>Success Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-16</td>
<td></td>
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<tr>
<td>2016-17</td>
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<tr>
<td>2017-18</td>
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</tr>
</tbody>
</table>

### Performance review on discipline-specific data on course success rates

*(Brief summary of program performance on the selected data point; be prepared to identify areas in need of improvement in the discussion with the Dean. Add improvement goals for the coming year.)*

## Program Three-year Data Summary

### a. See Data Packet for Information

### b. Performance review on program specific data identified by the unit/program

*(Brief summary of program performance on the data points; be prepared to identify areas in need of improvement in the discussion with the Dean. Add improvement goals for the coming year.)*

## Provide an example of how SLO and/or PLO data analysis has contributed or will contribute to unit/program improvements.
7. Improvement Goals
   a. Describe short-term improvement goals

   (List 3-5 departmental changes (at a broad level) anticipated in the next two years. Activities should address areas identified as needing improvement in the data analysis section of this plan. Do not include requests for resources.)

   b. Potential Projects, Activities, and Improvement Goals

   (List 2-3 points outlining the department’s vision for the future. Include strategies to address areas identified as needing improvement in the data analysis section of this plan. Tie to Strategic Goals/Objectives. Do not include requests for resources)

8. Additional Questions for CTE Disciplines (See Appendix B for CTE Data Provided by IR)
   a. Does your program represent unnecessary duplication of other manpower training programs in the area?

   b. Provide short written comparative and trend analyses examining program and overall college trends for labor market data. Explain how your program meets a documented labor market demand.

   c. Explain how your unit/program demonstrates effectiveness as measured by the employment and completion success of students.

   **CCC CTE Disciplines:** Business Administration (Marketing/Statistics/Accounting), Child Development (Education), Criminology, Food & Nutrition, Food Safety, Information Systems, Mechatronics, Occupational Therapy (Office Technology/Rehab Aide), & Water Treatment
1. **Description of the Unit/Program**

   *(Brief description of the Unit/Program)*

2. **Status report on improvement goals from the prior Unit/Program Plan (or program review)*

   *(Brief description of the status of each improvement goal cited in the prior Unit/Program Plan.)*

   Unit/Program: insert goal #1, goal #2, goal #3, etc. from the prior plan and provide status update for each

3. **Status report on the Unit/Program’s contribution to the College Strategic Plan Goals and Objectives**

   *(Identify unit/program’s contributions to at least one institutional goal or Strategic Plan goal, objective, or action step.)*

   Unit/Program: insert specific Strategic Goals or objectives and list completed activities/outcomes that support meeting these goals. *(Refer to Appendix A.)*

4. **President’s Strategic Goal Focus 2018-2020: Increase Course Success Rates**

   For 2018-2020, Clovis Community College will focus on increasing course success rates.

   *This supports strategic goal 2.3: Increase completion rates of degrees and certificates.*
a. CCC Course Success Rates (all courses)

<table>
<thead>
<tr>
<th></th>
<th>2015-16</th>
<th></th>
<th>2016-17</th>
<th></th>
<th>2017-18</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Clovis Community College</td>
<td>Headcount</td>
<td>Success Rate</td>
<td>Headcount</td>
<td>Success Rate</td>
<td>Headcount</td>
<td>Success Rate</td>
</tr>
<tr>
<td>CCC Success Rate (All Courses)</td>
<td>9,747</td>
<td>71.3%</td>
<td>10,456</td>
<td>74.2%</td>
<td>11,657</td>
<td>74.7%</td>
</tr>
</tbody>
</table>

Note: Program and course level data can be accessed at [CCC’s Institutional Research](#).

b. Performance review on Student Support Service/Administrative Units and impact on course success rates

(Brief summary of unit impact on the selected data points; be prepared to identify areas in need of improvement in the discussion with the Dean. Add improvement goals for the coming year.)

5. Unit Three-year Data Summary
   a. Performance review on unit specific data identified by the unit

(Brief summary of unit performance on the data points; be prepared to identify areas in need of improvement in the discussion with the Dean. Add improvement goals for the coming year.)

6. Provide an example of how SLO and SUO data analysis has contributed or will contribute to unit/program improvements.

7. Improvement Goals
   a. Describe short-term improvement goals

(List 3-5 departmental changes (at a broad level) anticipated in the next two years. Activities should address areas identified as needing improvement in the data analysis section of this plan. Do not include requests for resources.)

   b. Potential Projects, Activities, and Improvement Goals
(List 2-3 points outlining the department’s vision for the future. Include strategies to address areas identified as needing improvement in the data analysis section of this plan. Tie to Strategic Goals/Objectives. Do not include requests for resources)

**Student Support Service/Administrative Units:**

<table>
<thead>
<tr>
<th>Student Support Service Units</th>
<th>Administrative Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Counseling (CalWORKs, CAYFES/Next Up, &amp; EOPS)</td>
<td>Business Services Office &amp; Building Services</td>
</tr>
<tr>
<td>Admissions &amp; Records</td>
<td>Institutional Research</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Marketing/Webmaster &amp; Graphic Design</td>
</tr>
<tr>
<td>Health &amp; Psychological Services</td>
<td>Office of Instruction</td>
</tr>
<tr>
<td>Outreach</td>
<td>Office of Student Services</td>
</tr>
<tr>
<td>Student Activities</td>
<td>Technology</td>
</tr>
</tbody>
</table>
Department

Unit/Program

TOP Code(s)

Disciplines included in the Unit/Program

1. Description of the Unit/Program

(Brief description of the Unit/Program)

2. Status report on improvement goals from the prior Unit/Program Plan (or program review)

(Brief description of the status of each improvement goal cited in the prior Unit/Program Plan.)

Unit/Program: insert goal #1, goal #2, goal #3, etc. from the prior plan and provide status update for each

3. Status report on the Unit/Program’s contribution to the College Strategic Plan Goals and Objectives

(Identify unit/program’s contributions to at least one institutional goal or Strategic Plan goal, objective, or action step.)

Unit/Program: insert specific Strategic Goals or Objectives and list completed activities/outcomes that support meeting these goals.
(Refer to Appendix A in UP Planning Handbook – College Strategic Plan)
4. President's Strategic Goal Focus 2018-2020: Increase Course Success Rates
For 2018-2020, Clovis Community College will focus on increasing course success rates. 
This supports strategic goal 2.3: Increase completion rates of degrees and certificates.

<table>
<thead>
<tr>
<th></th>
<th>2015-16</th>
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<th>2016-17</th>
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<th>2017-18</th>
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</thead>
<tbody>
<tr>
<td>Clovis Community College</td>
<td>Headcount</td>
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<td>74.7%</td>
</tr>
</tbody>
</table>

Note: Program and course level data can be accessed at CCC's Institutional Research

a. Success Rates and Headcount by Subject & Course

<table>
<thead>
<tr>
<th>Course</th>
<th>2015-16</th>
<th></th>
<th>2016-17</th>
<th></th>
<th>2017-18</th>
<th></th>
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<tbody>
<tr>
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<td>Success Rate</td>
<td>Headcount</td>
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<tr>
<td>Course 2</td>
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<td>Course 3</td>
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<td>Course 4</td>
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<tr>
<td>Grand Total</td>
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</tbody>
</table>

b. Performance review on the impact Student Support Service/Administrative Units AND discipline-specific data have on course success rates

(Brief summary of unit impact on the selected data points; be prepared to identify areas in need of improvement in the discussion with the Dean. Add improvement goals for the coming year.)

5. Unit & Program Three-year Data Summary

a. See Data Packet for Information for courses

b. Performance review on unit specific (services) AND program specific (courses) data identified by the unit/program

(Brief summary of unit performance on the data points; be prepared to identify areas in need of improvement in the discussion with the Dean. Add improvement goals for the coming year.)
6. Provide an example of how SLO, SUO, and/or PLO data analysis has contributed or will contribute to unit/program improvements.

7. Improvement Goals
   a. Describe short-term improvement goals

   (List 3-5 departmental changes (at a broad level) anticipated in the next two years. Activities should address areas identified as needing improvement in the data analysis section of this plan. Do not include requests for resources.)

   b. Potential Projects, Activities, and Improvement Goals

   (List 2-3 points outlining the department’s vision for the future. Include strategies to address areas identified as needing improvement in the data analysis section of this plan. Tie to Strategic Goals/Objectives. Do not include requests for resources)

**Student Support Service/Administrative Units:**

<table>
<thead>
<tr>
<th>Student Support Service Units</th>
<th>Counseling Courses</th>
<th>Library Courses</th>
<th>Tutoring Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Counseling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Athletics, Career, DSP&amp;S, Enrichment, Honors, Transfer, TRIO, Veterans)</td>
<td>Counseling Courses</td>
<td>Library Courses</td>
<td>Tutoring Courses</td>
</tr>
<tr>
<td>Library Services</td>
<td></td>
<td></td>
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<tr>
<td>Tutoring</td>
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<td></td>
</tr>
</tbody>
</table>

HYBRID – includes both Non Instructional (Services) and Instructional (Courses)

Revised 10-2-18
STATE CENTER COMMUNITY COLLEGE DISTRICT
TIME CONFLICT PETITION
Refer to instructions on the reverse of this form.

Student Name: (print) ____________________________________________________________

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
</table>

Student ID Number: __________________________________________________________________

<table>
<thead>
<tr>
<th>Schedule #</th>
<th>Course</th>
<th>Instructor</th>
<th>Meeting Days</th>
<th>Meeting Times</th>
</tr>
</thead>
</table>

Class to be added

Class with time conflict

Student (See detailed instructions on reverse):
1. Provide sound justification of the need for the overlapping schedule in space below.
2. Sign below to indicate your request to add this class.
3. Submit completed form to instructor of class.

_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

Student’s Signature: _____________________________ Date: ______________________

Instructor Approval (See detailed instructions on reverse): List dates and times of how student will make up missed time; time must be made up within the same week in which it is missed under the supervision of the instructor of record.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<th>Time</th>
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</table>

Instructor’s Signature: _____________________________ Date: ______________________

Division Dean’s Signature: _____________________________ Date: ______________________

Vice President of Instruction Approval (If approved, return completed petition to student to take to registration for processing).

Approval: YES NO Signature: _____________________________ Date: ______________________
# Time Conflict Petition

## INSTRUCTIONS

### STUDENT INSTRUCTIONS:

1. **Print complete name** on Student Name entry line.
2. **Enter your Student ID number** where indicated; this is not your social security number. You can find your student ID number on your class schedule, an Associated Student Government card, or a payment receipt. Your student ID number can also be found on WebAdvisor at [www.webadvisor.scccd.com](http://www.webadvisor.scccd.com) using the What's My User ID? link.
3. **Complete schedule number, course name, instructor name and semester.**
4. **Provide a written, sound justification** for this request in space provided.
5. **Sign form** and submit to your instructor for consideration.
6. **If approved by instructor, then request approval** by Division Dean.
7. **If approved by Division Dean, take to Office of Instruction** for approval by Vice President of Instruction.
8. **If approved by Vice President of Instruction, take approved petition to registration** for enrollment into course.

### INSTRUCTOR INSTRUCTIONS:

1. **List dates and times of how student will make up missed time**; time must be made up within the same week in which it is missed under the supervision of the instructor of record.
2. **Instructor’s signature** is required.
3. Refer student to Division Dean Office for approval.
4. **A copy of this approved petition with attendance confirmation** must be submitted at final grading. Instructor will receive copy of approved petition once student has been registered.

### DIVISION DEAN OF INSTRUCTION:

1. Signature required if approving this time conflict petition.
2. If approved, refer student to Office of Vice President of Instruction.

### VICE PRESIDENT OF INSTRUCTION

1. Indicate final action and sign.
2. If approved, refer student with approved form to registration office for processing.

### REGISTRATION OFFICE

1. Refer to manager for processing.
2. Give pink copy to student.
3. Forward approved petition to Records.
# TRAVEL OR CONFERENCE REQUEST FORM

State Center Community College District

TRAVEL OR CONFERENCE REQUEST

PLEASE TYPE OR PRINT

<table>
<thead>
<tr>
<th>NAME</th>
<th>DATE</th>
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<table>
<thead>
<tr>
<th>REIMBURSEMENT CHECK MAILED TO</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
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<table>
<thead>
<tr>
<th>TITLE OF ACTIVITY</th>
<th>LOCATION</th>
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<table>
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<th>PURPOSE OF TRAVEL (ATTACH ADDITIONAL PAGES IF NEEDED)</th>
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<table>
<thead>
<tr>
<th>ACTIVITY DATE</th>
<th>DATES AWAY FROM SITE</th>
<th>BUDGET NUMBER</th>
<th>MAXIMUM $ ALLOWED</th>
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<table>
<thead>
<tr>
<th>EMPLOYEE SIGNATURE</th>
<th>DATE</th>
<th>PHONE or EXTENSION</th>
</tr>
</thead>
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**FREQUENT APPROVAL**

I find that the proposed travel meets the requirements of District policy and is consistent with the scheduling of any conference or training session to be attended.

DEAN OR SUPERVISOR: ____________________________

VICE PRESIDENT: ____________________________

PRESIDENT OR VICE CHANCELLOR: ____________________________

CHANCELLOR (OUT OF STATE): ____________________________

---

**EXPENSE DETAIL**

**REQUIRED EXPENSES PAID BY THE DISTRICT**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>EST. COST</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>TOTAL</th>
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</table>

<table>
<thead>
<tr>
<th>AIRFARE</th>
<th>LODGING, HOTEL, ETC.</th>
<th>P.D. or REQ'd</th>
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<tbody>
<tr>
<td>CONFERENCE REGISTRATION</td>
<td>P.D. or REQ'd</td>
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<tr>
<td>OTHER</td>
<td></td>
<td></td>
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**SUBTOTAL DISTRICT PAID ITEMS**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>EST. COST</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
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**REQUIRED EXPENSES PAID BY THE EMPLOYEE**

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<th>EST. COST</th>
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<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>TOTAL</th>
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<table>
<thead>
<tr>
<th>CONFERENCE REGISTRATION</th>
<th>LODGING, HOTEL, ETC.</th>
<th>TRANSPORTATION EXPENSE: AIRFARE, RENTAL CAR or MILES</th>
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<tr>
<td>MEALS</td>
<td>BREAKFAST</td>
<td>LUNCH</td>
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<tr>
<td>OTHER TRAVEL EXPENSES</td>
<td>TAXI, PARKING, ETC.</td>
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**SUBTOTAL EMPLOYEE PAID ITEMS**

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<th>ITEM</th>
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<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>TOTAL</th>
</tr>
</thead>
</table>

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**GRAND TOTAL ESTIMATE COST**

I hereby certify under penalty of perjury that:
1. I departed at __________ am/pm on __/__/____ and returned at __________ am/pm on __/__/____.
2. The above is an accurate accounting of my incurred expenses while in travel status.
3. I traveled to the destination as indicated on this itinerary.
4. My personal vehicle used for district business has the minimum insurance requirements required by law under the State of California and I have a valid driver's license (if applicable).

SIGNATURE OF EMPLOYEE: ____________________________

SIGNATURE OF SUPERVISOR: ____________________________

SIGNATURE OF FINANCE/ADMINISTRATIVE SERVICES: ____________________________

Date ____________________________

(To be signed after expenses are itemized/authorized for payment.)

---

**SUMMARY OF EXPENSES**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>EST. COST</th>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
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<tr>
<td>OTHER TRAVEL EXPENSES</td>
<td>TAXI, PARKING, ETC.</td>
<td></td>
</tr>
</tbody>
</table>

**AMOUNT DUE TO EMPLOYEE (B) - (C)**

* Total expense should not exceed Maximum $ Allowed.*

94
This Volunteer Service Agreement is made and entered into between the State Center Community College District (SCCCD) and (Name of Volunteer) ________________________________________________________________.

1. Position. District offers Volunteer and Volunteer agrees to render service as a volunteer (list duties) __________________________________________________________

2. Volunteer Status.  □ Volunteer is already employed by SCCCD as _______________________. Volunteer understands and agrees that the volunteer service which is the subject of this agreement is in a different capacity from the Volunteer’s current employment with SCCCD; OR  
□ Volunteer is a community member.

3. Waiver. Volunteer understands the provisions of Paragraph (2) above that he/she will not earn or receive regular pay or overtime in connection with hours worked under this agreement. Volunteer knowingly and voluntarily waives any claims under the Fair Labor Standards Act in connection with this agreement.  
(_____ Volunteer’s initials indicating agreement)  

4. Term. Volunteer’s service shall begin on ____________________, and shall end when (1) Volunteer’s services are no longer required, or (2) this Agreement is terminated by SCCCD or volunteer.

5. Status. Volunteer specifically acknowledges he/she is a Volunteer within the meaning of 29 U.S.C. section 302(e) (4A) and other applicable law. Volunteer therefore agrees he/she is not a classified or academic employee and that this contract does not establish any right to probationary or permanent employment. Volunteer agrees he/she is not afforded rights under SCCCD’s collective bargaining agreement and may be terminated by SCCCD at any time for any reason, or for no reason, without due process or a hearing of any kind.  
(_____ Volunteer’s initials indicating agreement)
6. **History of Conviction.** Have you ever been convicted of, pled guilty to or pled no contest to any criminal offense before any court? (An answer of “yes” does not necessarily disqualify you from volunteering. Each situation is considered individually, based on the circumstances.

_____ Yes                   _____ No

If yes, please attach explanation on separate sheet of paper including the date and place of each offense, the specific charge, the date and place of convictions or plea, the fine or sentence received, or the diversion program entered. You may omit any offenses for which the only punishment imposed was a fine of less than $100, or minor traffic violations. Any offense for which you were convicted for which the punishment was a fine in excess of $100, which required serving a jail or prison sentence, or which required probation, MUST be reported. You must report convictions or pleas withdrawn, set aside of dismissed pursuant to California Penal Code section 1203.4. Notwithstanding any of the preceding, you should not disclose convictions that are over two years old as of the date that you complete this application for violation of health and safety code sections 11357, 11360, 11364, or 11365 as those statutes related to marijuana prior to January 1, 1876 or a statutory predecessor to those statutes.

7. I am physically, mentally and professionally capable of performing the service involved in this volunteer assignment. I understand I am required to perform my volunteer services in accordance with any applicable laws, regulations or technical/professional standards.

_____ Yes                   _____ No

Volunteer Name: ________________________________________________________________

Address: ______________________________________________________________________

City / State / Zip ________________________________________________________________

Telephone ( ) _________________________ Social Security #: ________________________

Date of Birth ________________________________________________________________

Emergency Contact Name(s) and Phone Number(s)

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
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</table>

Signature of Volunteer

Signature of Manager Authorizing Volunteer

Revised: October 29, 2007